



YONKERS FAMILY YMCA
After School Program
2023-2024
Parent Handbook

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WELCOME TO THE YONKERS FAMILY YMCA AFTER SCHOOL PROGRAM!

YMCA CORE VALUES

We teach and practice the YMCA's Core Values of **Caring**, **Honesty**, **Respect**, and **Responsibility**.

Caring

Love others
Be mindful of others
Help others

Honesty

Tell the truth
Demonstrate trustworthiness
Have Integrity

Respect

Treat others as you would
like to be treated
Use kind and loving words
Listen actively

Responsibility

Leave places as you found
them
Be accountable for your
behavior
Align your choices
with your values

PROGRAM GOALS

We are committed to creating a stimulating and nurturing environment for all children and their families. We believe in building community in order to provide a sense of safety and belonging for all. We aim to partner with families to support children physically, mentally, and emotionally so they may reach their fullest potential.

OUR MISSION

The Yonkers Family YMCA is committed to diversity and inclusion for all. We are focused on uplifting our community through the positive development of our youth, promotion of healthy living and fulfilling our social responsibility. We believe in social justice and are guided by a strong spiritual foundation. We work globally and locally for the overall success of our community.

We work to achieve our mission by **changing the lives of people**, addressing the everyday challenges of health, poverty, and race. The Y accomplishes this for children, seniors, and families, by creating a safe environment, providing a place to play and grow, and ensuring many do not go to bed hungry.

CONTACT INFORMATION

SACC Director

Sylvia Alvarez

914-963-0183 x 20

Front Membership Desk

914-963-0183 x 10 or 27

Senior Director of Health & Wellness

Melissa Weaver

914-963-0183 x 25

Main Number: 914-963-0183

Fax: 914-968-5822

REGISTRATION & BILLING

All Registration is on a first-come, first-serve basis and can be done one of three ways:

1. Online at www.yoymca.org
2. By contacting our Membership Desk at **914-963-0183 x 10 or 27**
3. In person at the Y (**17 Riverdale Ave in Yonkers**)

Submitting an application **DOES NOT** ensure enrollment. We need time to verify all information submitted and to determine if our program is a good fit for each child's individual needs.

The following must be 100% Complete and on file before the first day of attendance:

- Emergency Contact information (2 emergency contacts with phone numbers; one must be local and someone OTHER than parents/guardians)
- All medical and insurance information (if a child uses an inhaler, Epi-pen, or other emergency medication we MUST have a completed individualized health plan on file).
- Signed acknowledgment of the Parent/Guardian Handbook

REGISTRATION FEE

All programs require a \$25 non-refundable and non-transferable registration fee per child, per school year.

RATES

We offer two rate options: **Monthly** Plans and **Weekly** Registration. Rates are not reduced for scheduled holidays or closures due to weather. Rates will not be prorated based on attendance. If your child does not attend the program, you will not be credited or refunded.

PAYMENT METHODS

The YMCA SACC Department accepts a number of methods of payment including but not limited to 1199 Voucher, DSS Child Care Subsidy, Westchester Works Scholarship, Sponsorship, cash or card. We offer a number of payment plans including, weekly, bi-weekly and monthly. Payment must be received prior to the child starting the program. This ensures that we can provide the highest quality programming for each.

FINANCIAL HARDSHIP

Financial assistance is available to those families who demonstrate sufficient need and provide the required documentation. Interested families may request a financial assistance application and submit it to the YMCA SACC office. Eligibility for financial assistance will be determined upon availability of space and funds, review of the information given, and letter of intent.

FINANCIAL RESPONSIBILITY

The parent/guardian who enrolls the child is responsible for all changes related to the child's participation, including copays and registration fees. This includes families that receive assistance through third party agencies such as DSS or an employer. It is your responsibility to inform our staff of any changes.

A family receiving child care assistance is responsible for the difference of payment when financial assistance does not cover the full program rate.

KEEPING RECORDS CURRENT

Per OCFS standards, childcare staff must be notified immediately of any changes such as new address, phone, authorized pickup, and medical information. Please fill out the **SACC Account Revision Form** and submit it to the SACC Director.

OFFICE OF CHILD AND FAMILY SERVICES MEDICAL PAPERWORK

The Yonkers Family YMCA is required by New York State Law to have medical papers completed for children who have known allergies and asthma. All paperwork necessary is attached to our afterschool program application. The forms need to be completed by you and your provider. **ALL PAPERWORK MUST BE COMPLETED BEFORE ATTENDING PROGRAMMING.** No exceptions will be made.

CONFIDENTIALITY

Children's records are kept confidential. Staff only refer to this information as needed during the program.

TERMINATION POLICY

Possible reasons for termination of a child from the afterschool program includes:

- Harassment, violent behavior, or threat against a staff person or other individual by a parent, guardian, or persons associated with the child, such as a family member, family friend, etc.
- Being late to pick up your child after programming closes.
- Extended Absenteeism
- Non-payment, late payment, or non sufficient funds (NSF) of fees
- Emergency names and phone numbers are incorrect.
- Failure to adhere to sign-in and sign-out procedures
- Behavior is continually disruptive or dangerous to others and/or self
- Behavior is destructive to property and/or there is a refusal to replace said property
- Any single incident that is deemed by the SACC director as dangerous, harmful, or disruptive.

2023-2024 RATES

Weekly Rate	\$125	Late Fee	\$1 per minute
Monthly Rate	\$500	Registration Fee	\$25

PROGRAM HOURS

Monday-Friday 2:30 pm-6:30 pm while school is in session. We follow the Yonkers public school schedule.

VACATION CAMP DAYS

For half days and/or scheduled school closures we offer Vacation Camp Programming. Vacation Camps require separate registration and there is an additional fee. Students must be registered at least 48-hours in advance. All additional non listed holidays and school closures the Yonkers Family YMCA will be closed.

2023-2024 VACATION CAMP RATES

Vacation Camp Daily Rate	\$75	M-F	7:30AM - 6:30PM
Vacation Camp Weekly Rate	\$345	M-F	7:30AM - 6:30PM
Vacation Camp ½ Day Rate	\$50	M-F	11:30AM - 6:30PM

VACATION CAMP 2023-2024 SCHEDULE

2023 Dates:	
Yom Kippur	September 25, 2023
Columbus Day	October 9, 2023
Election Day	November 7, 2023
Veterans Day	November 10, 2023
Superintendent's Day	December 5, 2023
Parent Teacher Conferences (1/2 Day)	December 15, 2023
Holiday Recess	December 25-29, 2023

2024 Dates:	
Winter Recess	February 19-23, 2024
Spring Recess	March 25-April 1, 2024
Parent Teacher Conferences (1/2 Day)	April 5, 2024
EID-AL-FITR	April 10, 2024
1/2 Day	June 25, 2024
1/2 Day	June 26, 2024

PICK UP PROCEDURES

Students will be dismissed from the library out the front entrance of the building. Staff will be in the lobby with a sign out binder and will bring your child out to you upon request.

All families need to provide a list of people authorized to pick up their children. Please make sure it is noted on your child's emergency form. **THIS WILL BE STRICTLY ENFORCED.** If it is necessary for someone other than the person(s) authorized on the consent form to pick up, written permission from the parent/guardian is required, an email or note will work. If the person picking up your child is unfamiliar to our staff we will request a photo ID. This is for the safety of all our campers and not meant to be a burden to anyone.

LATE PICK UP FEES

We understand that delays happen and we cannot control all circumstances, however our staff are just as eager to return home to their families at the end of the day. Please make every effort to promptly arrive for pick up. In the event that you are unable to do so, call our SACC director ASAP. After the first late pick up there will be a late charge of \$1.00 for every 1 minute late.

In the event childcare staff does not receive prior notice from the parent or guardian, the following procedure will be followed.

1. YMCA staff will call the parent/guardian for instructions.
2. If contact cant be made, YMCA staff will call the emergency numbers in the child's file.
3. After one hour past official closing time with no contact with the child's parent or guardian or any emergency contacts, a call will be placed to Child Protective Services (CPS), to report an abandoned child. Staff will then follow instructions provided by CPS.

UNEXPECTED EARLY DISMISSALS

If schools are dismissed early due to worsening weather conditions, Yonkers YMCA afterschool program will not provide after-school care. Your child will be sent home on their bus. You should have arrangements for your child in place for these situations through their school district.

SNOW DAYS

When the Yonkers public school district is closed due to inclement weather, the Y may offer a snow day program. To check if we are holding a Snow Day Vacation Camp you may call our membership desk.

ABSENCES

If your child will not be attending the after school program please let us know ahead of time, if possible, via email. No refunds or credits will be given for absences.

MEALS & SNACKS

An Afternoon snack is included every day in your tuition. For vacation days breakfast and lunch will be provided in addition. The menu is subject to change depending on our suppliers. You are welcome to send food with your child if you feel that they will need additional snacks or if you think they will not like what is being served. If you have any dietary restrictions for medical or religious reasons please let us know. For religious restrictions a pork alternative can be provided upon request.

BIRTHDAY CELEBRATIONS

The YMCA welcomes children to share their special day with others during program hours. Please consult with the SACC director regarding scheduling and food restrictions.

For the welfare of all our students, we ask that parents keep their child home if he/she appears ill or has been ill within the last 24 hours.

If at any time the child is too sick to remain in the program. A parent, guardian or emergency contact must pick up the child as soon as possible after receiving a phone call from staff.

ILLNESS POLICY

A CHILD WILL BE SENT HOME, IF ANY OF THE FOLLOWING CONDITIONS ARE APPARENT:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease (*Pink eye, chicken pox, fifth disease, etc.*)
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice in hair
- COVID-19
-

Parents are asked to please notify us within 24 hours if their child has a communicable disease to allow us to confidentially inform other parents and staff. The child is welcome back to the program with a note from the doctor or after 24 hours symptom free.

CELL PHONE POLICY

CELL PHONES

The YMCA is a place for students to connect with each other, our staff, and the community. We **DO NOT ALLOW** our students to use their cell phones during programming. Please help us enforce this rule by ensuring your child knows to keep their cell phones in their backpacks at all times.

We realize emergencies do happen. If you need to contact your child, reach out to us by phone and we can get your child on the phone if it is an emergency, or get them a message if it is not.

- If your child needs to contact you during programming they can come to our SACC office and use our phones.
- If there is a health need- the director will contact you.
- If there is a behavior need- the director will contact you.

Students need to be able to interact, solve problems, ask for help from the staff, and resolve conflicts both on their own and with the help of our trained staff. Cell phones can be a HUGE distraction and negatively impact their experience.

Our programs are equipped with toys and games. Outside items can create conflict and cause unnecessary stress when lost or broken.

What not to bring

- Switch, DS, 3DS, PSP or other handheld electronics. Mobile phones, iPods, or other portable music devices.
- Expensive jewelry or clothing
- Glass bottles
- Personal toys, trading cards, or sports equipment from home

****Yonkers Family YMCA is not responsible for any electronics that are brought to the after school program. In the event a non-afterschool friendly item makes its way to the program we will store it in a safe place until a parent/guardian retrieves them at sign out.**

LOST AND FOUND

We recommend you label all of your child's belongings with their first and last name. Unlabeled items will be held for three weeks; items left unclaimed will be donated or discarded.

SUNSCREEN AND BUG SPRAY

Please make every attempt to apply sunscreen and bug spray to your child prior to attending, we will be spending time at the park and in the garden. Hats and sunglasses are welcomed and encouraged as well.

If you have any specific requirements, please write them on the health form or in a letter/email.

BEHAVIORAL POLICIES

BEHAVIORAL POLICIES

We are committed to providing a positive atmosphere that is safe and inclusive for all. In order to keep a positive atmosphere, reasonable limits for behavior must be established. We expect parents to work with program staff and encourage appropriate behavior. **Therefore, program participants and their families are expected to:**

- Act in a kind, considerate, and respectful manner to others
- Be respectful of YMCA staff, school staff, and program participants
- Keep hands, feet, and objects to themselves
- Be honest about their actions and feelings
- Work and play safely
- Speak up when they witness unfair or offensive language or behavior
- Be respectful with equipment and materials
- Take responsibility for their own behavior and accept the consequences for their actions.
- Our staff are expected to:
- Uphold and model the Y core values of Caring, Honesty, Respect and Responsibility.
- Respect & treat all children equally
- Ensure children are safe by following program guidelines.
- Establishing healthy boundaries
- Be present for all children
- Provide experiences and opportunities that are engaging and fun
- Create a safe and inclusive environment for all

Staff will work closely with children to build relationships that embody the Y core values. A variety of techniques will be used to manage behavior, including:

- Positive role modeling of the core values
- Involving children in developing rules
- Setting clear, consistent expectations
- Use natural and logical consequences
- Redirection
- Making eye contact and listening when children express their feelings and frustrations
- Guiding children to resolve their own conflicts by teaching conflict resolution skills
- Positive reinforcement
- Modify or restructure the activity or environment to prevent problems before they occur

HANDLE WITH CARE

We encourage families to share information about changes at home or events (moving, hospitalization or death of a close relative, divorce, etc) that may affect your child's behavior. Staff members will keep all information confidential. Information shared will only be used to better support your child. If you do not feel comfortable divulging details, simply ask site staff to "handle with care" so we are aware that your child may need extra patience, space, or attention.

NO TOLERANCE POLICY

The following will NOT be tolerated at any Yonkers YMCA programs:

- Abusive, harassing, and/or obscene language or gestures
- Derogatory or unwelcome comments or actions based on an individual's gender, race, ethnicity, age, religion, abilities, or sexual orientation
- Conduct or actions of a sexual nature
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind (including toy weapons)
- Damaging or defacing YMCA property
- Possession, sale, use, or being under the influence of alcohol or illegal drugs
- Offensive or unlawful conduct
- Purposely leaving the area of supervision without permission

Failure to follow these guidelines will result in immediate disciplinary action. Any child who inflicts physical harm on other children or Y employees or engages in endangering behavior may be dismissed from the program.

DISCIPLINARY ACTION STEPS

1. Child will be removed from a situation briefly so they may regain control of their behavior.
2. Verbal communication with parent/guardian.
3. Serious behavioral incidents will be documented on a Behavioral Incident form. Site leadership will have a parent/guardian conference to discuss these incidents.

Three incidents will result in your child getting uninvited for the day. For the safety and well-being of the children in our care, we cannot care for children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical actions which may include, but are not limited to:

- Behavior that requires constant attention from staff
- Behavior that inflicts physical or emotional harm on other children or self
- Behavior that abuses staff and/or ignores or disobeys rules

Reasonable efforts will be made to assist children in adjusting to program setting and expectations. When the health, welfare, and safety of other children and staff are at risk, the YMCA reserves the right to terminate childcare services immediately.

PARENT CONDUCT POLICY

Any misconduct by a parent/guardian/responsible adult toward Y staff and/or program participants may result in termination of your child from our program. This behavior includes, but is not limited to, threats, harassment, swearing, and violations regarding picking up your child.

INVESTIGATION AND REPORTING OF ALLEGATIONS OF ABUSE & MISTREATMENT

The Yonkers Family YMCA takes all allegations of abuse, mistreatment and inappropriate behavior seriously. All employees, consultants, volunteers and interns of the YMCA are considered as mandated reporters and therefore must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person(s) who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies and will be subject to discipline and/or termination.

CHILD ABUSE REPORTING PROCEDURES

The Yonkers Family YMCA is committed to taking all appropriate steps to keep its program free of child abuse. Our Staff are mandated reporters and legally required to report any time that they reasonably suspect a child is the subject of abuse, neglect or maltreatment.

The New York State Office of Children and Family Services maintains a Statewide Central Register (SCR) of Child Abuse and Maltreatment for reports made pursuant to the Social Services Law. The Central Register, also known as the "Hotline", receives telephone calls alleging child abuse or maltreatment within New York State.

CHILD ABUSE HOTLINE 1-800-342-3720

The SCR relays information from calls to local Child Protective Service. In the event of an accusation of child abuse, the YMCA staff will take prompt and immediate actions as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff who it has been reported to will notify their supervisor. The YMCA staff will call NYS OCFS and will cooperate to the extent of the law with any legal authority involved.

2. The supervisor will review the incident with the branch director. The supervisor and staff will complete a YMCA incident report. Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services' CPS unit on form LDSS-2221A.
3. In the event the reported incident involves a program volunteer, employed staff or YMCA member, the branch executive will immediately, without exception, suspend the volunteer or staff member from the YMCA until an investigation is completed. Accused should be suspended immediately and removed from the program.
4. The parents or legal guardians of the child or children involved in the alleged incident will be promptly notified in accordance with the directions given from CPS/ NYS OCFS

Confidentiality is extremely important to the YMCA and at no time may a YMCA staff or volunteer provide information regarding the incident to anyone other than the branch executive, their designate and the legal authorities. If more than one child is involved (child-on-child abuse) the names of the other child must be kept confidential.

ANTI-BULLYING STATEMENT

The Yonkers Family YMCA is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. In addition, the YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying - when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying- when someone uses their words to hurt another, such as by belittling or using another hurtful name.
- Nonverbal or relational bullying- when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

- Cyberbullying- the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, etc. Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images;
 - Posting sensitive, private information about another person;
 - Pretending to be someone else in order to make that person look bad;
 - Intentionally excluding someone from an online group;
- Hazing- an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.

EMERGENCY PROCEDURES

Accident and/or Severe Injury

In case of an accident and/or severe injury, procedures will be as follows:

1. A trained staff member will administer first aid.
2. If immediate emergency attention is not required, a staff member will contact the parent.
3. If the parent or designated emergency contacts cannot be reached, the staff will call the designated physician and/or 911 for transportation to a hospital. In the event of transport, a staff member will accompany the child to the hospital and stay until a parent or guardian arrives.
4. Information regarding the accident and/or serious injury will be recorded on an incident report form and filed with the appropriate governing agencies as necessary.

Emergency Conditions

The afterschool program has an OCFS approved site-specific emergency plan. This plan includes the assembly area evacuation plan, locations of fire extinguishers, etc. A red backpack will be kept on site with first aid and emergency supplies. Drills will be conducted monthly so everyone is aware of what to do in the event of an emergency. The relocation site and emergency exit routes are posted on site. Copies of the emergency plans are available upon request.

Emergency Closing

Due to concern for children's safety, a severe act of nature, or other unforeseen factors, the after school program may need to close: Unforeseeable circumstances

include but are not limited to:

- Loss of power affecting lights and heat/air
- Earthquake
- Fire
- No heat
- Water main break

Parents/Guardians will be contacted ASAP via email and/or phone if emergency closings are necessary. An announcement will be made on the Yonkers Family YMCA website. Please have a plan to have your child picked up during an emergency.

Emergency Evacuation

Children and staff will exit through the nearest exit and meet at an alternative assembly area. Staff will take attendance and headcount to assure all children left the program safely. Program staff will carry the red emergency backpack.

Shelter-In-Place

All SACC programs are required to perform a Shelter-in-Place Drill two (2) times per year. This drill is to practice for an emergency that creates a situation in which it is safer to remain in the building rather than evacuate (i.e. severe weather conditions, extreme temperatures, rabid animal, chemical/biological spill). In case of an emergency, each program has a designated relocation site. Parents will be notified of relocation via email, social media updates and/or phone calls.

MEDICAL ACCOMMODATIONS

In accordance with OCFS regulations parents must provide a current physical with immunizations for the child to attend programming.

The Yonkers family YMCA honors the Americans with Disabilities Act and will work with parents to accommodate their child's medical needs. All YMCA programs are authorized to administer emergency medications, such as Epi- pens and inhalers. Staff are trained in accordance with OCFS regulations.

If a child has an allergy or asthma, parents must provide a signed written consent form for emergency treatment and have a filled out individual healthcare plan before the child can be admitted to the after school program.

INCLUSION STATEMENT

The YMCA strives to provide programs that include children of all abilities. Our goal is to provide high quality childcare that enables your child to have an enjoyable experience.

The YMCA does not discriminate against employees and campers on the basis of race, creed, religion, color, national origin, gender, gender identity, and expression, actual or perceived age, citizenship, alienage, disability, marital status, or sexual orientation.

Our SACC Programs are open to all students. The SACC director will review the needs of each student on a case by case basis. The review will consist of but is not limited to a review of the student's Individualized Educational Program (IEP), a review of any related medical documentation and/or a meeting with parents. We will provide accommodations, if doing so will not exceed our capabilities or fundamentally hinder our programs and services. It is our goal to make sure that the needs of each child can be adequately met ensuring a positive experience for all participants.

If you have any questions regarding this document, please contact our School Aged Child Care Director (SACC), Sylvia Alvarez at salvarez@yoyymca.org or 914-963-0183 x20



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

17 Riverdale Ave, Yonkers, NY 10701

PARENTAL ACKNOWLEDGEMENT

This page must be signed and returned PRIOR to your child starting our After school program.

I _____,

(PRINT NAME)

acknowledge that I have received a copy of this document upon enrollment of my child in the YONKERS FAMILY YMCA After School program.

I _____,

(PRINT NAME)

understand that myself and my child will be held to the rules, regulations and standards laid out in this document.

(SIGNATURE)

(DATE)