



# Lions Screen Kids Sight

## Vision Screening Event

On the day of the vision screening event, arrive punctually at the school, sign in if required and begin setting up in the agreed upon area(s). See notes below about running a vision screening event.

1. Bring copies of ID cards and Kid Sight Certs for all your team members. Confirm that all Lions have their ID cards.
2. Bring all items for 1 to 3 kits. Use the kit inventory to confirm kit contents. (C3. Single Spot Vision Screening Kit Inventory ) When picking up and transporting a single kit, it includes 9 pieces. (Spot Screener, tripod, 2 small side tables, umbrella, roll of construction paper, plastic tote with health safety supplies, rolling crate with accessories and plastic tote with accessories). When signing out multiple kits for larger schools, there are some duplicate items that will not be needed. Use what items you need from each kit and put them back in their original containers for the next users.
3. Bring filled-out task list and other event documents located in the document folder in the clear plastic tote including: G4. Color Score Sheets, I2. Blank Vision Screening Event-File Key, I3. Tally Worksheets, J3. Final Tally Sheet, J5. Fill-in-the Blank Evaluation Form and references (C3. Single Spot Screening Kit Inventory, E8. Format For 3 X 5 Index Card System, F4. Vision Screening Room Requirements, G3. General Color Testing Instructions, G5. Tips For Color Testing, select pages from G7. Spot Vision Screener Basic Instructions, G8. Tripod Instructions, G11. Vision Screening Reminders, G12. Vision Screening Problem Solving and I1. Overview – Vision Screening Event).
4. Allow 40 minutes to set up before screening will commence. This will include setting-up any health safety protocols if needed. Confirm residual room lighting will not be a problem by doing a test screening and use construction paper and blue tape to block bright windows if needed.
5. Assign team members to staff the Spot Screening station(s), color testing books and tally station from task list. Rotate teams member periodically to give each member screening experience.
6. Do color testing according to the format selected. Option 1 – For smaller schools, stop vision screening during color testing. Option 2 – For larger schools, continue vision testing with fewer Spot Screeners. Determine whether to color test pre-K and kindergartener students at the beginning of the day. (Refer to F3. Overview – Color Testing Format Options)
7. Encourage schools to minimize wait times between classes. Have the next class coming to the screening area when the current class is half done.
8. Harvest 3 x 5 cards & tally after each class is done. Fill out tally worksheet(s), listing the number of students screened, passed and referred by age for each class.(Refer to G13. Sample Tally Worksheet)
9. Return 3 x 5 cards marked and sorted by Pass and Refer/Nonconforming for each class to the school.
10. While packing up, remind schools about referral letters and 5-6 week follow-up call. Fill out and leave a copy of the event key. (I2. Blank Vision Screening Event-File Key )