

SAUGUS UNION SCHOOL DISTRICT CHILD DEVELOPMENT PROGRAMS

PARENT VOLUNTEER GUIDELINES



As stated in the *Saugus Union School District Parent & Student Preschool Programs Handbook*, parents may volunteer to work in their child's classroom throughout the year. Parents are required to sign up, in advance, for volunteer hours.

According to California Senate Bill 792, effective September 1, 2016, day care centers are required to maintain vaccination records for influenza, pertussis and measles for their volunteers. This is applicable to the Saugus Union School District Child Development Preschool Programs as it falls under the licensure requirements.

Vaccination Records Required:

Influenza

We must have ONE of the following records for each volunteer:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the volunteer's physician that there is a medical reason not to vaccinate the volunteer
- A statement from the volunteer's physician that the volunteer is already immune to influenza
- A signed statement from the volunteer stating they have declined to be vaccinated again the flu

Pertussis (Whooping Cough)

We must have ONE of the following records for each volunteer:

- A copy of an immunization record for pertussis
- A statement from the volunteer's physician that there is a medical reason not to vaccinate the volunteer
- A statement from the volunteer's physician that the volunteer is already immune to pertussis

Measles

We must have ONE of the following records for each volunteer:

- A copy of an immunization record for measles
- A statement from the volunteer's physician that there is a medical reason not to vaccinate the volunteer
- A statement from the volunteer's physician that the volunteer is already immune to measles

The Education Code of the State of California requires that all persons who work with children be tested and found to be free of tuberculosis. Parent helpers and other school volunteers shall not be permitted to work at a school site within our District until they have submitted evidence of an examination within the past sixty (60) days to determine that they are free of active tuberculosis. A tuberculin test is valid for four (4) years and can be administered by the Public Health Department at no cost.

Consistent with the Education code, a person who has volunteered or been employed in another school district shall be deemed to meet the requirement if the prospective volunteer or the district for which they worked or volunteered can provide written verification that they were examined within the past four years and found to be free of communicable tuberculosis.

**School TB Skin Testing Requirements:
School Employees or School Volunteer Requirements**

The following section provides information about testing requirements for school volunteers.

QUESTIONS REGARDING SCHOOL EMPLOYEES/SCHOOL VOLUNTEERS	ANSWERS
What type of TB screening must volunteers working at school undergo?	The Mantoux PD Test is the only acceptable method of TB screening for school employees/volunteers.
Which volunteers need a TB Test?	Volunteers who have repeated contact with students in the classroom setting must meet the same criteria for TB testing as staff. Exception: Volunteers who come in to assist with one-time activities, such as: clerical functions, supervising field trips, or dances, do not have sufficient contact with students or staff to constitute a risk.
How often does TB test have to be repeated?	If you have a negative skin test, you need a repeat test at least every four years. If you have a documented positive skin test, you must have an initial chest radiograph (X-ray). After that, you still need to be screened every four years. You must present a certificate from a health provider stating that you are <i>free from communicable TB</i> or have your chest radiograph repeated.
Why aren't people who work with children (teachers, school aides, etc.) required to have a TB screening more often?	State regulations require TB screening at a minimum of every four years. School staff may request TB testing more frequently from their health care provider, but school districts are not required to provide it more than every four years.
I had a positive TB skin test many years ago but can't find my records. Why can't I just get a chest radiograph (X-ray)?	If you <i>cannot document</i> , in writing, a previous positive skin test (from your own records or your physician), you will have to get another skin test. <i>Only the skin test can demonstrate latent TB infection.</i>

For questions, call the TB Control Program at (213) 745-0800

Los Angeles County
Department of Public Health
Tuberculosis Control Program
2615 S. Grand Avenue, Room 507
Los Angeles, CA 90007
Telephone: (213) 745-0800 Fax: (213) 749-0926
tbc@ph.lacounty.gov

Please feel free to contact your specific school site with any questions about the District's specific requirements. Thank you for your cooperation and continued support!

During the volunteering hours, parents should:

- Actively engage with the children at all times. For example, participate in a game, conduct a small-group activity, read a book, play with children, etc.
- Assist children during transitions such as washing hands, lining up, getting snack or lunch, dismissal, etc. Please remember that adults may assist children but allow them to exercise self-help skills. In addition, parents may only assist their own child in the restroom.
- Observe children and be aware of the environment. Let the teacher know of any potentially harmful situation.
- Inform the teacher of any behavioral issues of the children so that she may address the behavior and communicate with the parent directly. Please exercise discretion to maintain confidentiality.
- Inform the teacher of any injured child so that she may tend to the child and report the occurrence to the parent.
- Address any concerns to the Teacher or Site Supervisor.

Thank you,

Child Development Program Staff