**Notice Template**

**COVID-19 Vaccination Programme –**

**Vaccination Arrangement for Children and Adolescents**

[date/month/year]

Dear Parents/Guardians:

The Government provides the following two types of COVID-19 vaccines, namely Sinovac CoronaVac vaccine (“Sinovac vaccine”) and Fosun/BioNTech vaccine (“BioNTech vaccine”) for children and adolescents, which are used for preventing COVID-19 disease caused by SARS-CoV-2 virus. Please visit the link for more information on the vaccination for adolescents and children: <https://www.chp.gov.hk/files/pdf/faq_children_adolescents_eng.pdf>.

Children/ adolescents can receive BioNTech vaccine or Sinovac vaccine through the following means:

1. Arrangement by schools, child care centres (including special child care centres) and early education and training centres

Children, adolescents and participants (for example, parents and guardians) have to bring their original identity documents to receive vaccination. In the event that the identity document of a student does not contain any photograph of the child/ adolescent, such as a birth certificate, he/she has to present his/her school document (such as a student’s handbook), which has the student’s photograph, to receive vaccination. Young children below 3 years old may just bring their original identity document for vaccination and accompanied by parent/guardian.

Kindergartens/kindergartens cum child care centres, child care centres, special child care centres, early education and training centres, primary and secondary schools can contact the doctors providing outreach vaccination services on their own. Please visit website of COVID-19 Vaccination Programme (<https://www.chp.gov.hk/en/features/106952.html>) for details of lists of doctors and the guidelines for organizing outreach vaccination activities.

1. Self-arrangement by parents/guardians and students
2. Bookings at Children Community Vaccination Centre / Private Clinic COVID-19 Vaccination Station

Parents/guardians may also make their own booking direct through the website of COVID-19 Vaccination Programme (<https://booking.covidvaccine.gov.hk/forms/index.jsp>). Apart from the completed Consent Form for the COVID-19 Vaccination Programme and the original copy of the identity document, in the event that the identity document of a student aged 3 to 11 years does not contain any photograph of the student, such as a birth certificate, the student has to present his/her school document (such as a school handbook), which has the student’s photograph, to receive vaccination. If your child does not have a Hong Kong identity card or birth certificate, please arrange vaccination other than through on-line booking. For related information you may make reference to the link: <https://www.chp.gov.hk/en/features/106952.html> .

Children aged 3 to 11 years have to be accompanied by an adult family member, a domestic helper or a school teacher to receive vaccination; children aged below 3 years have to be accompanied by their parents/guardians in person when receiving vaccination.

1. Designated Student Health Service Centres (SHSC) of the Department of Health

The five SHSCs of the Department of Health (Chai Wan, Lam Tin, Sha Tin, Tuen Mun and Western SHSCs) provide Sinovac vaccine or BioNTech vaccine to children and adolescents, and deliver health education on COVID-19 vaccines to parents and children/adolescents. Parents/guardians may refer to the link below about the age of vaccination of children and adolescents and the vaccination service hours:

<https://www.studenthealth.gov.hk/english/covid19/covid19_vaccination_in_shsc.html> , and make own arrangement for their children/wards through booking on the COVID-19 Vaccination Programme website

(<https://booking.covidvaccine.gov.hk/forms/index.jsp>).

1. Maternal and Child Health Centres under the Department of Health

The Maternal and Child Health Centres (MCHCs) under the Department of Health (DH) provide Sinovac vaccination service to children aged 6 months to 4 years during booked appointment for child health services.

In addition, Parents/Guardians may refer to the link below for updated arrangement: <https://www.fhs.gov.hk/english/> and make an appointment through the online booking system

(<https://booking.covidvaccine.gov.hk/forms/index.jsp>)

for their children/wards aged 6 months to 4 years at the 7 designated MCHCs (namely Sai Wan Ho MCHC, Tang Chi Ngong MCHC, Lam Tin MCHC, Ma On Shan MCHC, Wong Siu Ching MCHC, Tin Shui Wai MCHC and Yan Oi MCHC) providing Sinovac vaccination; and at the 7 designated MCHCs (Sai Wan Ho MCHC, Tang Chi Ngong MCHC, Lam Tin MCHC, Ma On Shan MCHC, Wong Siu Ching MCHC, Tin Shui Wai MCHC and Tsing Yi MCHC) providing the toddler formulation of the BioNTech vaccine.

1. Sinovac vaccination at private doctors’ clinics

Please contact participating private doctors (contact details <https://www.chp.gov.hk/en/features/106980.html>) for making appointment of Sinovac vaccination.

1. Provision of BioNTech vaccination at private healthcare institutions (vaccination for those aged 12 or above)

Children and adolescents aged 12 or above as well as their parents/guardians may receive BioNTech vaccination for free at private healthcare institutions concerned. Children, adolescents and parents/guardians may make appointments with the relevant private healthcare institutions direct without going through the Government’s website for booking. The contact details of enrolled private healthcare institutions are at <https://www.chp.gov.hk/files/pdf/list_vssdr_covid_bnt_eng.pdf>. [.](file:///C:\Users\smopm3\AppData\Local\Temp\notesFFF692\)

Our school/child care centre/special child care centres/early education and training centres# has made the initial arrangement for students to receive vaccination of **[<< BioNTech vaccine/Sinovac vaccine >>]** **by outreach** on **[<<inserted by school/child care centre/special child care centres/early education and training centres >>] A.M./P.M.** Enclosed please find the following:

1. the fact sheets on **[<< Comirnaty COVID-19 mRNA Vaccine**

<https://www.chp.gov.hk/files/pdf/covid19vaccinationfactsheet_comirnaty_eng.pdf> **CoronaVac COVID-19 Vaccine (Vero Cell), Inactivated >>**

<https://www.chp.gov.hk/files/pdf/covid19vaccinationfactsheet_coronavac_eng.pdf>**]**; and

1. the Consent Form for COVID-19 Vaccination

**[<<**

**BioNTech vaccine (for children receiving 3-microgram or 10-microgram dose of Comirnaty vaccine)**

<https://www.chp.gov.hk/files/pdf/consent_form_for_fractional_biontech_vaccination_eng.pdf>

**Consent forms for BioNTech (except children receiving 3-microgram or 10-microgram dose of Comirnaty vaccine) and Sinovac vaccine**

<https://www.chp.gov.hk/files/pdf/consent_form_for_covid19_vaccination_eng.pdf>**>>]**

Please read carefully the enclosed information on COVID-19 vaccination. Should you give consent for your child/ward aged below 18 to receive vaccination through arrangement by the **school/child care centre/special child care centres/early education and training centres#**, please fill in the “Consent Form for COVID-19 Vaccination”; if your child/ward aged 18 or above would like to receive vaccination through arrangement by the school, he/she may complete the “Consent Form for COVID-19 Vaccination”. The completed consent form should be returned to Class Teacher/Staff **on or before [<<inserted by school/child care centre/special child care centres/early education and training centres# >>].** If you intend to get vaccinated at the same timeslot with your child/ward, please also complete the “Consent Form for COVID-19 Vaccination” and return it to Class Teacher/Staff through your child/ward before the aforementioned date. We will announce the vaccination details once they are finalised.

**Electronic Health Record Sharing System (eHealth)**

After vaccination, your child/ward will receive paper vaccination records. For parents/guardians who want to access the COVID-19 vaccination records of their child/ward after vaccination through electronic means, **please register with the Electronic Health Record Sharing System (eHealth) online now (Website:** <https://www.ehealth.gov.hk/en/you-and-your-family/how-to-register/register-online.html>**)**,and download 醫健通eHealth App after successful creation of eHealth**.** For details, please refer to the eHealth leaflet enclosed or contact electronic health record (eHR) Registration Office at 3467 6300.

If your child/ward is aged below 16, **after registering with eHealth online,** please bring along the following documents on the day he/she receives the vaccine for information verification purposes:

* + - Consent form for COVID-19 Vaccination
    - The printout of eHealth Online Submission Confirmation (the information of parents/guardians on the printout should tally with that of Consent form)
    - Original of identity document of your child

Should you have any enquiries, please visit the website of COVID-19 Vaccination Programme (<https://www.chp.gov.hk/en/features/106934.html>) for more information about the Programme.

Yours faithfully,

Name of Principal/Teacher-in-charge/ Staff

# Please delete as appropriate.