



EMPLOYEE REQUIREMENT

DRUG TESTING

You will need to have a Drug Test within your first couple of days of employment with us. If you have taken a test previously and the results are less than 60 days olds, we can accept the original paperwork from those results.

The closest clinic that performs a 5 panel urine test and is approved and signed by a Medical Review Officer is at St. Mary's Medical Center. This test is done in the Occupational Health department right across from Administration. They will test for PCP, Marijuana, Amphetamines, Cocaine, Codeine/Morphine and Opiates. If you are taking any medications, prescribed or over-the-counter, bring it to the attention of the technician. You do not have to make an appointment at St. Mary's and they will bill ABC Academy directly for this service. Their hours are 7am to 5pm Mon. – Fri. and 7:30am – 2pm on Sat. and Sun. If you have any questions you can call their department at 947-6495.

If you prefer you can go to The Methodist Hospitals, Southlake Campus. Call 738-5887 for an appointment. They will also charge ABC Academy directly.

If either place has any questions, they can contact me, Cheryl Ziegler, at 945-0767. If your test comes back with a problem, If you would leave our center within six months of payment for this test or any other reimbursement for requirements for your file, the amount paid out will be taken out of your last paycheck.

TB TESTING

You can go to the Health Department in your county for just a \$5. fee. If you go to your doctor you insurance may cover this test and if not we can reimburse for up to \$5. For information on location and hours offered for TB testing call 755-3655 for Lake County in Crown Point, 465-3525 for Porter County in Valpo or 759-8239 for Porter County in Portage

CPR/FIRST AID/UNIVERSAL PRECAUTIONS

Our CCR&R (Child Care Resource and Referral) at 756-7527 has classes most Fridays (6-10pm) or Saturdays (9am-1pm) for \$30 at the Lifesavers Training Center. You can call this center directly at 884-2447. They are located at 5284 Broadway Suite 86 (corner of 53rd & Broadway) Gary. A certified Red Cross instructor can be reached by cell 219-201-2307 or by pager 219-660-7497.

The American Red Cross, 791 E. 83rd, also has classes periodically. Call 756-5360 for more information.

If you find other locations offering these classes, please bring it to my attention. Also, you will be reimbursed for this expense when your certifications are turned in, note the repayment policy if you leave within six months. These certifications need to be updated regardless of the date of expiration on the cards.