



# Lions Screen Kids Sight

## Prepare For School Meeting

Once a school meeting has been scheduled, pick the team representative(s) who will attend and determine if a member of Coordinating Committee will attend. Also confirm that a Spot Screening Kit has been reserved. In preparing for the meeting there are several steps that should be done.

1. E-mail 3 preliminary documents to the school contact before meeting
  - a. E2. Vision Screening Program Background gives a brief introduction as to why vision screening in general and the use of photoscreeners in particular (like the Spot Vision Screener), is an important tool for improving literacy in younger school children.
  - b. E3. Vision Screening Introduction introduces the Lions school vision screening program for Yavapai County - **Lions Screen Kids Sight**. It discusses the benefits of and the agency recognition for the Spot Vision Screener. It further introduces how the program will implement a Pass/ Refer format and discusses 3 primary documents that will be employed (consent form for private and preschools, MOU and referral letter)
  - c. E4. Summary of Vision Screening Procedures is a self-explanatory bulleted list of steps that will be followed during a vision screening event
  - d. Review presentation for the meeting, E5. Opening Presentation
    - i. General introduction of program.
    - ii. Stress that there is no cost to the school
    - iii. Why vision screening
    - iv. Advantages of photoscreening
    - v. The vision screening process
    - vi. Reporting of results
    - vii. Color testing also done for kindergarten students
    - viii. Purpose of the meeting
2. Prepare 7 additional documents to bring to the meeting to discuss. Make several sets of copies if meeting with more than one school official.
  - a. E6. Photoscreener Agency Approvals
  - b. D2. Vision Screening Consent Form and D3. Vision Screening Consent Form – Opt Out (2 versions) for private and preschools
  - c. E7. Vision Screening Referral Letter. This should be on yellow paper to message to the school we expect an eye catching color to be used when such letters are sent by the school staff to parents/guardians.
  - d. D5. Vision Screening MOU – Detailed
  - e. E8. Format For 3 x 5 Index Card System
3. Just before the meeting, sign out the reserved Spot Screening Kit
  - a. See D7. Overview – Reserve Spot Vision Screening Kit
    - i. Although the entire kit is reserved, only the Spot Vision Screener is needed for the meeting
    - ii. Confirm Spot Vision Screener is charged
4. All Lions participating should wear their vests to the meeting.

Version 6/12/20