

Dear Parents & Guardians

IMPORTANT MOUTHGUARD INFORMATION 2020

Once again, the team from **Galadent** will be providing us with their services for our mouthguard requirements.

There will be a small change this year with regards to the boarders. Instead of doing the boarders separately in the Health Centre, as in previous years, they will be included in the dates and times offered to the whole school.

Therefore, parents or guardians will be required to go online to Galadent's website to make their son's mouthguard appointment.

Galadent will be attending the school on **Wednesday 19th, Saturday 22nd and Sunday 23rd February 2020**. All appointments will take place in **MacKELLAR HALL**.

Appointments will run in 5 minute intervals and the time slots are as follows:-

Wednesday 19th February (4.00pm – 8.00pm)

Saturday 22nd February (10.00am – 2.00pm)

Sunday 23rd February (11.00am – 3.00pm)

The steps that parents or guardians will need to follow are:-

Go online to the Galadent website @ www.galadent.com.au. Click on '**Mouthguard Booking**' and follow the prompts. Upon successfully booking an appointment, a confirmation email will be sent to you. Parents or guardians of boarders, please forward this email onto your son as his notification for his appointment.

While on the Galadent website, you will also be required to complete an online mouthguard form. Please click on '**Mouthguard Form**' then on '**Download Form**' and **save it** before you complete your son's details (some browsers will not save your typed information unless you have done this first). Completing the online form, does not mean that Galadent automatically receives this information. This only enables you to print the information instead of filling it in yourself. Please ensure that you have printed both pages, then give it to your son to bring with him to his appointment.

For the parents or guardians only that are completing an online mouthguard form from country or overseas destinations, please email this as an attachment to info@galadent.com.au. Please ensure that Scotch College, your son's Year and Boarding House are clearly visible.

Alternatively, there will be hardcopy mouthguard forms available at the Health Centre for the Senior School. Middle School will be handing out forms to the boys via their Guided Literacy class, as they did last year. There will also be forms available on the day to fill in just prior to your son's appointment. **A parent or guardian must be present, as a signature is required from a person 18yrs. and over.**

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All the types, colours and costs of the various mouthguards are outlined in the online mouthguard form. Payment is required on the day and you can either fill in your Credit Card details on the form or pay in cash or a cheque (made payable to Galadent Dental). Please place your payment in a sealed envelope with your son's details on the front.

The mouthguards will be returned to the school before the end of term and the boys will be notified of the date to collect them. An itemised account/receipt will be issued with their mouthguard and this will entitle you to claim your rebate through your private ancillary cover. For the parents insured with HBF, Galadent are a HBF Members Plus provider and this will entitle you to a higher rebate. Please remind your son to forward this account/receipt onto you.

NOTE Please ensure that you have made an online appointment and completed the online mouthguard form. You will need to print the form (both pages) and give it to your son to bring with him. Alternatively, you can fill in a mouthguard form, prior to your son's appointment. An impression cannot be done without this information.

Thank you.