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November 8, 2021

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 22<sup>nd</sup>**.

**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](mailto:ataylor@clubaycc.org)
  - b. Chelsea @ China – [cmaddox@clubaycc.org](mailto:cmaddox@clubaycc.org)
  - c. Amanda @ Mill Stream – [alandry@clubaycc.org](mailto:alandry@clubaycc.org)
  - d. DJ @ Waterville – [dadams@clubaycc.org](mailto:dadams@clubaycc.org)

**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](mailto:cjohnson@clubaycc.org)  
207-873-0684

