**Southern New Hampshire Services, Inc.**

**Child Development Program**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It has come to my attention after reviewing your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s immunization records and discussing with your provider that he or she is missing the following immunization(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Per New Hampshire Childcare Licensing your child is not up to date on the immunizations appropriate for their age. Your child will need to have the missing immunizations to stay in our program. Please schedule an appointment as soon as possible to receive these and let me know the date of the scheduled appointment. As of now your child is considered conditionally enrolled and is at risk of being excluded from the program if they do not go to the appointment to obtain the missing immunization(s). Please see me with any questions.

Your Family worker,

 ***Conditional Enrollment***

*A child may be admitted to a program if s/he has one of each immunization that is age appropriate and they have an appointment date for the next immunization. If the child needs more than one immunization in a series then they must continue to have appointments scheduled according to the catch up schedule to continue to attend the program. If s/he misses his/her appointment for any reason, s/he will be excluded until the parent provides documentation that the immunization has been received. The only exception to this is if the child has been medically exempted for a period of time. Medical exemptions are not given on a life time basis. If the child has a medical exemption from being immunized at this time, the parent must provide documentation of this exemption and must provide documentation of immunizations when the exemption expires.* ***No child will be permitted to attend the program before providing documentation of immunization status that meets at least “Conditional Enrollment” requirements.***