**Notice Template**

**COVID-19 Vaccination Programme**

**Vaccination Arrangements for Children and Adolescents**

[date/month/year]

To parent/guardian of ,

**Vaccination service through outreach**

Arrangement has been made for your child/ward to receive the \_\_\_\_\_\_\_\_ vaccine by outreach service at the time slots stated below. If you have informed our institution that you would like to receive vaccination at the same time slots as your child/ward, please come to our institution at the scheduled time.

|  |  |
| --- | --- |
|  | Date and Time |
| \_\_th Dose |  |
| #\_\_th Dose |  |

Please read and note the following:

1. Please consult your family doctor on the suitability for vaccination, if necessary.
2. Please bring along the original identity documents. In the event that the identity document of children and adolescents do not contain any photograph of the children and adolescents, such as a birth certificate, the children and adolescents have to present his/ her institution document (such as a school handbook), which has the children and adolescents’ photograph, to receive vaccination.
3. Please have breakfast/lunch on the vaccination day.
4. Please wear loosely fit, easy-to-roll-up or any other suitable clothing to facilitate vaccination.
5. The vaccination normally takes around one hour, including waiting, listening to the information and resting.
6. If you are unable to receive vaccination according to the above schedules, please inform our institution immediately for cancellation and make separate arrangements on your own.
7. If your child/ward intends to receive the vaccine, please inform our institution and consult the attending doctor or family doctor on the suitability for receiving the vaccine in case of serious adverse event following the administration of previous dose(s) of vaccine.
8. For recommended vaccination intervals, please refer to the relevant page of thematic website of the Programme (<https://www.chp.gov.hk/en/features/106951.html>).
9. For more information on the vaccination for adolescents and children, please visit the link to read the relevant FAQs (<https://www.chp.gov.hk/files/pdf/faq_children_adolescents_eng.pdf>)

Principal/Teacher-in-charge/Staff:

# please delete as appropriate