

Totally Tots Early Childhood Center Family Handbook



*“Every child is a different kind of flower, and all together make this world a beautiful garden.” -
Anonymous*

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About this Handbook

This handbook is intended to help families that attend Totally Tots Early Childhood Center understand the policies, procedures, and expectations that come with enrolling in the childcare center. The handbook is not a contract, and it can be changed at any time.

Purpose and Philosophy

Totally Tots Early Childhood Center strives to provide high quality early childhood care and education in an inclusive and supportive environment. Our program provides childcare for children ages 8 weeks

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through 5 years. The purpose of our program is to provide a safe, inclusive and stimulating environment where each child can feel confident in their ability to learn and explore new things. Our philosophy is that children learn best in a nurturing, child-initiated, play-based environment that fosters independence, self-confidence, trust, creativity, and acceptance of individual differences. Open communication is essential between families and staff in order to best meet the needs of the child.

Sponsorship/Ownership

This organization is a private, not-for-profit corporation, governed by a board of directors composed of community leaders, experts and clients. All funds earned by Totally Tots Early Childhood Center are used for operating costs, to make improvements in the program, or to purchase equipment. Totally Tots is a childcare program and is a subsidiary of Totally Kids, Inc. of Hayden, CO.

Licensing and Complaint

Totally Tots Early Childhood Center is licensed by the Colorado Department of Human Services, and is rated a Level 2 in the Colorado Shines system. For questions or concerns regarding licensing, please speak with the Director. Complaints about licensed centers should be filed with:

Department of Human Services
1575 Sherman St.
Denver, CO 80203
303-866-5958

Non-Discrimination Statement

The Totally Kids, Inc corporation and any of its subsidiaries, including Totally Tots Early Childhood Center, will at no time and in no manner whatsoever discriminate against any advisor, director, officer, employee, agent, independent contractor, client, volunteer or participant in the Corporation's programs because of race, color, religion, national origin, age, sexual orientation, gender identity or disability.

Admissions and Registration Policy

Admissions decisions are made by the Director, generally on a first-come, first-served basis. However, admission decisions are at the sole discretion of the Director, and admission can be denied or revoked at any time for any reason. For health reasons, all children must be immunized or in the process of completing immunizations to enroll at Totally Tots Early Childhood Center. Only medical exemptions to the immunization requirement will be allowed with the signature of a certified medical physician.

The admissions process is as follows: (1) Complete Registration Packet (2) Tour the school (most current CDE COVID restrictions and guidelines apply). (3) Prior to your child's first day, all parents must submit all required paperwork including immunization records. All forms must be completed and will be kept on file at the center.

Parents will be notified of any significant changes in our services, policies, or procedures so that they can decide whether that program continues to meet the needs of the child(ren).

Billing and Tuition Policy

Tuition will be paid in advance. You will be billed 10 days before the due date for the upcoming month. For example, you will be billed on January 25th for the month of February. The February bill must be paid by February 5th in order to avoid a \$75 late fee. Any bill not paid after the 15th of the month will be marked for disenrollment. You will be responsible for tuition if a 2 week notice is not given for withdrawing your child/children. Monthly tuition is calculated with a daily rate, based on the days selected at registration for your child to attend.

There is a **minimum enrollment of three days a week**. Full days are provided from 7:00 am until 5:45 pm. **We do not offer Half-Days at this time.**

Tuition Rates:

Infant room - \$63 per day

Toddler room - \$63 per day

Preschool room - \$57 per day (Must be potty trained)

A **sibling discount** of 10% will be applied to families with multiple children enrolled in Totally Tots. Families that receive tuition assistance are not eligible for the multiple children discount. Anytime a child/children are absent, parents are responsible to continue paying tuition to hold the child's spot. This would include long term absences such as summer break or maternity leave.

Totally Tots Early Childhood Center accepts CCAP (Colorado Child Care Assistance Program) payments to assist families with tuition.

Supervision of Children

Children will be supervised at all times. Staff will be actively supervising children. Head counts will be done throughout the day. Role attendance will be taken in the morning, lunchtime and afternoon. Attendance will be kept up to date on Brightwheel and attendance sheets will be kept in each classroom as well as in the office.

Absences and Extra Days

We appreciate notification if your child is going to be absent. When your child is absent due to illness, vacation, etc., **you are still responsible for the full month's tuition**. If you need to change your scheduled days either temporarily or permanently, we will make every attempt to accommodate your needs as space is available. You may also add extra days, at the daily rate, if space is available. Please contact the Director.

Withdrawals

Families wishing to withdraw from Totally Tots must notify the director at least two weeks before the child's last day. Without this notice, you may be billed for the difference. Families are required to pay for at least two weeks of tuition from the date they give notice, regardless of whether or not the child attends.

Arrival and Departure

The regular day begins at 7:00am and goes until 5:45 pm. Children should be signed in by 9:00 am (Unless special arrangements are made - contact the Director). If you arrive late and have not made prior arrangements, you will be asked to keep your child home for the day. Teachers are required to verify attendance throughout the day using their classroom Brightwheel account and methods like roll call and headcount to make sure children are always accounted for. If you arrive after we have left on a field trip, please join us at the new location, if prior arrangements have been made with the teacher or director. A message will be sent out on Brightwheel with details of where you can find us.

At **drop-off**, please walk your child to the Totally Tots main door, then to the white double doors. Please use the designated walkie talkie to message to staff that you are dropping off. Please mention your child's name and what classroom they are in. Please wait with your child until a staff member lets you in. Please use the QR Code posted throughout the center to check your children in and answer the necessary health scan questions. Staff members are required to check your child's temperature periodically throughout the day.

When you or your designated approved pick-person arrives to **pick-up** your child, you will be able to message using the Brightwheel app or radio by using the walkie talkies by the white double doors. Please let the staff know who you are picking up and what room. A staff member will let you in to pick up your child. Children will only be released to person/persons who are listed on the enrollment form or who has been authorized by the parent. If an unauthorized person attempts to pick up a child, the parents will be notified. The child will not be released to the unauthorized person unless verbal or written communication was given by the parent.

At **pick-up**, parents must sign their child out, using the Brightwheel app. Photo identification will be required before a child is released to a person not known to the director or teacher.

We close at 5:45 pm. That means your child/children should be picked up and out of the classroom by 5:45 pm. We have revamped our late pick-up policy and starting September 1st, 2022, we will be charging a late fee of \$2 per minute per child starting at 5:45 pm. The late fee will need to be paid before the child/children can attend the program again.

If a child/children are not picked up by 6:30 pm - 45 minutes after Totally Tots Early Childcare Center has closed - and attempts have been made to notify emergency contacts on the registration packet - law enforcement and child protection services will be notified.

As part of the closing procedures, staff will check the sign-in/sign-out log to make certain that all children have been accounted for.

Transportation and Field Trips

Totally Tots Early Childhood Center assumes no responsibility for the transportation of the child to and from the center. Field trips may also include walking to locations close by. While transporting children on field trips, we ensure that Colorado State Laws are followed at all times and all drivers hold current qualifications. All center vehicles are equipped with first aid supplies and will have an individual certified in First Aid and CPR. Children are never left unattended in a vehicle.

Field trips are an educational and hands-on part of the curriculum where children are able to gain knowledge outside of the classroom. Whenever the children leave the building, a notice will be posted at the center, so that you may always locate your child. Children will be continually monitored while on the field trip. Head counts will be completed every 5 to 10 minutes including prior to leaving the center, prior to boarding the vehicle when leaving the center and returning. When walking in lines, one teacher will be in the front of the line and the other teacher will be in the back of the line.

When on a field trip, each staff member will have:

1. Class list with that day's attendance
2. Class total number
3. Emergency phone numbers/Backpack
4. Director or Assistant Director's phone number
5. A copy of Totally Tots missing child procedure

Covid-19 Measure in Shared Transportation

- Staff and children are screened for COVID-19 symptoms each day and will be excluded if he or she has symptoms.
- Hand sanitizer is used or hand washing is done by each employee and child prior to entering the vehicle.

- The number of passengers has been reduced and children will sit in locations to maximize the distance between one another.
- Employees and children will wear non-medical, cloth face covering when in a vehicle containing more than one person.
- Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

Behavior Management Policy

The goal of our behavior management policy is to maintain a peaceful environment and to encourage self-control, self-esteem, and respect for all children and adults. No child is too young to be introduced to basic behavior expectations such as not hitting or grabbing. The foundation of our behavior guidance is a strong positive relationship with the teacher. Teachers maintain a warm demeanor and strive for a strong connection with each child. These connections lead the child to value their teacher's approval and help them understand, even at a very young age, when the teacher is pleased or displeased. Thus a positive relationship allows teachers to correct behavior without leaving the child feeling unsafe or unloved. Our response to behaviors such as hitting is a clear, firm "no" and a stern look, followed by a simple explanation such as "We don't hit because it hurts people". We keep in mind that very young children have a limited capacity for reasoning or empathy. This helps us maintain reasonable expectations and avoid lecturing. Patience and repetition are key.

Certain behaviors are seen as teachable moments to build impulse control, anger management, and conflict resolution. We first employ "natural consequences." For example, if a child is not playing correctly with the blocks, they may be asked to choose a different material or take a break and move to a different area. The break is always in view of the teacher. The teacher calmly discusses the problematic behavior with the child and, when possible, invites the child to propose an alternative behavior or solution.

We continuously strive to strengthen our relationships with our children and their families through our on-going training, modeling of positive interactions and open communication with families. Working alongside our families, we are able to provide each child with the unique care that he/she may need to grow and thrive. If a situation occurs where staff and parents feel they are not able to adequately address the needs of the child, the family will be given information on how to access an Early Childhood Mental Health Specialist to learn how to best support their child in all environments.

Repeated behavior problems will be discussed with the parent, lead teacher and director or assistant director. This team will develop the plan for next steps moving forward for the child and family. Data and documentation will be kept on the implementation of the plan. If repeated plans for next steps have not produced the improvement in the child's behavior, the team may discuss the withdrawal of a child from the center due to ongoing behavioral issues.

Clothing

Please send your child in comfortable play clothes and tennis shoes or sporty sandals with straps behind the ankle depending on the weather. In the colder months please pack extra layers. We will make every effort to use washable paints and materials, but your child's clothes will get messy and sometimes stained. Do not send them to school in anything you can't bear to part with. Please put names on everything! We get quite a lot of unlabeled, unclaimed clothing throughout the year. Check the Lost and Found from time to time, located in the Totally Tots office. Send an extra set of clothes, including underwear, in a labeled plastic bag. These clothes will be kept at Totally Tots to have on hand in case of accidents, ambitious art projects, or rambunctious water play.

Outdoor Play And Inclement Weather

Outdoor play is part of our everyday routine. Please do not ask for us to keep your child inside all day. If your child is too ill to play outside, your child is too ill to attend Totally Tots Early Childhood Center. Please refer to the Sick Child Exclusion Policy below. Whenever the children will be outside for any length of time, we will administer sunscreen, (SPF of 50 or higher). If you prefer your child to have a different brand of sunscreen, please provide sunscreen for them labeled with their name. We will use insect repellent and will be applied as needed.

If the weather is excessively hot (over 100 degrees) or cold (below 20 degrees), outdoor play will not take place. Instead indoor play will be provided that gives each classroom the opportunity to use gross motor skills.

Items from Home

Children may bring a small soft comfort item to school to be kept in their cubby except during nap time. No other toys from home are permitted. We welcome show-and-tell items such as a book, an interesting item found in nature or a cultural item from a trip, but please discuss these with your child's teacher ahead of time. Please do not send money to school. If there is money that is needed for a field trip or special activity, all funds will be collected by a staff member from the parent or legal guardian prior to the field trip and/or special activity.

Diapering and Toileting

Parents must provide diapers and 2 packs of wipes monthly for full time children wearing diapers and 1 pack monthly for children attending part-time. The Health Department's policy on sanitary diaper changes and washing strategies are used.

During toilet learning we will work with parents. We do not encourage starting the toileting process until the child is at least 2 years of age. When it is time to start training, we ask the parents to provide many changes of clothes and to take the soiled clothing home each night. Please make sure that the clothing provided is easy for the child to remove such as pants with elastic waistbands. Positive reinforcement will be used to encourage the child.

Potty Training Policy

Lunch and Snacks

Lunch - Children must bring a packed lunch from home each day. We do not refrigerate lunches, so please send an insulated box and ice pack if needed. Microwaves will also be available in each room to heat up lunches, as needed. Please pack a water bottle for your child. If needed, water bottles can be refilled at the water bottle station in the hallway. Please label all of your child's things. In accordance with the American Academy of Pediatrics and the American Public Health Association, lunch leftovers are discarded. The only exceptions are unopened prepackaged items.

Snack- Children will also need to bring a morning and afternoon snack in their lunch box. If it's helpful, you may label which items you want your child to have for each snack or the teacher will supervise for healthy choices.

Birthdays - Birthdays are celebrated during snack times. Parents are welcome to send a special "birthday treat" for their child's birthday. Due to Health Department regulations, the treat must be commercially made, packaged, and nutritionally labeled.

Sick Child Exclusion Policy

There are times your child should stay home for their own safety and well-being or to prevent the spread of a contagious condition. We recognize the inconvenience of having to stay home with a sick child or find care. However, when parents send sick children to childcare, they risk multiplying that inconvenience over many more families and staff. The nature of childcare makes the environment conducive to the spread of illness, and all families must be committed to keeping sick children home to keep all children healthy.

Totally Tots Early Childhood Center follows the standards for sick child exclusion from childcare centers set by the CDC as described in their guide *The ABCs of Safe and Healthy Childcare*. Additionally, the school follows the standards set by the CDC for notifying parents and health authorities of contagious disease at the school. Children with the following symptoms shall be excluded from school for a minimum of the durations below:

Illness or Symptom	Exclusion Period
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Any symptoms or unusual behavior that prevent the child from participating in normal school activities as determined by the Director	Until symptoms/behavior is resolved or cleared by the child's physician
Fever of unknown origin (100°F oral or higher) and some behavioral signs of illness	Fever resolved for 24 hours or cleared by child's physician/health department
Diarrhea (two or more loose stools, or over and above what is normal for that child)	Diarrhea resolved for 24 hours
Any child with a sudden onset of vomiting, irritability, or excessive sleepiness	Evaluated and cleared by child's physician
Undiagnosed generalized rash	Well or cleared by child's physician as non-contagious
Meningococcal disease (<i>Neisseria meningitidis</i>)	Well and proof of non-carriage ¹
Hib disease (<i>Haemophilus influenzae</i>)	Well and proof of non-carriage ¹
Chicken pox	Skin lesions (blisters) all scabbed over
Hepatitis A	One week after illness started and fever resolved
Blood in stools	Well or cleared by child's physician
Difficulty breathing, wheezing, or uncontrolled coughing	Resolved
Unspecified respiratory tract illness	Well or cleared by child's physician
Inexplicable irritability or persistent crying	Resolved or cleared by child's physician
Lice	24 hours after treatment
Herpes simplex (if child bites, drools, or puts toys in mouth)	No open blisters or sores
Impetigo	Until 24 hours after treatment begins
Measles	Until 6 days after rash appears
Meningitis	When Health Department deems safe
Mumps	9 days after swelling begins
Pertussis (Whooping Cough)	5 days after antibiotics are begun and Health Department deems safe or 14 days after laboratory-confirmed onset
Pinworm	24 hours after treatment and bathing

Purulent conjunctivitis (Pink Eye)	24 hours after treatment has begun
Ringworm (if lesions are unable to be/stay covered)	After treatment begins and lesions start to shrink
Rubella	Until 6 days after rash appears
Scabies	Until treatment is complete
Streptococcal pharyngitis (strep throat)	24 hours after treatment begins
Tuberculosis	Well

¹ Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease or four-day course for Hib disease) or by a negative throat culture obtained after completion of treatment for meningitis.

We will notify you or your emergency contact immediately if your child develops or exhibits symptoms while in our care. Please be prompt in picking up your child, if we do call you. If we cannot reach either party, and there is need for further medical care, the child will be transported to the nearest physician, dentist, or medical facility. If we send your child home after 10:00 am, please keep him/her home for another full school day if your child is scheduled to attend the following day.

Notify us immediately if your child has a communicable disease.

Medications - If your child will need any medications (over the counter or prescription) while at Totally Tots Early Childhood Center, you and your health care provider must fully complete a Medication Form annually or if medication changes (available from a teacher or the Director). All medication will be administered by trained and delegated staff, and in accordance with the prescribed directions and will be documented in our medication log book. All medications, except emergency medications, will be locked in an area inaccessible to children at all times. Medications that are left over or expired will be properly disposed of.

Accidents, Injuries and Emergency Procedures

Parents or legal guardians will immediately be notified when their child is involved in an accident or is injured and requires emergency medical care while at school. Staff members are trained in first aid and CPR and are able to treat non-emergency or minor accidents and injuries. The accident or injury is documented, and parents are notified when they pick up their child at the end of the day.

If emergency procedures are activated due to a disaster such as a tornado, fire or other threat to safety, parents will be informed as described in the Disaster and Emergency Plan Handbook.

Covid Policy Update

- Pick up and Drop off will take place in the center.
- If your child/children are showing signs of illness, please keep them home.
- The temperature of each child and staff member will be taken upon entering the classroom. If a child becomes ill or has a temperature, they will be kept in an area away from other children with a staff member.
- Parents will be contacted immediately so the child can be picked up.
- If a child is sent home they will need to be symptom free for 48 hours. A negative COVID-19 test may be required depending on advice from our Nurse Consultant.
- Parents will be informed if their child/children have been exposed to someone who is COVID-19 positive. We will follow Routt County/CDC guidelines for closures due to covid exposure. Parents will be notified by email or phone as the situation develops.

According to the Center of Disease Control and Prevention, given what we currently know about COVID-19 and the Omicron variant, CDC is shortening the recommended time for isolation for the public. People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after.

Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is [exposed to COVID-19](#). For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person [wear a well-fitting mask](#) at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others. Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious. These recommendations do not supersede state, local, tribal, or territorial laws, rules, and regulations, nor do they apply to healthcare workers for whom CDC has [updated guidance](#) (<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>, 2022).

Holidays and Closures

Totally Tots Early Childhood Center is closed for major holidays, including Labor Day, Thanksgiving Day (and Friday following), Christmas Break (December 23rd-26th), New Years Day, Presidents Day, Memorial Day (and Friday before) and Fourth of July. Totally Tots Early Childhood Center is also closed six other days each year for long-term planning and professional development. Occasionally it is necessary to close school due to inclement weather. If Totally Tots will be closed, you will be notified via text message, Brightwheel or email.

Video and Television Viewing

Children's or educational videos with a "G" rating are occasionally shown. Children will have the option of a different activity choice at those times. Videos are usually viewed in conjunction with a curriculum theme topic. Any "screen time" will be for less than 30 minutes. Staff will be actively supervising children during any screen time activities. All videos are previewed beforehand by the staff.

Parent Access and Involvement Policies

Our program reflects as much as possible the wishes and needs of the parents involved. Parents are invited to participate in school activities throughout the year. For this school year, certain events and visiting times may be canceled or changed due to the most current CDC COVID restrictions and guidelines. Information will be communicated if a change occurs.

- **Back to School Night** takes place in the beginning of September
- **Family Engagement Nights** - Will take place several times during the year
- **Winter Holiday Class Parties** take place the last day before the winter break.
- The **End-of-Year Celebration** takes place in May.
- **Parent Advisory Committee** - Elected members will meet as needed for the term of a year.

Parents with special talents, jobs of interest, family traditions, favorite books, or hobbies that they would like to share are encouraged to arrange a visit.

Parent Teacher Conferences - Conferences will be held in the fall and spring. These conferences are a time to share information between teacher and parent concerning the child's progress developmentally. If special concerns arise, we will ask that you meet with us. If at any time you would like an additional conference please contact the Director or the Teacher directly to set up a time.

The basis of parent teacher conferences is derived from ongoing observations and developmentally appropriate assessments of your child throughout their day to day activities for an extended period of time. Early childhood assessment is the ongoing process of gathering information, reviewing the information and then using the information to provide a variety of developmentally appropriate and stimulating activities. In early childhood programs, assessment

provides a basis for: 1) planning instruction and communicating with parents; 2) identifying possible developmental delays; and 3) evaluating programs and demonstrating accountability. Assessment is a crucial part of a high-quality early childhood program.

Visitors

Currently, Totally Tots Early Childhood Center is only allowing visitors when necessary. Prior to entering all visitors must radio in using the walkie talkies located by the white double doors. When checking in, all visitors will have their temperature checked, complete a symptom checklist and wash their hands. All visitors must sign the visitor log.

Missing Child Procedures

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.

If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Police Department by dialing 911 –and the child’s parents.

Child Abuse and Neglect Policy

As mandated reporters, all staff and owners are required to report any suspected abuse or neglect of a child to the Routt County Child Abuse Hotline (1-844-264-5437). Totally Tots Early Childhood Center will not delay in reporting suspected abuse. All staff members have been trained in reporting child abuse and neglect. If a parent has concerns regarding the safety of a child, he/she may speak with the Director or other staff members.

Staff Background Checks - All employees of Totally Tots Early Childhood Center have had background checks completed. The investigation includes a check by the Central Registry for Child Protection, a fingerprint check by the Colorado and/or Federal Bureau of Investigation, and three or more reference checks.

Totally Tots Early Childhood Center

Parent Handbook Agreement

I have read the current Totally Tots Parent Handbook in its entirety. I hereby agree to comply with the rules, regulations and procedures of the program as stated in the handbook regarding the center's Covid-19 policy, tuition, registration, discipline, attendance, health, clothing and other items as specified, including permission for specialists and consultants to observe in classrooms.

Name (Print): _____

Signature: _____

Child's Name: _____

Date: _____