



Zion Kinder Village

"Nurturing children's growing minds
while opening their hearts to Christ
and their hands to friends."



Parent Handbook

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Mission Statement

"Nurturing children's growing minds while opening their hearts to Christ, and their hands to friends."

Purpose

Zion Kinder Village is provided by Zion Evangelical Lutheran Church, as a nonprofit community service for families with preschool age children. The purpose of the preschool is to supplement early home experiences in a warm and caring Christian environment conducive to learning. Our program incorporates Christian values and beliefs into an educational curriculum developed to prepare children for Kindergarten. Our staff and board members strive to model Christian values in our work at Zion Kinder Village.

Philosophy

The philosophy of Zion Kinder Village happily acknowledges and respects the wonderful uniqueness of every child. We believe children will grow and develop academically, socially, physically, spiritually, and emotionally when provided a safe, healthy, stimulating, and enriching environment, developed to meet individual needs. We believe that by providing children with a structured schedule and a variety of learning opportunities, such as individual exploration, responsive-classroom morning meeting, art, field trips, Chapel, free play, group games, and teacher lead activities, they will develop into resilient, confident individuals who have a strong base for life beyond preschool.

Values and Goals Used to Implement our Philosophy

- Maintain a safe, supportive, and stimulating environment
- Facilitate learning through a variety of fun activities
- Recognize, respect, and celebrate individual uniqueness
- Create a trusting and predictable environment
- Encourage children to try new things and be creative
- Model and teach Christian values
- Develop curriculum based on Minnesota Early Learning Standards
- Coach children as they develop their skills
- Provide routine one-on-one attention
- Create a positive tone in the classroom through respect, fun and laughter
- Provide fun, interactive, daily group activities

Registration and Enrollment

A full school year begins in the fall (following the Chisago Public School calendar). Registration materials are available beginning in March. Those wishing to enroll their child may obtain materials by contacting the director or by going to the Zion Church Office. Registrations are accepted until classes are full. (20 students per class)

A child will be considered enrolled upon the receipt of the registration form and the registration fee of \$40. In the event that the desired classes are full, names will be placed on a waiting list in the order they are received.

In order for a child to attend school, the child's forms must be completed and turned into the teacher on or before the first day. These forms include the following: Immunization Record, Health Care Summary, Registration Form, Contract, Emergency Information, All About Me, Permission Agreement, Product Authorization and Parent Handbook Acknowledgement. Please take the time to be thorough when filling out the forms because the more background information your child's teacher has, the better s/he can understand your child.

Eligibility and Children with Special Needs

We welcome all children to participate in our preschool program. Provided we have the resources to meet the needs of your child, we will happily work with you to develop the learning environment needed for your child. If your child has special needs, please contact the Director.

Tuition - Please make checks payable to Zion Kinder Village.

Tuition for the Pre-K MWF class is \$90 a month. Tuition for the preschool T-TH class is \$70 a month. If a child registers mid-month, that month may be prorated. Tuition is determined on a yearly basis and is due in 9 payments. (September, October, November, December, January, February, March, April, and May). The first payment is due on the first day of school. All other payments are due on or before the first day of each month. If a payment is not received by the due date, a reminder will be sent home followed by a late fee of \$5. Timely payments are appreciated.

No adjustments will be made for vacations or sick days. The only exception would be for an absence due to an illness lasting 4 or more weeks. The Director must approve all adjustments.

In order to keep the cost of tuition as low as possible, Zion Kinder Village has fundraising opportunities. The money from these fundraisers goes towards classroom materials, equipment and operating expenses.

Curriculum, Behavior Policies, School Day

Kinder Village has a rich and broad curriculum, which exposes students to many different learning opportunities. It allows children to learn in their own way and at their own pace. It includes, but is not limited to:

- Pre reading
- Pre writing
- Science
- Math
- Social Studies
- Cooking
- Art
- Music
- Literature
- Field Trips
- Outdoor Play
- Group Time
- Large Motor Skills
- Verbal Communication and Listening Skills
- Dramatic Play
- Construction Activities
- Small Group Learning Activities
- Weather and Calendar
- Christian Education
- Explorative Free Play

Arrival and Greeting

The arrival time for students is between 8:55 and 9:05 am. Parents are required to sign their child in upon arrival. Children have their own cubbies and hooks to store their belongings for the day. Once they are ready for school, they may enter the classroom. Zion Kinder Village does not assume responsibility for a child until they have been signed in.

Classes

Classes will follow a daily schedule with pre-planned lessons. We offer a Kindergarten readiness class on MWF for children who will be entering Kindergarten the following year. Our T/TH preschool class focuses on social and academic experiences for 3-4 year old children who will not be entering Kindergarten the following fall. Both classes are from 9:00am-11:30am. Please pick up your child promptly.

Classroom Pets

Kinder Village has an ant farm and a fish tank containing aquatic animals. Families will be notified in advance of any visiting pets or plans to add any additional pets.

Child Guidance

The safety of children and staff is of utmost importance at all times. No child will be subjected to any form of corporal punishment, emotional abuse, punishment for lapses in toileting habits, or withholding of essentials for punishment.

Children will grow to understand their responsibility to themselves, other children, staff, and the environment in positive ways. The staff will portray a positive Christian model for the children to follow as well as communicate with families about student behavior, both positive and negative. Responsive Classroom theory will be used to resolve arguments between children. Inappropriate behavior will have immediate and appropriate consequences.

The guidelines that we will follow are these:

1. Zion Kinder Village tries to guide behavior by using space, time, and materials creatively and by stressing positive, social, reinforcement. For example, allowing enough time to complete activities in a relaxed way, but not so much time children get bored. We also plan activities and set expectations that are age appropriate.
2. The teachers will provide positive redirection toward constructive activity in order to reduce conflict, and provide opportunities for appropriate choices.
3. The teachers will model appropriate verbal and non-verbal conflict management strategies and provide opportunities for children to understand and discuss their feelings and those of others.
4. As a result of undesirable behavior (e.g., hitting, shoving, and unkind words) the teacher will talk with child/children and offer/model alternative stress-reduction or conflict management strategies.

5. If a behavior threatens the well being of the child or anyone in the group, the child will may be separated from the group. Separation from the group will be documented. The child may return to the group when the undesirable behavior has stopped. Parents will be notified of the separation.
6. If a child is separated three times or more in one day, the parent will be notified. If a child is separated five times in one week, or eight times in two weeks, a parent teacher conference is necessary in order to continue attendance. This conference will be to determine a behavioral plan for the child.
7. If staff experience ongoing, persistent, unacceptable behavior with a child, parents will be contacted. Depending on the severity of the behavior, parents may be asked to pick the child up from Zion Kinder Village.

Dismissal

The classroom door will remain closed while class is still in session. Parents are asked to remain outside of the classroom until the children are dismissed. Children must be signed out before they can go home. Once the class is over, the parents may come into the classroom and pick up their child. Children must be picked up by an adult authorized on the Registration or Emergency Form. Children will not be allowed to leave with an unauthorized adult. ID's will be checked for new persons picking up a student.

Location

Zion Kinder Village is located in the Zion Evangelical Church near the Fellowship Hall and classrooms. Families may park in the back parking lot and may enter using the side door near the preschool playground. This is the most convenient door.

School Calendar

Zion Kinder Village follows the Chisago Lakes Public School calendar. If the public schools are closed, we are as well. If the public schools have a $\frac{1}{2}$ day, we will be open.

Daily Schedule (may change at times to accommodate activities)

<u>Time</u>	<u>Activity</u>
9:00-9:15am	Individual Writing Skills and Literacy Activities
9:15-9:45am	Morning Meeting: Greeting, weather, calendar, sharing, message, literacy skills
9:45-10:05am	Art, Interest Centers - Themed Individual and Small Group Activities
10:05-10:30am	Bathroom Break, Snack Time, D.E.A.R.
10:30-10:50am	Large Muscle Activity/Outdoor Play
10:50-10:55am	Water Break
10:55-11:20am	Group Time - Themed Teacher Led Activities, Cooperative Games, Music
11:20-11:30am	Themed Literature Story Time (Read Aloud)

Scope and Sequence

Themes will be used throughout the year, each typically lasting two weeks. Themes are based on calendar events relevant to preschool. These themes are designed to engage students into their activities and play and provide meaningful social and cultural learning experiences. A calendar will be sent home for families to review at the beginning of each month.

Snack

Parents are asked to please take turns providing snack for the children during the year. A snack and sharing calendar will be sent home at the beginning of each month. Due to health concerns, the State of Minnesota Department of Human Services requires that snacks be "store bought." Snacks must also meet the nutritional guidelines from the MN Child and Adult Care Food Program, which states snacks must contain two of the following components: milk, fruit or vegetable, meat, and grains. Some snack suggestions are: 100% Fruit Juice (punch and soda cannot be served) fruit (canned or fresh), crackers and cheese or meat, yogurt, or veggies and dip.

Standards

Zion Kinder Village uses Minnesota Standards of Education, set by the Minnesota Department of Education, and endorsed by the State of

Minnesota Department of Human Services (651-269-3971). For an on-line copy of *Minnesota's Early Learning Standards*, go to <http://education.state.mn.us/mdeprod/groups/EarlyLearning/documents/Publication/009530.pdf>. Classes will not exceed a 10:1 student to teacher ratio with the maximum of 20 children per class. The school is licensed for children ages 3-5.

Student Expectations

Students are expected to arrive at school ready for the day. Students should be in good health, well rested, with their tummies full and proper school attire (see clothing for guidelines).

Toys from Home

Children are invited to bring in a personal toy on his or her designated *Sharing Day*. Please keep in mind that this is for sharing, which means other children will be playing with this as well. Guns and other violent toys need to be left at home. Security items (such as a blanket or stuffed animal) are allowed. Children should not bring a breakable or valuable item to school.

Communication

We believe it is important for Zion Kinder Village to team with our families in order for our program to truly be successful. To facilitate a successful partnership and the for the children's well being, we encourage many forms of parent/teacher communication. Staff persons do their best to greet parents every day. Children have communication folders located at the sign-in station for written forms of communication. Parents will be regularly informed of school plans through posted lesson plans, monthly newsletters and informal visits. Special events including conferences, family events, fundraisers, field trips, etc., may be posted on a parent bulletin board or sent home as a memo. Phone and email may also be used for additional communication.

Bulletin Board

There is a bulletin board outside the classroom next to the sign-in sheet. This bulletin board contains the snack calendar, the unit and lesson plans, and any other useful information for parents and families. There are

also extra handouts on the shelves under the bulletin board. Feel free to take an extra copy.

Newsletters

Newsletters will be sent home monthly. Please read these thoroughly as they contain information about the preschool. If you have any questions about something in the newsletter, please do not hesitate to ask questions.

Parent Concerns and Grievance Policy

Concerns raised by parents or guardians involving their child's school experiences are of great importance to Zion Kinder Village. We value parent opinions and will address concerns in a timely manner. Parents are urged to voice their concerns verbally or through writing to the Director. If any parent of a student at Zion Kinder Village Preschool has a grievance concerning the preschool or its employees, they should present the grievance in person and in writing to the Director. We will work to immediately resolve the issue. If we are unable to come to a resolution, the grievance will be brought to the Church administration or Parent Advisory Board.

Parent Involvement Policy

We believe that a child will benefit from a school experience when home and school share common goals. Therefore, we welcome and encourage the sharing of views and ideas. Parents are invited to visit the preschool and we have an "Open Door" policy, but please remember the teacher will be unable to talk with you during class. S/he will be happy to meet with you before or after school, either by appointment or by phone.

We love to have parents visit us, so parents are encouraged to offer their services and talents for preschool projects, field trips, and daily activities. Please notify the Director if you are interested in volunteering. Before beginning school children must be ready to separate from their parents and be able to interact positively with other children and adults. A child who cannot adjust socially may be asked to withdraw and apply for admission at a later date. Any advanced tuition fees paid will be refunded. At this level of education, academic goals are secondary to the development of the whole child.

In compliance with State Law, all persons who have direct, individual contact with children must have a background study done.

Parent Orientation

Before school begins, parents are invited via invitation to an orientation where they will be introduced to the classroom, other school families, and the teachers. Questions about the program may be asked at this time and forms may be turned in. If a family joins the preschool late, their orientation will be on a prearranged day of school. The family is invited to observe a day and ask any questions they may have. During this time, the new family will meet other parents and children at the school.

Parent/Teacher Conferences

Conferences will be held twice a year, once in the fall and once again in the spring. Conferences are a time to talk in depth about the uniqueness of your child's development in the preschool setting. These conferences will specifically address your child's intellectual, physical, social, and emotional development. Notices will be sent home prior to conferences. Conferences will include a written assessment the child's cognitive, physical, social, and emotional development. We strongly encourage you to participate in these conferences. Other conferences about your child can be held upon request.

Program Information

Information on Zion Kinder Village's child care program plan and all program policies and procedures are available for parent review in the Director's office.

School Directory

With individual's permission, a school directory containing children's names, class enrolled, home phone number, parent names, e-mail, and addresses will be provided to Kinder Village families. When new children join the school, their contact will be put in the communication folders if permission to release their information has been granted.

Phone Numbers

Kinder Village
(651) 259-2713 x8

Child Protection
(651) 430-6457

Emergency:
911

National Child Abuse Hotline
1-800-422-4453

Family Center
(Will help you find information)
(651) 462-8125

MN Dept. of Human Services
(651) 296-3971

First Call for Help

(Info on 1100 county community services)
(651) 462-0645

Chisago County Human Services
(651) 213-5600

Poison Control
1-800-222-1222

Snack and Sharing Calendars

Families are asked to please take turns providing snacks for the preschool. The snack days will be divided up on a rotating basis and written on a snack calendar. These calendars will be sent home at the beginning of each month. Also included on this calendar will be the sharing schedule. If for any reason a child cannot bring a snack or a sharing item, please let the teacher know and we find a replacement for that particular day.

Student Folders

Next to the daily sign in are student folders. Parents are asked to please check their child's folder daily; letters, announcements, receipts, permission slips, newsletters, lesson plans, and other important papers will be distributed in this way. If parents would like to return documents of any kind to the preschool, they may put the items in the drawer marked "Mail Box" at the sign-in station.

Unit Plans

The Kinder Village curriculum is divided into units. These units typically last for two weeks. Learning activities and play centers are based on these units. Units will be printed on the monthly calendar and posted on the parent bulletin board near the sign-in station. Extra calendars are available on the parent shelves.

Weekly Lesson Plans

Weekly lesson plans will be posted at the sign-in station. Extra lesson plans are available to take home if families wish. They are located on the parent shelves. Families are encouraged to use these lesson plans when asking children specific questions about their school days. This will help connect what the children learn at school with their home lives.

Field Trips and Special Guests

Kinder Village schedules frequent field trips. These field trips are typically based on the unit we are working on. We also bring special guests into the classroom on occasion to enrich the curriculum.

Permission Slips

Parents will be given permission slips in prior to each field trip. Forms need to be returned promptly. Your child will not be permitted to participate without the signed slip. If we have animal, reptile or amphibian special guests, a permission slip will also be required. Written parental permission will be obtained before each occasion of public relation activity involving a child, such as school publications, news articles or advertising. In the unlikely event of research or experimental procedures, parents will be given complete information regarding the activity and Kinder Village will obtain written permission from the parent before the activity begins.

Transportation

Parents are responsible for the transportation of their children to and from Preschool. Carpools must be arranged between parents if needed. Staff cannot transport children outside of school hours. The pick-up person must be authorized on the Emergency Form. During field trips, children will be transported in their own car seats using the Zion Lutheran Church van. Additional parent drivers are allowed if they have passed a background

check, have adequate space in their vehicle and have permission from the child's parents.

Celebrations

We like to have celebrations and a lot of fun at Kinder Village! We celebrate Christian and National Holidays, student birthdays, and preschool graduation. Please share any ideas you have.

Birthdays

Birthdays are special days! We will celebrate them as close to the date as possible. For those with summer birthdays we will celebrate half birthdays. Your child may bring in a special treat for snack if they would like to. Due to the MN Department of Health regulations, these treats should be store bought and not homemade. Children will receive a special birthday hat and treat bag on their birthday, and we will sing "Happy Birthday" to them!

Holidays

We celebrate Christian and National Holidays. We incorporate the celebration and purpose of holidays into our curriculum and units. Activities and events will vary depending on the holiday.

Graduation

A graduation ceremony and celebration are held for children going into Kindergarten the following year. Graduation takes place in the late spring, before school lets out.

Student Health and Safety

Student health and safety is our first priority at Kinder Village. A comprehensive Health and Safety Manual is available in the Preschool office.

Attendance

Attendance is taken daily in each classroom. Please let us know if your child will be absent; you can notify the teacher by leaving a message on the Kinder Village voice mail. When there is an unexcused student absence, parents may be called to make sure everything is okay.

Clothing/Weather

Children learn through hands on activities and exploration. We sometimes do messy activities at Kinder Village, and although we wear paint shirts to protect our clothes, sometimes accidents and stains still happen. Please keep this in mind when dressing your child for the day. We will be going outside every day if the weather permits. Unless the temperature with wind chill is below 15° F, we will be going outside. During the winter months, please provide boots, snow pants, mittens or gloves, a warm jacket, hat, etc. If weather does not allow us to play outside, we will do large muscle activities indoors. Student's shoes need to be worn in the classroom and boots are not suitable classroom attire. Please put your child's name in all clothing items to ensure it stays with him or her.

Drug and Alcohol Use

Any individual, employee, or volunteer while directly responsible for students at Zion Kinder Village are prohibited from abusing prescription medications or being under the influence of a controlled substance or alcohol. Any individual in violation of this policy will be terminated from his/her position.

If a parent or authorized adult arrives to pick up a child while under the influence, the child will not be released until an alternate ride has arrived. All employees of Zion Kinder Village will be informed of this policy.

Fire Safety

Fire Drills are conducted on a monthly basis. In the event of a fire, we will proceed outside, away from the building to the designated waiting area to await further instructions. We will assemble on the bench near the baseball diamond. Our exit and secondary routes are posted next to the classroom door. The teacher will bring the sign-in sheet and emergency cards. The aide will check the classroom and bathroom for children, take the first aid kit, and close the door behind us. When all children are assembled, attendance will be taken. Everyone will remain there until the all-clear signal is given.

Tornadoes

If a tornado warning is sounded, teachers will immediately lead the children to the church basement. The teacher will bring the sign-in sheet and

emergency cards. The aide will bring the first aid kit, radio and flashlight. Once assembled in the shelter, attendance will be taken. Everyone will remain there until the all-clear signal is given. Tornado drills will be practiced monthly with each class from April through September.

Bad Weather

Zion Kinder Village reserves the right to close the school when weather conditions make travel to and from the school hazardous. These weather conditions could include:

- blizzard conditions
- sheet and icy roads
- poor visibility
- severe temperatures or wind chills

Zion Kinder Village follows the Chisago School District closings. If Chisago Schools are not in session due to bad weather, Zion Kinder Village will also be closed. In addition, if Chisago Schools are delayed 2 or more hours, morning preschool will be cancelled. Should a severe blizzard warning be issued while school is in session, parents should come immediately for their children. Children will remain in the care of teachers until picked up by a parent. In the event of the Preschool being closed due to bad weather conditions, families will not receive tuition credit on that day.

First Aid

The preschool staff makes continuous efforts to avoid all possible accidents. A staff person certified in First Aid and CPR is on the premises at all times and a first aid kit is located in the classroom. In the event of a minor accident or injury, an accident report will be sent home with the child informing parents of the event and the care given.

In the event of a serious injury requiring more than first aid, 911 will be called and the child will be taken to Fairview Hospital in Wyoming, Minnesota. Parents will be notified immediately. If parents cannot be reached, the emergency contacts will be called.

Health Regulations

Physical Examination and Immunizations - State regulations require that each child have a health statement completed by their physician or

source of medical care before admission into the program. The child must have all immunizations required by law for admission. The Health Care Summary and Immunization Record are due on the first day of enrollment. If these forms are not provided, the child will be excluded from the program until they are received. Parents are responsible for keeping the school staff informed of changes and the status of allergies, special needs and special medical needs.

Parents are required to inform the preschool within 24 hours, exclusive of weekends and holidays, when a child has a contagious and/or reportable disease; (example: lice, scabies, Impetigo, ringworm, chickenpox) so that we may inform other parents of the exposure. A posted note in the parent information area will notify parents immediately.

Illness/Accidents/Emergencies

Your child's health is a matter of importance to all of us. A sick child should not be brought to school. Children will not be allowed to attend when the following symptoms are present:

1. Has a fever or has had one during the previous 24 hours - axillary or oral temperature of 100 degrees F or higher
2. Has a heavy nasal discharge, with or without fever
3. Has a constant croupy cough, with or without fever
4. Has diarrhea (two loose stools within 4 hours)
5. Is vomiting - two or more episodes within 24 hours or any vomiting while at school
6. Child looks or acts differently: unusually tired, pale, irritable, confused or lacking appetite
7. Has an undiagnosed rash
8. Has symptoms of a possible communicable disease
 - a. Pink Eye (Conjunctivitis) - the eye is red with some burning and a thick yellow drainage is secreted
 - b. Impetigo - shows up as red pimples, eventually becomes small cysts or blisters which break and weep
9. Difficult or rapid breathing
10. Sore throat or trouble swallowing, accompanied with fever or swollen gland in neck

These additional symptoms may also indicate your child should stay home (exclusion not required):

1. Shows signs of abdominal pain or headache
2. If your child is very tired. Rest at such times may prevent the development of serious illnesses
3. Has a cold that is less than four days old

A child who shows symptoms of illness during preschool hours will lie down on a cot while the director or teacher calls a parent. If the parent is unable to be reached, the emergency contacts will be called. The child will be made as comfortable as possible and will be supervised at all times.

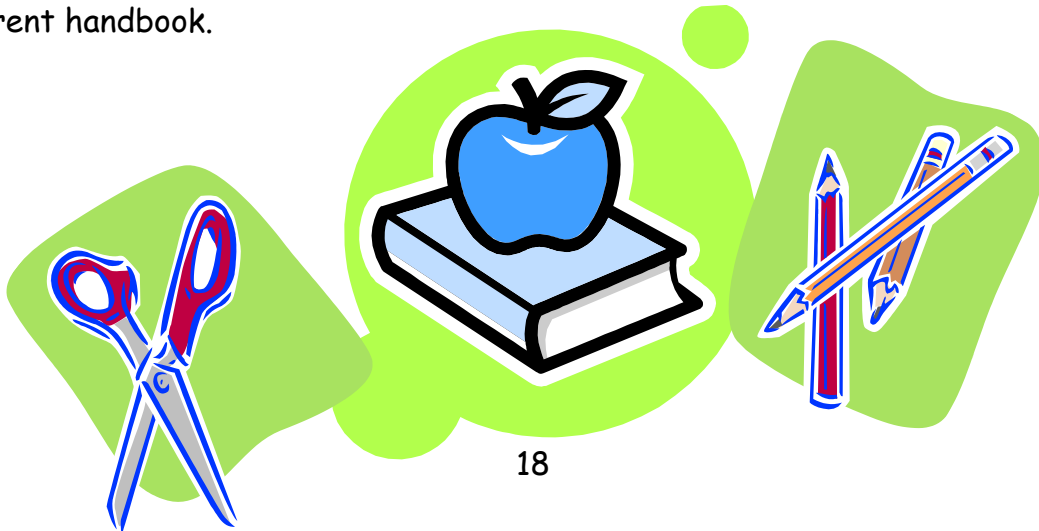
Kinder Village staff cannot give over-the-counter medications or prescription medications to students unless they are in the original labeled container and are accompanied by a doctor's instructions and parent's written consent.

Insurance

Children enrolled in Zion Kinder Village Preschool are covered under an insurance policy held by Zion Lutheran Church, which meets all state requirements.

Mandated Reporting

All staff members at Zion Kinder Village are mandated by state law to report child abuse. This means that if they "know or have reason to believe" that a child is being physically, emotionally, or sexually abused, they are required to contact Child Protection Services. Parents wishing to report suspicious behavior may use a maltreatment form provided at the end of the parent handbook.





Zion Kinder Village



"Nurturing children's growing minds,
while opening their hearts to Christ
and their hands to friends."

Parent Handbook Acknowledgement Form

I understand that the Zion Kinder Village Parent Handbook describes important information about the preschool. I have received a copy of the Parent Handbook and understand that it is my responsibility to read and comply with the policies and procedures contained within it and any revisions made. I will direct any questions that are not addressed in the Zion Kinder Village Handbook to the Director.

I understand that the programs, policies and procedures explained in this Handbook may change from time to time and that Zion Kinder Village may implement changes to their policies at their discretion and without any notices.

I acknowledge that I have read the Handbook, understand the policies and procedures, and agree to abide by the policies and procedures while my child is enrolled at Zion Kinder Village.

Name *(please print)*

Date

Signature