

# List of Email Correspondence from Peel Public Health: Dental Program

---

## 1. Proposed Dates Email for School Dental Screening and School Preventive Model

Email sent May/June or August/September

**Next Steps to Confirm Proposed Dates:** (response will be completed with attached PDF form):

- a. Confirming School Dental Screening Date(s)
- b. Confirming Participation in School Preventive Model
- c. Confirming School Preventive Dates
- d. Informing Peel Public Health the best contact person or lead person to plan the School Dental Screening and School Preventive Model

## 2. Preparing for School Dental Screening Email

Sent one month before School Dental Screening

**Next Steps for School Dental Screening** (response will be completed with attached PDF form):

- a. Informing parents about School Dental Screening
- b. Selecting a room for School Dental Screening
- c. Informing teachers about School Dental Screening by sharing attached information sheet
- d. Prepare class lists and guardian/parent contact information sheets
- e. Informing Peel Public Health on what communication methods the school will be using to inform parents about School Dental Screening.  
(The Ministry of Health and Long-Term Care requires that parents are notified at least two weeks before about the upcoming dental screening and how to exempt their child.)

## 3. Completed School Dental Screening Email

Sent right after School Dental Screening

**Next Steps for After School Dental Screening** (response will be completed with attached PDF form):

- a. Informing parents that School Dental Screening is complete and forms may be sent home to indicate further dental treatment is required.
- b. Inform Peel Public Health on what communication methods the school used to inform parents.  
(This will act as the first notification to inform parents about dental needs and to complete and return forms to Peel Public Health)

## 4. Confirmation Email for School Preventive Model - only for schools that are participating in this model

**Next Steps for School Preventive Model:**

- a. Informing parents that Peel Public Health will be providing free preventive dental services at school for children who returned their pink consent and medical history form.
- b. Selecting a room for School Preventive Model
- c. Informing teachers about School Preventive Model by sharing attached information sheet
- d. Collection of Pink forms: please ensure office staff store all returned dental forms securely in the large envelope provided.
- e. Select a room for a dental staff member to review medical forms at the school before the preventive clinic starts