



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA AFTER SCHOOL PARENT HANDBOOK

WHERE KIDS EXCEL
AFTER THE BELL

DAVIS FAMILY YMCA
YMCAyo.org
45 McClurg Road
Boardman, OH 44512



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INTRODUCTION

When children enter the YMCA After School program, a whole new world of imagination and growth opens up to them. In addition to supplementing what they have learned in school, they participate in interactive learning models that engage critical thinking skills, get assistance with their homework from trained YMCA staff, have a chance to socialize with each other, and form long-lasting friendships that enhance their development, growth and self-confidence.

Our curriculum is based on a program model that focuses on learning enhancement, health and recreation, and building competence and confidence in children.

OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

OUR CAUSE

To strengthen the foundation of community through youth development, healthy living and social responsibility.

OUR VALUES

To reinforce our character values of caring, honesty, respect and responsibility.

PROGRAM PHILOSOPHY

Our philosophy for the YMCA of Youngstown, as well as the YMCA of the USA, is to help participants grow in spirit, mind, and body through a variety of activities that promote character development, sportsmanship, and teamwork. Under the guidance of well-trained staff, the YMCA After School program can give children an experience that will last a lifetime.

OUR GOALS

At the YMCA, strengthening community is our cause. We believe that lasting personal and social change can only come about when we all work together. While in our program, children participate in physical activities, play games, work on homework, build friendships, and more. While in our care, parents and guardians can be reassured that their children are in a safe and fun environment with caring and supportive staff members.

REGISTRATION PROCESS

After School is for children grades K-8.

Children are enrolled on a first come, first served basis. The requirements of special needs children will be discussed with the After School coordinator and the child's parents. Efforts will be made to accommodate students with high functioning circumstances. Please see the Youth & Teen Director for more information on our accommodations for those with special needs.

The After School program will not discriminate in the employment of staff or the enrollment of children based on race, color, religion, sex, or national origin.

To complete enrollment of your child at After School, you will need to fill out and return the following information:

- Handbook Acknowledgement
- Swim/Video Release
- Child Enrollment and Health Information
- Escort Form
- Transportation Form
- Student Behavior Guidelines
- Child Medical Statement
- Request for Administration of Medication (even if they don't need meds, please fill out and put N/A)

PAYMENT SCHEDULE

- Payment is due in full upon registration for After School.
- All fees must be paid no later than the Friday before the week or month you wish your child to attend.
- Payment can be completed at the Service Desk or online.
- \$20 late fee will be applied if registration isn't completed on time.

CALAMITY DAYS

No refunds will be given due to unscheduled calamity days. We follow Boardman Local Schools closings.

WITHDRAWAL POLICY

Because we have secured staff and supplies to provide a quality experience for your child, please notify the director by the Friday before the week your child was scheduled to attend After School. If the director has not been notified during that time, no refund will be given.

ABSENCES

The YMCA is a non-profit institution. We base our operating costs on annual registration projections. In order to continually assure the highest quality of staff, equipment and supplies, we cannot offer fee reductions for absences due to illness or otherwise.

EXTRA CHARGES

1. Returned checks result in a \$20 minimum charge. Recurrent returned checks result in "cash-only" payment terms.
2. A late fee of \$10 is charged for a period of 15 minutes After School ends and one dollar per minute thereafter. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem or unenrollment from the program.
3. A late fee of \$20 per child will be added if registering after Friday for the upcoming week of after school. Late registration is at the Director's discretion.

PARENT COMMUNICATION

We will be communicating via e-mail and will be asking for e-mail addresses for both parents. After School Weekly Parent Letters will be handed out during drop-off and pick-up times and can be picked up any day during the week in the classroom.

Please follow us on Facebook and Davis Family YMCA After School home page, for up-to-date information. We also communicate through the Remind App, our class code is @hb9k4d

It is important that parents familiarize themselves with the program. All concerns about your child's care should be directed to the Youth & Teen Director. Communication and e-mail access to each parent's e-mail is recommended to stay in touch with everyone.

STAFF

We care about your child and safety is our top priority. Our staff are experienced, responsible, nurturing and fun. You can count on us to provide:

- Programs led by the onsite Youth & Teen Director.
- YMCA youth staff are selected through an intense interview process that includes a background and reference check.
- Staff receive over 30 hours of YMCA training that includes Child Abuse Prevention, basic First Aid and CPR.
- A 1:12 staff to child ratio that ensures two staff members are always present.

Our caring staff do everything from jumping rope to singing songs to playing freeze tag on the playground. They also lend a helping hand with homework or reading time. Our YMCA staff members receive 30 hours of training.

AFTER SCHOOL PROGRAM OPERATIONS

After School Activities run from 3:00 - 6:00 p.m. Monday – Friday.

DAILY SCHEDULE

Time	Activity	Location
215p-3p	Sign Ins/Free Play/Snack Time*	Youth Learning Center
3p-345p	Homework Help/ Reading	Youth Learning Center
345p-415p	Arts & Humanities	Youth Learning Center
415p-5p	Gym & Sports Activities/ Swim**	Gym 1/ Indoor Pool
5p-545p	Lesson of the Day	Youth Learning Center
545p-6p	Clean Up/Sign Out	Youth Learning Center

*Healthy snack will be provided daily, students may bring their own if they choose

**Swimming will only take place on Tuesdays

Every day is carefully planned, so please drop-off and pick-up your child at the scheduled time.

ARRIVALS AND DEPARTURES

All children must be signed in by a legal guardian upon arrival and signed out when departing. Proper photo identification is required for all pick-ups. If child is not arriving or departing at normal time, please notify staff so we can be prepared to accommodate your schedule.

- Parents/Guardians must pay for the whole week or month, even if the child can't attend each day to hold their spot in the program.
- Drop-off/pick-up will be done in the Youth Learning Center.

In order to promote a sense of independence and age appropriate socialization, we suggest that parents encourage their children to meet new friends and enjoy an after school-like atmosphere by making your departure a positive and smooth transition.

DISCIPLINE POLICY

We believe that children need to become independent, self-sufficient individuals with the ability to engage in active problem solving; therefore, we encourage the development of self-discipline skills by:

1. Setting realistic limits for children based on the individual developmental needs.
2. Planning an environment that is developmentally appropriate and encourages children to develop responsibility and independence within appropriate limits for their age.

The following approaches are unacceptable:

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Delegating discipline to any other child.
5. Discipline shall not be imposed on a child for failure to eat or for toilet accidents.
6. Placing children in time out for more than 5-10 minutes.
7. Using unusual, harsh and/or cruel punishments.

8. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in their care.

In rare cases where children exhibit inappropriate behavior, we will redirect the child's activity or remove the child from the situation for a very short time. If a child uses aggressive behavior towards another child and/or staff, parents will be notified. If the behavior cannot be resolved, your child will be withdrawn from the program.

HEALTH & SAFETY

All common and reasonable efforts to ensure safety are made at all times.

1. Emergencies and accidents will be handled according to submitted emergency forms.
2. No child shall be left alone or unsupervised.
3. There is always immediate access at all times to a working telephone.
4. There is a Fire Emergency and Weather Alert plan for each site, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts. (The plan shall include a diagram showing primary and secondary evacuation routes where Youth Learning Center is located)
5. We have a plan for water safety, including swimming lessons and other water activities.
6. When walking near the parking lot, extreme caution must be taken.
7. When an accident or injury occurs, the YMCA shall complete an incident or accident report. Every attempt will be made to contact the parent or legal guardian if a child is seriously injured.
8. After School Director/Coordinator will have emergency information on display in after school location, digitally or on paper, at all times.
9. Planning an environment which is developmentally appropriate, and which encourages children to develop responsibility and independence within the appropriate limits for their age.

The following approaches are unacceptable:

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Delegating discipline to any other child.

SWIMMING AND WATER SAFETY

Safe Pools Have Rules

TEST- All children 12 and under who want to swim in water deeper than their chest must pass the swim test. Deep Water Test (All students ages 6-13 years). Any child wanting to swim in water over their head or go off the diving board must pass a deep-water test. All children who want to swim in water deeper than their chest must pass the swim test. The YMCA reserves the right to test any swimmer regardless of age. The steps are as follows:

STEP 1: Jump into shallow end of lap pool and swim down to the opposite end unassisted and without resting. Swimmer maintains a horizontal body position.

STEP 2: Tread water for 20 seconds while keeping ears and face above water.

STEP 3: Perform a back float with ears under water and chest near the surface.

MARK- All children 12 and under must wear a swim band that correlates with his/her swimming ability.

- Red= Non-swimmer whose chest height is lower than 42" and has not passed the swim test this year (2019)

- Yellow= Non-swimmer whose chest height is 42" or higher, and has not yet passed the swim test this year (2019)
- Green= Swimmer who has passed the swim test this year (2019)

PROTECT- All non-swimmers must remain in shallow water. If the water in the shallow end is deeper than a non-swimmer's armpits, then they must also have one of the following layers of protection:

- Must be within arm's reach of a parent or guardian (16+) -max kids per adult= 3
- Must be wearing a Coast Guard approved lifejacket.
- Non-swimmers ages 5 and under must be within arm's reach of a parent or guardian regardless if they are wearing a Coast Guard approved lifejacket or if they have passed the swim test.
- Children must meet the height requirement in order to enjoy our water slide.

There shall be written permission from the parent or legal guardian of a child, before a child shall be permitted to swim or otherwise participate in water-based activities. The written permission sheet shall be signed, dated, and shall include the following:

1. The child's name
2. A statement indicating whether the child is a swimmer or a non-swimmer
3. That the parent or legal guardian grants permission for the child to participate in water activities

Indoor Pool Rules

1. Swimming without a lifeguard present is prohibited
2. Obey the lifeguard at all times
3. Do not enter the water if you are experiencing or recovering from diarrhea
4. Do not swim with open wounds, sores, boils, contagious rashes or infections
5. Appropriate, modest, and properly fitting swim attire must be worn at all times
6. Children not yet toilet trained must wear a swim diaper in the water
7. Shower completely with soap before entering pool
8. Children 5 and under must be actively supervised by an adult in the water within arm's reach; no more than 3 children per adult
9. Children 7 and under must have an adult in the pool area
10. Children 12 and under must pass a swim test in order to swim in water above their armpits; exceptions may be made for children who are within arm's reach of a parent or guardian (16 years or older)
11. Only Coast Guard approved flotation devices are permitted
12. Enter the water feet first facing forward
13. The following activities are prohibited: running, pushing, dunking, roughhousing, diving, flips, twists, backward jumps, throwing balls or other objects, prolonged breath-holding, and hanging on lifelines or lane markers.
14. The following items are prohibited in the pool area: food, gum, glass containers, street shoes
15. Do not swim in slide area when waterslide is in use
16. Chairs must be kept away from edge of pool
17. Specialized equipment such as kickboards, fins, and snorkels are only permitted in lap lanes; children using such equipment must be directly supervised by an adult
18. During adult swims, all children under the age of 18 must exit the pool
19. In the event of inclement weather, the pools will be closed, and the deck cleared for at least 30 minutes after the last observation of lightning
20. YMCA not responsible for lost or stolen items

Water Slide Rules

1. All riders must be wearing a yellow or green band
2. Only one rider at a time
3. Riders must enter and exit the slide feet first facing forward
4. The following activities are prohibited: standing, kneeling, rotating, stopping, forming trains, or wearing lifejackets
5. Pregnant women or individuals with heart or back conditions should not use this slide
6. Move away from the bottom of the slide and use the nearest exit immediately

The YMCA shall provide enough After School staff members during swimming and water play activities. A certified lifeguard will also be present when the children are participating in a swimming activity.

POOL RATIOS

YUSA and Ohio Bathing Code dictates that minimum ratios of 1 lifeguard to 25 participants on duty for each aquatic activity, not including After School staff that will also be on duty.

CHILD ABUSE AND NEGLECT

A staff member shall immediately notify his or her supervisor when the staff member suspects that a child has been abused or neglected. A child will always be safe from any form of abuse or neglect when in the care of the YMCA. No YMCA staff are permitted to babysit members that they meet while working at our After School program.

SEXUAL OFFENDER NOTIFICATION

As of July 1, 1997, Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. Following such registration, the Sheriff must provide in writing certain information to a variety of entities including childcare providers. And if notices are received, they will be placed with the sign in/out sheet at the applicable site. More information can be obtained by calling your local sheriff's office or visiting their Web site.

Listed below are the phone numbers for Mahoning and Columbiana Counties:

Boardman Police Department (330) 726-4144

Mahoning County Sheriff (330) 740-2370

MEDICAL EMERGENCY PLAN

First Aid Kits are available and are always accessible to staff. A First Aid kit will be available by at least one staff member present during activities.

Emergency Phone Numbers: Emergency 911 - Davis YMCA (330) 480-5656

After School has staff that is trained in First Aid/CPR during the hours of operation: In case of an emergency, the Youth & Teen Director and the After School Coordinator are to be notified immediately. If the Youth & Teen Director is not available, then the next senior staff member is to be notified. The Youth & Teen Director will then immediately notify the parent or legal guardian and make contact with the appropriate emergency phone contact. If the parent or legal guardian cannot be reached, the requested adult and child's physician will be notified. If necessary, the child will be transported by the first responders to the hospital indicated in the Child Enrollment and Health Information sheet provided.

In case of illness of a child, he/she will be cared for by either the Youth & Teen Director or another staff member while the parent or legal guardian or requested adult is notified and en route.

The Ohio Department of Human Services' Dental First Aid chart is available at the site. After School staff members will follow procedures indicated on the Dental First Aid chart in case of dental emergency.

MANAGEMENT OF COMMUNICABLE DISEASE

1. A staff person will be trained to recognize the common signs of communicable disease and other illness through First Aid training and "Childhood Disease" training certified by the Red Cross, a licensed physician, or a registered nurse. All staff will be trained in the proper hand washing and disinfecting procedures. A staff person trained as explained above will observe each child during the After School day.
2. A copy of the "communicable disease" policy will be given to each parent or legal guardian during the registration process.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian:
 - a. Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period)
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis
 - f. Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine and/or gray or white stool
 - i. Stiff neck
 - j. Unusual spots or rashes
 - k. Sore throat or difficulty in swallowing
 - l. Elevated temperature
 - m. Vomiting
 - n. Evidence of lice, scabies, or other parasitic infections
4. A child will be readmitted to After School after he/she has been checked by a staff member trained in communicable disease, or another authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return to After School.
5. Parents will be notified in writing of any communicable disease that is present at after school.
6. Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge.
7. Administration of Medicine forms for medication, sunscreen, bug spray, special diet, and vitamins are included in the registration packet.
8. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

SNACKS

Healthy snacks will be provided daily. Students may bring their own snacks if they wish. If bringing own snack, please be sure that it is non-perishable and has the student's name written on it.

PERSONAL BELONGINGS

The YMCA is neither responsible nor liable for any articles lost or stolen. We encourage students to leave valuables at home. If students bring money, please bring it in a labeled envelope to give to their staff for safe keeping. All valuables or personal belongings (including electronics) that are brought out during the program will be confiscated and returned to parent/guardian at the end of day. If the issue persists, the valuable will be confiscated to the end of the year.

DRESS

Each day children should dress for active/outdoor play. Comfortable clothing and shoes made for running and climbing are a must. Please avoid thongs and open-toe sandals. Wear weather appropriate clothing. Since children will be running around and using water, paint, and other messy materials, it is best if children do not wear expensive or dressy clothing. The YMCA is not responsible for clothing that may become stained or dirty while at After School. On Tuesdays, we swim! Please make sure your child has a swimsuit and towel on this day each week.

Students should bring a backpack that they can carry on their own with a beach towel and backup set of clothing. Please label all clothing and personal items.

WHAT CHILDREN SHOULD NOT BRING FROM HOME

Please do not bring alcohol, drugs, weapons of any kind, personal sports equipment, animals, money, iPods, phones, electronic games, etc.

ALLERGIES

If your child has an allergy to anything including, but not limited to, food or medication, it must be stated on the Enrollment Form.

FINANCIAL ASSISTANCE

Through generous contributions made to our Annual Campaign, the YMCA is able to provide financial assistance to those in need. Application forms for Financial Assistance are available via our website or at the Service Desk. It takes 1-2 weeks to process a Financial Assistance application so early registration is encouraged.

NOTICE:

The following pages are required to be filled out to enroll your child(ren) into After School. If certain lines do not apply to your child(ren) then please write "N/A". Please do not leave any blanks. If the packet is not filled out properly or in full, the Director has the right to refuse your child(ren) entrance into the program.

Thank you!

**Nikki Murray
Youth & Teen Director**

ACKNOWLEDGEMENT FORM

I acknowledge that I have read the After School Parent Handbook, and I am fully aware of the following:

- Program Philosophy
- Registration process, Fees, Refunds, Late Charges, and Withdrawals
- After School Program Operations
- Discipline Policy
- Safety, Health, and Supervision
- Swimming and Water Safety
- Child Abuse or Neglect
- Sexual Offender Notification
- Arrivals and Departures
- Medical Emergency Policy
- Management of Communicable Disease
- What children should and should not bring from home
- After School Program Schedule
- Trip Safety Procedures

I have read and understand the fee arrangements and conditions detailed in the Parent Handbook. I agree to these conditions and will abide by them.

This acknowledgement must be placed in our files. Please sign the form and return along with your enrollment forms to the YMCA registration site.

Child's Name

_____ Date _____

Parent or Legal Guardian's Signature

SWIM PERMISSION SLIP

I, _____, grant permission for my child,
_____, to participate in swimming programs at the Davis
Family YMCA. I understand that there will be a lifeguard on deck and the staff will be
present.

Child's Birthday: _____ Age _____

My Child is a Swimmer Non-swimmer

PARENT/GUARDIAN SIGNATURE DATE

PLEASE PRINT NAME

- I do not grant my child, _____, permission to
participate in the swimming program at the YMCA. I understand my child will be kept
to dry activities.

VIDEO RELEASE FORM

During the course of After School, your child may be filmed or photographed by the
newspaper, TV stations, or YMCA staff for program promotions. These may be used for our
publicity. Before your child appears in anything, we need you to fill out this form.

_____ I do give permission for my child to be photographed or video-taped.

_____ I do not give permission for my child to be photographed or video-taped.

PARENT/GUARDIAN SIGNATURE DATE

PLEASE PRINT NAME

ESCORT FORM

CHILD'S NAME _____ CHILD'S HOME PHONE # (____) _____ - _____

Please list all people who are authorized to pick up your child from the Davis Family YMCA After School program. Your child will not be released to anyone who is not on this list. Picture I.D. (Driver's License) will be required from the adult picking up your child.

Include the child's parents on this authorization. Please print.

NAME	RELATIONSHIP	PHONE NUMBER

The above named people have my permission to pick up my child from the Davis Family YMCA After School program. I am aware that my child will not be released to anyone who is not on this list.

PARENT/GUARDIAN SIGNATURE DATE

PLEASE PRINT NAME

STUDENT BEHAVIOR EXPECTATION FORM

After School activities, including After School transportation, often are as good as the behavior, interest, and attitude of the participants. These ingredients set the mood for the entire summer program. An ill-behaved After Schooler will find difficulty, which could result in a negative experience or injury for others in After School. Courtesy and politeness are always appreciated. The purpose of our After School is to develop new friendships, knowledge, skills, and promote an enjoyable school year. This can be achieved only when the rights and welfare of all are considered.

All After Schoolers are subject to the rules listed below. Our staff are instructed to maintain these rules. Please read them carefully.

- After Schoolers are always subject to the authority of all the YMCA Staff.
- It is a state law that everyone riding a bus must remain seated.
- After Schoolers must keep their hands to themselves while on the bus and at After School. When riding a bus, no body parts, or objects are to be sticking out of windows. It is inappropriate to make obscene gestures out of the bus windows.
- After Schoolers will be responsible for keeping their bus clean from garbage. Garbage is to be put in the trash can and not thrown out the windows.
- After Schoolers should keep noise level to a minimum. When crossing railroad tracks, state law requires silence on the bus.
- After Schoolers should be on time for scheduled activities. Tardiness results in everyone being inconvenienced.
- After Schoolers are expected to care for their personal belongings. We strongly encourage all jewelry and electronics to be left at home. The After School will not be responsible for lost items.
- After Schoolers are expected to show consideration and respect for their fellow After Schoolers, tutors, bus drivers, and other YMCA staff. Fighting and disrespect will not be tolerated.
- After Schoolers must respect the YMCA property, facilities, and equipment. Any damages or theft of supplies will be paid for by the After Schooler or their parent/guardian.

Personal Property

After Schoolers may not bring alcohol, drugs, personal sports equipment, vehicles, animals or weapons of any kind. Bringing these will result in immediate dismissal. Any After Schooler who commits a serious discipline situation or continues to disregard any of the above rules will be subject to the following consequences. The course of action may be accelerated for very serious offenses. All offenses will be documented.

- **1st Offense:** A verbal warning.
- **2nd Offense:** A phone call to parent/guardian
- **3rd Offense:** A one-day to one-week suspension from After School
- **4th Offense** (if in regard to transportation): After Schooler will no longer be allowed to use bus transportation.
- **5th Offense** (if in regard to behavior at After School): Possible Dismissal from After School.

The YMCA reserves the right to dismiss any After Schooler who repeatedly disregards After School Rules, or endangers the safety of the students or others. Severity of offense will be dealt with at discretion of After School Director. After reading these rules, I understand the importance of good behavior as it relates to After School.

AFTER SCHOOLER'S SIGNATURE: _____

PRINT AFTER SCHOOLER'S NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ Date _____

TRIP TRANSPORTATION

YMCA of Youngstown Busing transportation shall normally be used to transport After Schoolers from school to the Davis Family YMCA. The use of licensed drivers will be provided through the YMCA of Youngstown. If the student is not using this service, and will be dropped off by their own transportation, please sign below. Transportation services will only be used for students enrolled at Boardman Local Schools. The Service Desk and every bus will have a list of all attending After Schoolers during any trips. The arrival time (returning to the Davis Family YMCA) will be given prior to the trip. Depending on traffic or mechanical issues, there may be a later than planned arrival time. Please contact the Davis Family YMCA Service Desk at (330) 480-5656 for a more current estimated time of arrival at any time.

I _____, the parent or legal guardian of _____, do hereby give my permission for the aforesaid child to use the transportation supplied by the YMCA for all field trips during After School programming. I have read all information and sign below in agreement with all policies and procedures presented by the Davis Family YMCA.

Please list the Boardman Elementary School that your child attends:

-
- I do not plan on using YMCA of Youngstown Transportation and will provide my own transportation for my child.

Parent/Guardian Signature

Date

Proof of Insurance, Medical Related Exclusions, and Request for Administration of Medications

Name of Staff	
Home Address	
Phone	
Start Date	

Exclusion of Activities: please note, exclusions must be written only for medical reasons

Signature _____ Date _____

Request to self-administer medications during day camp: please note, only medications listed on the "Request for administration of medication" form.

List of meds...

Signature _____ Date _____

Proof of Insurance

Provider	
Policy/Group Number	
Name Covered on Policy	
Phone	
Address	
<input type="checkbox"/> Staff is not covered on personal insurance.	

Signature _____ Date _____