

Coordinating Lice Check Volunteers – Happy Hollow

As a room parent, you will need to find at least 1 or 2 volunteers to administer lice checks to children in your classroom *only*. The total class should take two volunteers approximately 30-45 minutes to complete.

Following are the four lice check dates for this school year:

Tuesday, September 13, 2011

Tuesday, January 3, 2012

Tuesday, February 28, 2012

Tuesday, April 24, 2012

Below is a suggested draft email that you can send to your classroom parents. Once you have your volunteers you can send them the lice check instructions (listed below).

Please email the names and emails of your volunteers to Elizabeth Curtin at escurtin@comcast.net as soon as possible.

SAMPLE EMAIL

Subject: Help needed in classroom

From: Room Parents

Two parent volunteers are needed on the Tuesday mornings following school vacations, to administer lice checks in our classroom *only*. You do not need to help in any other classroom, unless you choose to.

This is an important task for the sake of your child's health, and the health of all the children in the school, as well as the teachers. No experience is necessary, and tools (including gloves) and instructions will be provided.

You will check in between 8:40am-9:00am, pick up your class list, (get training if necessary) and go to the classroom. Further instructions will be distributed to the volunteers.

Lice Checks scheduled for this school year:

Tuesday, September 13, 2011

Tuesday, January 3, 2012

Tuesday, February 28, 2012

Tuesday, April 24, 2012

As long as we get 1-2 parents to help, it will only require about 30-45 minutes of your time. Please let us know if you can help us with any of the Lice Checks.

Thank you.

Your room parents

Instructions for Lice Checks

Thank you for volunteering to perform lice checks in your child's class. The entire class should take approximately 30-45 minutes to complete with 1-2 volunteers. Please review the instructions below and always defer to the school nurse or lice coordinator Elizabeth Curtin if you have any questions.

Remember to introduce yourself to the teacher, quietly accommodate the teacher's requests, be friendly to the students, and always be discreet. Confidentiality is VERY important.

1. Sign in at the office and put a volunteer name badge on.
2. Check in with Elizabeth Curtin in the gym to pick up supplies, class list and get training or ask questions.
3. Go to the classroom and ask the teacher if it would be all right to come into the classroom and perform the Lice Checks. As long as the teachers are in the class, there is usually not a problem, as they are expecting us.
4. Move through the class student by student. Clean your hands using antibacterial lotion or washing between each student, and use a fresh stick each time. Check each student thoroughly. If you suspect Nits or Lice, do not say anything to the student.
 - a. Mark the name with a checkmark if they are OK.
 - b. Mark their name with a question mark if you are going to send them to the nurse for a double check.
 - c. Place an 'A' next to those absent.
 - d. Circle the names you believe have a confirmed case.
5. Once you are finished, please return the class list to the gym. Any and all confirmed or suspected cases will be handled *only* by the school nurse.