

Dear Principal and Office Staff,

As you are aware, the Brant County Health Unit will be returning to your school to provide a dental screening clinic.

How can you help get prepared?

Ensure the appropriate parent letters were sent to students' parent/guardian.

2-3 days before the clinic, please provide a reminder to parents/guardians of the upcoming clinic. Parents who do not wish for their child to participate have the option to opt out of the screening using the following link:

<http://www.bchu.org/schooldentaloptoutform> (this is outlined in the parent/guardian letter).

The day of clinic, if possible, please provide a staff member or volunteer to assist the clinic team with bringing groups of students to the clinic location.

**Required Space:** Gym (or other suitable larger area that supports privacy, empty classroom size is ok)

Please ensure the following items are placed in the designated clinic location prior to dental team's arrival:

- 2 medium tables (approximately 3 ft in length)
- Approximately 10 chairs
- Garbage pail
- Access to an electrical outlet

Exact placement of the above equipment is not required. Brant County Health Unit staff will set up the clinic when they arrive.

What's the process for the day of clinic?

Our team will consist of a dental hygienist and a dental assistant. On our arrival, our team will begin setting up the screening space and the dental assistant will connect with the front office to review the list of students to be screened to confirm attendance and any special needs a student may have. At this time, we will also ask the front office to confirm the following:

- School contact person for the clinic team
- Timing of nutrition breaks and outside time
- How the school would like to organize students being brought down from their class to the clinic space (school staff assisting to retrieve OR dental hygienist retrieving students from class)
- Whether the school received any opt out requests directly from parents/guardians
- Location of a staff washroom our team is able to access

The screening consists of a quick look in each child's mouth using a dental mirror and headlamp. For the JK and SK classes, the dental hygienist will visit the classroom to talk about the screening process, show them the headlamp and mirror and answer any questions. Students will be brought down to the screening space in small groups (in alphabetical order). We will ask students to wait quietly while they are called up one by one to see the dental hygienist. Once the group is complete, they will return to class and then next group of students will be brought in.

For older grades, the first group of students will be brought down to the screening space. We will ask students to wait quietly while they are called up one by one to see the dental hygienist. Once a student has completed their screening, they will be sent back to class and asked to tell the next child on the screening list to come down to the screening space.

A "report card" will be completed for each child – these will be bundled by class and provided to the class teacher to be sent home with each student.

Once all student screenings are completed, the team will pack up and check out with the front office.

Thank you very much for helping BCHU provide this important service to the students in our community. Please don't hesitate to reach out with any questions to [dental@bchu.org](mailto:dental@bchu.org)

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle Regan', with a long horizontal flourish extending to the right.

Michelle Regan  
Clinic Services Manager  
[michelle.regan@bchu.org](mailto:michelle.regan@bchu.org)