



Brookline Sprouts Preschool & Extended Care

Tree of Life Open Bible Church

1036 Brookline Boulevard, Pittsburgh PA 15226 (412) 531-0590

Dear Parent/Guardian,

If your child has not had a flu vaccine in greater than 12 months, **we are required by our licensing authority and the health department to have documentation** regarding this. The American Academy of Pediatrics has an annual flu vaccine included in the standard vaccine schedule. **This requirement is also true of any other recommended vaccine, including the COVID vaccine.** There are 2 options to satisfy the documentation requirement:

1. Have your child receive the missing vaccine as soon as possible and submit an updated immunization record or other proof of vaccination. If it is not available (such as the flu vaccine during summer months), we need a note from your child's healthcare provider that they are not available.
2. Submit a paper note or email (from the email you submitted upon enrollment) that includes:
 - a. Your name
 - b. Your child's name
 - c. The date
 - d. Your reason that your child cannot/will not receive the vaccine in question (such as strong personal belief against it)

Please note the following:

1. We do NOT need another complete Health Report if an unexpired one is already on file for this particular requirement.
2. If you are declining a vaccine, you do not need to write a new note annually.
3. If you submit a note regarding the availability of the vaccine, you will be required to submit that your child received the vaccine as soon as one became available. (This is true of certain seasonal vaccines such as the flu vaccine.)

We thank you in advance for your cooperation in this matter.

Mandi Rhoades, Director & Brookline Sprouts Administration