

NC Division of Public Health

2025 Annual Child Care Immunization Report – Age Worksheets

Before beginning the worksheets, please ensure you have the most updated copy of all immunization records.

Instructions:

Use the worksheets to determine the status of each child who fits the reporting criteria. If the child has the number of doses required for their age, list a “1” under the category that applies to that child. At the bottom of the worksheet, tally the number of children in each category to complete the summary table. The summary table is what you will report in the electronic report. This worksheet is to assist you in determining the status of the children at your facility, it does not need to be submitted. Submissions must be made through the online reporting portal.

Definitions:

Total number of children attending – Enter the total number of children attending the child care facility on a regular basis (at least once per week for more than four hours, but less than 24 hours per day). Do not include children who are within the 30-calendar day grace period of enrollment. Enter zero (0) if no children are in attendance. **Do not** include any children **born after October 01, 2025**, or children who attend elementary school full time.

Up to Date – The child has all required immunizations for their age, include children with recorded history of disease where applicable. Reference the table below according to the child’s current age (e.g. if the child is currently 14 months old – refer to the 12-month line). See https://immunize.nc.gov/schools/ccf_requirements.htm for additional information.

Provisionally Enrolled (Previously called In Process) - If the administration of vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days upon certification by a physician may be allowed to obtain the required immunization. This usually applies to children on a catch-up schedule. The child may remain in child care as long as they receive the required doses at the scheduled intervals.

Not Up to Date and no exemption - A child who has not obtained the required immunizations for their age within 30 calendar days of their first day of attendance, has no medical exemption, or religious exemption, and does not have provisional enrollment.

Medical Exemption -There is a valid Medical Exemption Form (or Request for Medical Exemption Form) in their file that is signed by a North Carolina Physician

Religious Exemption -There is a written statement from the parent/guardian that says immunizing their child is against their *bona fide* religious beliefs. It must include the child’s name and date of birth.

Before This Age	Children Need These Immunizations						
3 months		1 Hep B					
5 months		2 Hep B			2 Polio		
7 months	3 DTaP**	2 Hep B	2 or 3 Hib^		2 Polio	3 PCV**	
12 months	3 DTaP**	2 Hep B	2 or 3 Hib^		2 Polio	3 PCV**	
16 months	3 DTaP**	2 Hep B	3 or 4 Hib^	1 MMR**	2 Polio	4 PCV**	
19 months	4 DTaP**	3 Hep B	3 or 4 Hib^	1 MMR**	3 Polio	4 PCV**	1 Varicella
4 years and older in childcare only	4 DTaP**	3 Hep B	3 or 4 Hib^	1 MMR**	3 Polio	4 PCV**	1 Varicella

* Children who received doses of Hib and/or PCV late may be required to receive fewer doses.

**DTaP = diphtheria, tetanus, pertussis; MMR = measles, mumps, rubella; PCV = pneumococcal conjugate vaccine
^Number of doses depends on the vaccine product.

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***Maximum age requirement for the first dose of Hep-B is 3 months. Children less than 3 months of age that have not received at least one dose of Hep-B should be reported as Up-To-Date until they have exceeded 3 months of age.**

Worksheet for Children 0-24 months

(Birth dates: October 1, 2023 – October 1, 2025)

Child's initials	Birth Date	DTPaP**	Hep B	Hib^	MMR**	Polio	PCV**	Varicella	Up-To- Date (UTD)	Provisionally Enrolled	Not Up-To-Date and no exemption	Medical Exemption*	Religious Exemption*
(EXAMPLE) JD	1/31/2024	4	3	4	1	3	4	1	1				
								TOTAL:					

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Worksheet for Children 24 months and older, up through Pre-Kindergarten

(Birth dates: *September 30, 2023 and earlier*)

[illegible]

**DTaP = diphtheria, tetanus, pertussis; MMR = measles, mumps, rubella; PCV = pneumococcal conjugate vaccine

^aNumber of doses depends on the vaccine product.

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2025 Annual Child Care Immunization Report – Summary Table

Record the NUMBER OF CHILDREN in each age group who are in the following categories. **Use the Age Worksheets to complete this table**

Use the numbers from this summary table to complete the online child care immunization report.

Age Group	Number of children attending	Up-To-Date	Provisionally Enrolled	Not Up-To-Date and no exemption	Medical Exemption	Religious Exemption
*0 through 24 months						
24 months up to the first day of kindergarten						
TOTAL						

- **Submit a report even if no children are attending your child care facility or your child care facility has closed. This will ensure your child care facility meets the reporting requirement and is not considered delinquent.**
- Failure to submit an annual childcare immunization report per G.S. 130A-155 will be reported to the Local Health Director for your county.
- This worksheet is to assist you in determining the status of the children at your facility, it does not need to be submitted. Submissions must be made through the online reporting portal.
- Please retain a copy of this worksheet for your records
- **Reports are due by midnight, Saturday, November 15, 2025, and will not be accepted after that date.**