**Immunisation – Update Letter**

INSERT LOGO and address

Dear families

We wish to remind you that your child’s next scheduled immunisation is now due.

It is important that your child’s immunisations are kept up to date so they have the maximum protection available against vaccine preventable infectious diseases.

Immunising your child also provides benefits to those in the community who are unable to be vaccinated due to age or medical issues.

Please provide us with a copy of your child’s recent immunisation record completed by their doctor or immunisation provider. When available we would appreciate an updated Immunisation Statement for your child from the Australian Childhood Immunisation Register.

Please also complete the attached and return if your contact details have changed since your child was enrolled or you last advised us.

If you have any questions or concerns please don’t hesitate to contact me on <insert phone number>.

Thank you

Insert Name

Nominated Supervisor

Insert Phone number

Insert Date

**Contact Information Update**

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  | **Parent One** | **Parent Two**  Where answer is same as Parent One write same |
| Surname |  |  |
| Given names |  |  |
| Home address |  |  |
| Home phone |  |  |
| Work phone |  |  |
| Mobile |  |  |
| Best contact number |  |  |
| Email |  |  |