

126 North Street, Waterville, Maine
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November 8, 2021

www.ClubAYCC.org

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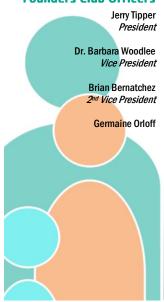
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Dear ASP parents,

The State of Maine Department of Health and Human Services has recently updated their childcare program guidelines to include a new policy where a copy of each child's immunization records are required to be in the child's file. For DHHS reporting purposes, we must have these by Monday, November 22nd.

Please ensure that these are into us by the above date, if not collected your child will be unable to attend until this is remedied.

Because these are medical records, families will need to contact physician's offices to provide approval for sharing of these documents.

They may be sent to us in the following manners:

- 1. Drop off at the AYCC's Welcome Center, 126 North Street, Waterville
- 2. Fax to 207-861-8016
- 3. Email the docs to your Site Coordinator directly:
 - a. April @ Atwood ataylor@clubaycc.org
 - b. Chelsea @ China cmaddox@clubaycc.org
 - c. Amanda @ Mill Stream alandry@clubaycc.org
 - d. DJ @ Waterville <u>dadams@clubaycc.org</u>

Please make sure the documents are sent to the appropriate Childcare Site Coordinator.

Thank you for your understanding and your quick attention to this matter.

Sincerely,

Chrissy Johnson
Child & Youth Development Director
cjohnson@clubaycc.org
207-873-0684