

Health and Licensing

- You are responsible for each child's health appraisal form being filled out properly. Give clear and concise directions to the membership Chairperson to relay to the members.
- You will be ordering both the green health forms and the emergency cards from the Wayne County Health Department/Social Services. Give these to the Membership Chairperson as needed.
- You will arrange for fire and health inspections as required. Give scheduled dates to your Advisor and the Teacher at the beginning of the school year.
- You will need to fill out the application for license renewal. The President should receive a letter.
- Get a package together for licensing. To do at the end of August, beginning of September:
 - Collect all health forms, child information, and phone numbers. Check them carefully for any blank spaces.
 - Check signatures of members and doctors.
 - Check for health insurance information and phone numbers
 - Allow no child to start school without all forms filled out properly.
- Each week on Friday send a weekly report to the local Health Department located at:
Wayne County Health Department
33030 Van Born Rd.
Wayne, MI 48184
(734) 727-7036
- At the beginning of the year make a communicable disease list to pass out to all members, diseases on this list are to be reported to you. Please also provide your preferred method of contact.
- You are responsible for notifying parents of any reported communicable diseases from the list but be sure to keep it anonymous (meaning do not reveal who has the illness, just that it has been reported). In the event a communicable disease is reported you may need to contact the Housekeeping Chairperson to schedule an emergency/additional cleaning.
- IP-101 report due Oct/Jan using Sirs program. Enter all children immunization dates to generate this report. Add new enrollments as they come in. You will get a letter in August telling you when these reports are due. Sirs program will generate a list of incomplete shots and then you are responsible for printing, distributing these letters to the parents whose child as incomplete shots. Parents have two choices:
 - Get the shots that are needed
 - Sign an immunization waiver
- If you have any immunization questions contact:
Jacquelyn LaNier-Ingram at the Office of School Immunizations (734) 727-7510
- If you have any questions concerning the Sirs program contact:
Jacquelyn Perigo (517) 335-9387 or visit the Sirs website at **www.mcir.org**
- Make sure all dates and information on the child's emergency card are up to date and make sure all emergency cards are posted/available in the classroom at all times. Have membership keep you updated on all adds and drops from the school. Have membership return all health forms at the end of the school year.
- Post all allergies in the classroom. They need to be posted with the child's name, and separated by the class they are enrolled. Also, be sure to post any dietary restrictions due to religious or

philosophical beliefs. Make sure the signs are very visible and all parents know where they are located. Also, make sure that all parents know that we are a peanut free school. **NO PEANUTS, OR PEANUT BY-PRODUCTS.**

- Update the OSHA Exposure Control Book. Put current OSHA certificates in the front of the book. You must find out when OSHA training is available and notify the Board and General members.
- You must attend all monthly Board and General membership meetings.
- You must volunteer once during the school year to review the Treasurer's books and Board meeting minutes.
- You are responsible for scheduling fire and tornado drills once a month for each class.