

SAMPLE

CHILD CARE POLICY ABOUT YOUR CHILD'S IMMUNIZATION CERTIFICATE

1. **Within 30 days of enrollment**, you must bring to the office a Georgia Certificate of Immunization (Form 3231) for each child you enroll.
2. A photocopy of a dated and signed certificate is acceptable. The information must **not be altered or changed, scratched through or whited-out**.
3. The information must include:
 - Name of child**
 - Name of parent/guardian**
 - Child's Birth Date**
 - Date of Expiration**
 - Vaccine Administration Dates**
 - Date of Issue**
 - Signature of the issuer must be readable**
 - Name and Address of Physicians or Health Department**

All children **entering** Child Care Facilities should have the Certificate of Immunization (Form 3231, Rev. 3/2007).

You will be notified at least a month prior to the date that your child's Certificate of Immunization expires.

We appreciate your cooperation in bringing us an updated certificate (Form 3231) as soon as possible.

Please be advised that the updated certificate **must** be in the office within 30 days after the Date of Expiration. If we **do not have** an updated certificate at that time, Georgia law requires us to exclude your child from attending, until an updated certificate is submitted.