



LETTER OF AGREEMENT

This "Letter of Agreement" is between **Sarah Bush Lincoln Dental Services** and **Mattoon High School** for school year 2022-2023.

Sarah Bush Lincoln Dental Services agrees to provide:

- ***Oral Health Education to children in all grades in accordance with school's request.*** Presentations can be altered to work around your school's schedule. We offer assembly style or classroom-to-classroom education.
- ***Dental examination for all students Pre-Kindergarten through 12th grade upon receipt of a completed permission form.*** Examinations provided by a licensed dentist.
- ***Dental cleanings, fluoride treatments, and sealants for qualifying students in any grade (Medicaid, All Kids and/or Free/Reduced meal) as ordered by a licensed dentist.*** Preventive services provided by licensed dental hygienist and/or supervised Lake Land College Hygiene Student(s).
- ***Follow-up services-***To be completed via Sarah Bush Lincoln Dental Services Mobile Dental Clinic, SBL Dental Clinic, or a SBL Dental Volunteer Office. Services provided include exams, x-rays, fillings (white and silver), extractions, pulp (nerve) treatments, stainless steel crowns, nitrous oxide analgesia, and local anesthesia.
- ***Support services.*** Sarah Bush Lincoln Dental Services will strive to help families locate resources for assistance when other barriers to dental or medical care are identified.
- ***Annual sealant checks for retention.***
- ***Provide proof of required state exam forms to school personnel.***

Mattoon High School will agree to:

- ***Refrain from duplication of dental services.*** This occurs when community partners work with multiple dental providers. SBL Dental Services offers comprehensive dental care and is considered a dental home for qualifying participants.
- ***Distribute and collect permission form-these forms are due at the school's registration in the fall. We encourage offering our services to all students in all grades.*** Please continue to collect forms if they are turned in. If the student needs dental services, we may be able to call them into a separate office clinic outside of school.



Mattoon High School will agree to: (continued)

- ***Encourage students to return signed permission forms by due date thru use of school communication methods (phone tree, skyward, mailings, etc).***
- ***Permission forms can be returned to our office by mailing, emailing or faxing them to one of the following:***
 - Mail to 225 Richmond Avenue East, Ste. B Mattoon, IL 61938
 - E-mail to dcowger@sblhs.org
 - Fax to 217-235-0801OR you can arrange a pickup for the completed forms if you have a large quantity and do not wish to mail, e-mail or fax forms.
- ***If services are held inside your school's facility, we ask that you provide suitable clinic space for exams and preventive services. If we are bringing our mobile dental clinic to your school, please provide suitable parking space for our 40 foot mobile dental bus.*** It is imperative that we have a clean and sanitary environment (room) for the services provided inside the school for our preventive services (exams, cleanings, fluoride treatments and sealants). All restorative services will be provided on our mobile dental unit outside of the school, or other SBL facility (fillings, x-rays, etc).
- ***Inform school personnel of dental activities and possible disruptions.*** Once dates have been confirmed with SBL Dental Services, our school will notify all school personnel of the dental dates and possible disruption to the classrooms.
- ***Inform student parent/guardian of scheduled dental services.*** It is not the responsibility of the dental program to notify the parents/guardians prior to dental treatment at the school. Once dates have been confirmed, please notify parents/guardians of our visit by announcing it in the school newsletter, school web page, or by using other school communication methods (phone tree, skyward, mailings, etc).
- ***Provide written information regarding lunch times, dismissal times, field trips, parking for mobile (bus lanes), etc.***
- ***Assist in ushering students to and from clinic on days of service.*** This ensures that students get to where they need to go and keeps the clinic flowing smoothly (PTO member, volunteer, etc).
- ***Furnish school enrollment counts for oral health education purposes.***

Principal/Administrator

Date

**Ashley Pryor, RDH, Supervisor
Sarah Bush Lincoln Dental Services**

Date