

12.6.3.1. Documentation of flu vaccines is required in all programs.

12.6.3.2. The medical advisor may permit attendance if a vaccine is unavailable. Have parents obtain vaccine when it becomes available.

12.6.4. In accordance with AFI 48-110 IP, an immunization exemption may be granted for medical or religious reasons. The Mission Support Group Commander has the authority to approve religious and medical exemptions. In the absence of the Mission Support Group Commander, the Wing Commander approves or disapproves immunization exemption requests. A list of all current individuals with approved exemptions for each immunization is maintained by the program. An exemption is renewed when individuals seek Child and Youth services at a new installation.

12.6.4.1. Requests for religious exemptions must include a statement from the employee, parent or legally authorized representative explaining that their sincerely-held religious beliefs form the reason for objection, an acknowledgment that they are aware of the risk involved when choosing not to immunize, and acknowledgment that exempted individuals are subject to exclusion from working in or attending during an outbreak. For minors, a legally authorized representative can sign such an acknowledgment. The basis of those sincerely-held religious beliefs are not normally subject to examination or rebuttal.

12.6.4.2. Medical exemptions must include a reason from the primary care provider or allergy provider for the exemption and a statement that there is a medical complication if the vaccine is received; an acknowledgment that they are aware of the risk involved when choosing not to immunize; and an acknowledgment that exempted individuals are subject to exclusion from working in or attending during an outbreak. For minors, a legally authorized representative can sign such an acknowledgment. Medical Treatment Facility staff should review medical exemptions issued by network or non-primary health care providers for validity prior to Mission Support Group Commander's approval.

12.6.4.3. During a documented outbreak of a contagious disease that has a vaccine, anyone with an immunization exemption is subject to exclusion from the program for his or her protection and the safety of the other children and staff until the contagious period is over. Consult the medical advisor and public health for guidance on exclusions.

12.6.4.3.1. Fees are still required for Child Development Programs when children or youth are excluded. Hardships waivers may be approved by the Mission Support Group Commander.

**12.7. Child and Youth Program Parent Handbook.** Provide a handbook to parents that includes a list of key personnel, community resources and any topics required by accrediting agencies. Note: May be provided electronically. This includes, but is not limited to:

12.7.1. Operating hours.

12.7.2. Financial policies (e.g., fees and charges, late pick-up procedures and fees, transportation, refunds).

12.7.3. Medical and health procedures (e.g., accidents and injuries, ill children, communicable diseases, allergies, medication).

12.7.4. Emergency procedures (e.g., evacuation, release of children, weather conditions, active shooter, disaster preparedness, missing child or youth).