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**Christian Enrichment Learning Center**

The Christian Enrichment Learning Center (CELC) is the weekday preschool ministry of New Georgia Baptist Church. At CELC, we believe that each child is a special gift from God, with a uniqueness all their own. We offer a warm, nurturing Christ-centered environment.

Address: Christian Enrichment Learning Center

 New Georgia Baptist Church

 6092 Mulberry Rock Road

 Villa Rica, GA 30180

Office Hours: 8:30 am -1:00 pm, Monday-Thursday

School Hours 9:00 am-12:00 pm for 15 months through 4 year classes

Telephone: 770-459-3219 ext. 11

Email: preschool@ngbc.org

Website: NGBCCELC.com

Facebook: Christian Enrichment Learning Center

**Mission Statement:**

The mission of Christian Enrichment Learning Center is to provide our students with a safe and loving environment that encourages spiritual, emotional, academic and physical growth within a Christ-centered program.

The Christian Enrichment Learning Center is exempt from licensing as a child care facility and is not required to be licensed in the State of Georgia. The Letter of Exemption is posted outside the CELC office.

The Christian Enrichment Learning Center is covered by liability insurance.

**Admission**

**General Policy**

Admission to CELC is made without regard to race, color, or national or ethnic origin for all rights, privileges, programs, and activities generally accorded or made available to students at the school. CELC does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies or any school-administered programs. We accept children age 15 months through 4 years old based on their age as of September 1st of the current year. CELC operates September-mid May for the preschoolers age 4 and younger. CELC is open Monday-Thursday from 9:00-12:00 with the following classes available:

Toddlers Monday/Wednesday or Tuesday/Thursday 9:00-12:00 $130/month

2 year olds Monday/Wednesday or Tuesday/Thursday 9:00-12:00 $130/month

3 year olds Tuesday through Thursday 9:00-12:00 $145/month

4 year olds Monday through Thursday 9:00-12:00 $160/month

**Tuition, Late Fees, Registration Fees**

**Tuition payments are due on the first of the month and are considered late after the 10th of the month**. Unless your request is made in writing, there will be no exceptions to these due dates. Tuition received after the 10th of the month is late and there will be a $10 Late Fee Charge which will be due with the tuition payment. Failure to make scheduled payments can result in your child’s dismissal from CELC. You can send tuition payments in your child’s daily folder, which will be in their CELC book bag. Please write your child’s name on the memo line of your check. Do not send cash in with your child. If you would like to pay with cash, please bring it in to the CELC office, give it to the director and receive your cash receipt. **Tuition is the same amount for all nine months of the school year.** Tuition is an annual amount divided into 9 equal payments for your convenience. Tuition does not vary depending on the number of school days in a month. No refunds will be given for absences or weather related school closings. There is a $10 sibling discount for each additional child. A $25 fee will be charged for all returned checks. Two returned checks will require that all subsequent tuition payments will be made with cash or money orders.

Payments can also be made through our website via PayPal. There is a convenience fee charged by PayPal for this service. Go to our website, ngbccelc.com, click on the “Our Parent Corner” tab, click on the “Make Payment” button and follow the instructions from there.

Make all checks payable to CELC. **Due to the current scanning process at our bank, we can only accept checks written in blue or black ink**.

The Registration Fee is required with the Registration Packet and is Non-Refundable. The Registration Fee is equal to one month’s tuition payment. There is no discount off the Registration Fee for multiple children. Registration Fees are used to purchase curriculum, supplies, book bag, field trip t-shirt, and teacher training. Your child’s spot in a class can only be reserved and guaranteed after both the Registration Fee and Packet are submitted. The Registration Fee is NOT the first month’s tuition.

**Withdrawal Policy**

All students enrolled in CELC are enrolled for the entire school year. One month’s written notice is required before a child may be withdrawn. Without notice, you are responsible for the next month’s tuition. Please give the director written notice of your child’s withdrawal. There are no exceptions to this policy.

**Health Requirement**

All students are required by Georgia state law to have a current immunization health form (Form 3231) kept on file at the school. Form 3231 can be obtained from your pediatrician or the health department**. Failure to submit Form 3231 will result in your child being denied attendance to CELC.** This policy is mandated by the State of Georgia. There are two types of exemptions for providing Form 3231: medical and religious. The medical exemption requires a letter from the child’s doctor. The religious exemption requires a notarized affidavit stating that immunizations are against the family’s religious beliefs. In the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending CELC until the outbreak is under control.

**Toilet Training**

CELC requires that all students in our 3 year old classes and older be completely toilet trained prior to the beginning of the school year. Being toilet trained includes the ability to know when it is necessary, to let an adult know that there is a need to go, to be able to undress/redress as needed and to take care of all toileting needs. Teachers do not wipe. Pull-Ups are not allowed. A pattern of accidents will result in a meeting to discuss your child’s readiness for preschool.

For our students in the 2 year old classes and younger, bathrooms are connected to the classrooms to help facilitate the toilet training process. Until your child is FULLY toilet trained and mostly accident free, they must wear Pull-Ups while at preschool. If your child has frequent accidents in their underwear, you will be required to put them in Pull-Ups. Please send in enough diapers/Pull-Ups to get your child through the day.

**Teacher Request Policy**

While we keep teacher requests in mind when assigning classes, we cannot guarantee that your child will get the requested teacher. Classroom assignments are best made by the director with input from the teachers. Establishing a class roster entails many variables such as gender, birthdays, teaching/learning styles, and peer dynamics. At all age levels, children are placed so that every class is as comparable as possible. **We thank you in advance for trusting us to make the appropriate, prayerful placement for your child while maintaining our high standards.**

**Children with Special Needs**

CELC reserves the right to accept or decline the application or discontinue enrollment of any child with special needs. We do not have the training, facilities, or resources to meet the needs of some students. This policy includes, but is not limited to, any student whose needs take up a disproportionate amount of the teacher’s attention or whose development does not allow them to fully participate in the activities of the class.

**Medical Information**

**Emergency Contacts**

We expect to be able to reach you or someone on your emergency contact list in a timely manner should your child need to be picked up from school. Emergency contacts must have local phone numbers and be able to pick up your child at school should we call. Please notify your child’s teacher or the director with any changes of information.

**Illness**

**If your child shows any signs of illness (fever, vomiting, diarrhea, persistent cough, rash, etc.), PLEASE DO NOT BRING HIM/HER TO SCHOOL. Your child must be free of any signs of illness for at least 24 hours before he/she can return to school.** Additionally, if we must wipe your child’s nose multiple times within a 10 minute period, the child is too ill to be in attendance and we will call you to come and pick up your child. Parents will be notified by phone in case of a child’s illness. **If your child is not well enough to participate in classroom activities, please keep them at home.** Do not give your child medication to alleviate symptoms in order for them to come to school. They may still be contagious.

Please keep your child at home if:

* + Your child has been taking an antibiotic for less than 24 hours.
	+ Your child has had a fever within the last 24 hours.
	+ Your child has discolored nasal discharge.
	+ Your child has a frequent, persistent cough.
	+ Your child has unidentified rashes or pink eye.
	+ Your child has head lice/nits. Child must be lice AND nit free to return to class.
	+ Your child has vomited or had diarrhea in the last 24 hours.
	+ Your child has been exposed to a communicable disease, such as chicken pox.
	+ Your child has an unexplained itchy scalp.
	+ Your child is fussy, cranky, tired, or just generally not him/herself.

We strive to keep our staff and students healthy by keeping our facilities and resources clean and sanitized. You can help by keeping your child at home if they are sick.

**Medications**

CELC will not administer any medications to students. Exceptions to this policy will be considered on a case by case basis involving emergency medications (i.e., EpiPens or Inhalers).

**Accident Report**

Should an accident or injury occur while at school, an accident report will be filled out with a full description of the incident and signed by the teacher and the director. The report will also be signed by the parent and placed in the child’s file. A copy will be provided to parent.

**Information**

All information and records concerning your child are considered confidential and will only be accessible to you and CELC staff. We will provide information to others with your written consent.

**Orientation**

**Parent Orientation**

Before school begins, parents will be asked to join us for Parent Orientation. All parents and CELC staff will meet together in the Chapel to go over school policies and procedures. Afterwards, parents will accompany their teacher to the classroom for further instruction. **Childcare is not provided and we request this to be an adult only event.**

**Student Meet and Greet**

The Student Meet and Greet is an opportunity for your child to come in and meet their teacher, become familiar with their classroom and meet their new classmates!

**First Day of School**

On the First Day of School, we request that you walk your child into the building to their classroom. The doors will be open at 8:45. You can take a picture, give a hug and a kiss, and leave them to have a great day! The doors will be closed and locked at 9:00 as usual. We appreciate your timely departure! Afternoon Pick Up will be as normal.

**Parents/Guardians**

**Communication**

Communication between parents and teachers is vital to maintaining a partnership for a child’s development and learning. We utilize daily folders as our primary means of communication. **Please check your child’s folder daily.** We also communicate through newsletters, emails, the CELC website and the CELC Facebook page. No solicitations of any kind will be sent home other than those that come directly from CELC or NGBC or an entity supported by NGBC.

**Custody**

Should custody changes occur during the academic year, those changes should be shared in confidence with the director and teacher. Any official papers regarding custody will remain on file with the child. If there is currently a legally binding restriction in place against any parent or family member barring them from having contact with your child, we ask that you provide us an up-to-date photograph of the identified person and a copy of the restraining order or protective order that stipulates these restrictions. This is maintained confidentially and is done in order to provide the best security we are able to supply for your child.

**Security**

**Outside Doors**

All outside doors are kept locked at all times. The only open door is the main office door. There is a locked inner door that must be opened from the inside. Whenever there are party days, certain doors will be unlocked but a CELC staff member will be at the door.

**Visitors/Tours**

All visitors will need to come in through the church office. Tours to prospective families can be given at any time between 9:30 and 11:30. Prospective parents will always be accompanied by CELC staff.

**Release of Children**

On each child’s enrollment form is a section for emergency contacts. For a child to be released to anyone other than the parent/guardian, the names must be listed on the form. No child will be released to anyone less than 18 years of age.

**Social Media**

CELC maintains both a website and a FaceBook page. We use photos and postings to share news and events on the web. No student names are ever used. Permission is granted by the parent on the Registration Form.

**Teachers**

All our teachers have had a criminal background check. They love their students and love their Lord. Each teacher seeks to model Christ-like behavior as an example for their students. Each teacher is an active member of her Bible teaching Protestant church.

**School Day**

**School Book Bags**

We will provide each child with a CELC book bag. Please bring it to school every day and check it each day when your child comes home. Teachers will place important information in your child’s daily folder, which will be in your child’s book bag. Teachers and parents will use the daily folder for communication as well as for reminders and notices. Please use the book bag given. Back packs are not allowed.

**Attendance**

Strive for regular and punctual attendance. A child who is frequently absent misses opportunities for developing social skills and academic readiness.

**Tardiness**

It is important for children to arrive on time for school. Learning time at CELC begins at 9:00. When a child arrives late, not only does he/she miss out on part of their learning day but the entire class is disrupted upon arrival. We open the doors to accept students from the Drop Off Line at 8:45. We close the door at 9:00 so the classes can begin their day. Please be in line at 8:45 so we can begin our day on time. (The Toddler/Twos line begins drop off at 8:50) If you arrive after the doors have been locked (9:00), you will need to bring your child inside and take them to their classroom. From 9:00-9:30, late drop off is at the CELC door next to the gravel parking lot. A CELC staff member will be there to open the door for you. After 9:30, you will need to bring your child in through the main church office. You will

still need to take your child to their classroom. Please make every effort to be on time.

**Curriculum**

Our preschool classes use A Beka workbooks for our academics and readiness skills. In accordance with Paulding County guidelines, we teach the D’Nealian style of handwriting to our students.

**Computer and Music**

All students in the 2s classes and older visit the computer lab once each week. We have age appropriate educational software to reinforce the skills the children learn in class. The computers are not connected to the internet. All students in the 2s classes and older visit our music room once each week. The children sing Sunday School songs and Preschool songs. They play with musical instruments and enjoy creative movement cds.

**Bible Lessons**

Each class will have daily Bible Lessons and Bible Verses. The Toddlers and 2s listen to stories out of a Children’s Bible. The 3s and 4s use the A Beka Bible Curriculum. For the older students, Bible Lessons are reinforced with a Bible Activity Workbook. The 3s go over the same lesson all week. The 4s have two lessons each week. Each class memorizes Bible Verses ranging from “Be Kind” for our younger students to John 3:16 for our older students.

**Chapel**

We have Chapel on Thursday mornings at 9:30am. We want our students to have the opportunity to worship our Lord in a corporate setting. After worshipping through song, the 2s and younger will go back to their classrooms. The 3s and 4s listen to our Senior Pastor as he presents the weekly Bible Lesson. Parents are welcome to attend.

**Food**

Each child will be asked to provide the snack for the class on a rotating basis. A snack calendar will be sent home at the first of every month. Please send in a nutritious snack, not just sweets. Please send in foods that are ready to eat. The teacher does not have the time to cut apples or pluck grapes off the stem. Bananas, however, should be left whole, as they turn color once peeled and become unappetizing. Send in any utensils your snack may need (i.e. spoons with applesauce). Please send snacks in unopened containers (boxes, bags, jars, etc.) A Birthday Cookie or Box of Doughnuts is preferred on a child’s birthday rather than cupcakes or cake. No candles, please.

**Food Allergies**

If your child has a specific food allergy, please indicate the allergy, its severity and how it occurs (ingested, contact or air-borne) on the enrollment form as well as notifying your child’s teacher. If your child has a specific ingested food allergy, we ask that you send in their own special snack each day. As our student population has grown, so has the number of children with health threatening food allergies. It remains quite difficult and confusing for parents to try and remember multiple food allergies within the classroom and for the teachers to try and make sure that each day’s snack is safe. Your child will, however, still be given the opportunity to participate in the snack rotation. This is a special day for your child as it involves special privileges (such as being line leader and calendar helper) and encourages kindness and sharing. If your child has a contact or airborne food allergy, we will share with the rest of the parents that the classroom will need to be free of that particular food.

**Clothing**

We recommend that children wear play clothes that are practical, comfortable, washable, easy to get on and off in the restroom and suitable for a Christian setting. Our students have lots of opportunities to get messy! They make projects with glue, paint, and markers. They have snacks. Spills occur! All students should have a complete change of seasonally correct clothes (in a zip lock bag) in their book bag at all times**. Spaghetti straps, strapless, one shoulder, and halter tops are not appropriate for preschool.** Girls age three and up will need to wear shorts or tights under a skirt, for modesty’s sake.

On dress up days (pajama day, community helper day, etc.), please be mindful that the clothing your child wears should follow the guidelines stated above.

Your child should wear closed toed, closed back shoes. **NO FLIP FLOPS OR CROCS!** Flip flops and crocs fall off. Wood mulch on the playground is uncomfortable to bared feet. Open backed shoes are a hazard when going up and down the stairs or when running outside. **Please send your child in shoes that are suitable to run and play.**

All outer clothing should be labeled with your child’s name. (jackets, gloves, hats, etc.) The children do not always recognize their outerwear.

**Outside Play**

We recognize that outside play is beneficial for both physical and social development. Our intent is that the students will go outside to play each day. However, teachers have the authority to decide whether or not to go outside based on their daily plans, the overall health of their class, the weather conditions or extracurricular activities. Each teacher makes her decision based on the needs and in the best interest of her class as a whole on a daily basis. On days when the outside is not hospitable to play, the children will go to indoor track in our Worship Center to burn off some energy. The 2s and younger will go downstairs to the Fellowship Hall in the old building to play.

**Lost and Found**

Lost and Found items are located in the preschool office. Any items left at the end of the school year are donated to the NGBC Care Closet.

**Parties**

In order for your student to have your full attention during their party, if at all possible, please leave younger siblings with a loved one. We encourage you to make party time a special memory time for you and your child. If you must bring younger siblings to parties, supervision will be necessary as the classrooms are set up for older children.

Any parties or celebrations held at CELC will have Jesus Christ at the center. We do not observe Halloween. Please do not send in any snacks or goodies with jack-o-lanterns, ghosts, witches, etc.

Christmas Party-Our focus is on the Birth of Christ. The songs, crafts, Chapel and other activities will reflect the Biblical reason for Christmas. For the party, please supply favors and goodies that complement the birth of Jesus as opposed to secular symbols.

Easter/Resurrection Celebration-We will focus on the wondrous act of love Christ showed us by taking the penalty for our sins and giving us the way to be made acceptable to God. Please provide favors and goodies that focus on Christ’s Resurrection rather than secular traditions.

Our commitment is to assist you in your ministry to your children in encouraging the development of their understanding of God’s exciting truth.

**Car Line**

For the safety and security of every child, we ask that you comply with the following:

1. Georgia law states that all children under the age of 8 must be secured in a height and weight appropriate car seat or booster seat in the back seat of the car. This is the parents’ responsibility.
2. To access the Drop Off/Pick Up Line for the Toddlers and 2s, enter off Mulberry Rock Road, pull in front of the Educational Building and form two lines. For 3s and 4s, enter off Mulberry Rock Road, turn right onto the cemetery road, go around the cemetery and form two lines between the two buildings. See map in folder.
3. **Do not use the cut through between the Educational Building and the Cemetery to access the Car Line.**
4. During Drop Off, all students will remain buckled in their car seat/booster seat until the vehicle comes to a complete stop. The teacher can unbuckle the child, if needed. Please have your child ready to exit your vehicle. A CELC staff member will come to your car, open the door, and hold your child’s hand as they are walked to the steps. There is no need for you to get out of the car. Do not let your child open the door and get out alone!
5. During Pick Up, all students will be handed over to their parent/caregiver for them to put the student in their car seat/booster seat and buckle the child in before driving away. This policy will make it necessary for each parent/caregiver to put their vehicle in park, get out of the car to receive the child and then secure the child in their safety restraint. For the 3s and 4s, the first eight cars in line will place their vehicles in park, ready to receive their student. Once those eight have pulled away, the next eight will pull up and park. We fill these cars from the back forward. On Mondays for the 4s, we will fill 6 cars at a time.
6. Whether Drop Off or Pick Up, please be wary and aware of any teacher and children being walked to or from the cars. Do not take your foot off the brake until you are sure there is no one in the way.
7. If you have multiple children in our program that would normally drop off and pick up in both places, you may drop off both children upstairs with the Toddlers and 2s. The teacher inside the building will assist older one in getting downstairs to their class. In the afternoon, we will bring your older child to the breezeway to be picked up with their younger sibling.
8. Dismissal begins at 12:00 for the preschool and 1:00 for Lunch Bunch. **Please be in the car line at your child’s dismissal time.** The noon line takes about 15 minutes and the 1:00 line takes much less.
9. During Pick Up, place your child’s car tag (on a pants hanger) on your rear view mirror. Our staff needs to be able to see the tag to know which child to bring to which car**. Please leave your tag visible until you receive your child.**
10. Please be on time to pick up your child. Once the line is gone, you are late! Children do not like being the last one with no car outside! At 12:15, late fees will begin to accrue. The late fee is $5 for the first five minutes and then $1 per minute thereafter for each minute you are late.
11. If you are going to be late for pick up, please call and let us know so we can set your child’s mind at ease. If it is close to or past pick up time, tell the church secretary so she can walkie talkie the director. Otherwise, she will put you through to the voicemail and your message will not be received in time. Late fees will still apply.
12. The car line is not the time to have a conversation with your teacher. Call, send a note or email for an appointment if you need to talk to your teacher.
13. **Please refrain from talking or texting on your cell phone during the car line**. We need your full attention to be on the safety of our students and teachers.
14. For Pick Up, if the cones are out, please do not go around them. We want to keep the children safe as they walk from the playground to the building.
15. For the 3s and 4s, if it is raining hard, we will unload/load students under the bridge.
16. For the health of our students and staff, no smoking is allowed anywhere on church premises during CELC hours.
17. If someone other than the parent will be dropping off or picking up your child, please inform them of these policies.

**Lunch Bunch and Field Trips**

**Lunch Bunch**

Lunch Bunch is a social time offered on Wednesdays and Thursdays. Parents may elect for their student to stay for an extra hour (until 1:00). During this time, the children eat lunch and talk and play with their friends. The fee for Lunch Bunch is $5.00 per day. Each child must bring their own ready-to-eat lunch and drink. There is no refrigerator or microwave available in the Lunch Bunch room. **Please label your child’s lunch box or lunch bag**. Sometimes we have two kids with the same lunch boxes and all brown bags look alike! Lunch Bunch is staffed by teachers on a rotating basis. Pick up is in the normal place at 1:00. Late fees apply after 1:05.

**Field Trips**

We schedule fun and educational field trips, both on-site and away, throughout the school year. Students should wear the CELC t-shirt provided at the beginning of the school year. Off Campus field trips will be limited to the surrounding area, within a 30 minute driving distance from the church. Each student must be accompanied by an adult, who will accompany and transport the child to the field trip, remain with the child during the field trip and leave with the child. If a parent is not able to attend with their child, please notify the teacher of the chaperone responsible for your child.

Any field trip fees should be paid by a check made out to CELC by the given deadline.

We ask that no one attending a field trip with CELC smoke in the presence of the children and that no profane language be used. We also ask that all parents and siblings observe the modest dress policy appropriate for a Christian atmosphere when attending a field trip.

**School Closings**

**Holidays and School Closings**

CELC will operate on the same schedule as the Paulding County School System in regard to holidays and other school closings. The school calendar given out at Parent Orientation, as well as monthly newsletters, will give you information on scheduled holidays and field trips. CELC observes Good Friday as a school holiday; our office will be closed that day. Any other exceptions will be communicated with the parent.

**Early Release**

CELC will release 30 minutes early (11:30am) on days that the Paulding County School System has early release beginning at 12:25. There is no Lunch Bunch on these days. CELC will not have early release during PCSS conference weeks.

**Inclement Weather**

CELC will follow Paulding County Schools in regards to inclement weather closings. If Paulding County Schools are closed, so is CELC. If the weather is bad, check local TV and radio stations for school closures. Due to CELC being a half day program, if Paulding County calls for a delay in opening the school day, CELC will be closed. Inclement weather days will not be made up.

**Classroom Behavior Management**

Our objective is to structure a classroom environment that will allow students to grow and learn self-control and responsibility.

When discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Then redirection is used to offer the child an alternative activity. If the inappropriate behavior continues, the child is separated from the group within the classroom. The general rule for this time-out period is one minute per year of age for the child. Time out is not punishment, but a time for the child to regroup. If the behavior continues after a cooling off period, the child is removed from the classroom to the director’s office or the administrative pastor’s office. A parent may be called at any point if the teacher or director feels the need for input or assistance in determining the most effective way to handle the behavior.

Behaviors that are willfully destructive, disruptive or cause harm to others will result in an incident report. The incident report will document the behavior and will be signed by the teacher, director and parent. A copy will be given to the parent and the original placed in the child’s file. If a pattern of unacceptable behavior emerges, a conference will be initiated to discuss whether the child will be able to continue in the program.

**Child Abuse and Neglect**

Teachers and staff are required by law to report any suspected abuse, neglect, exploitation, or deprivation of a child to the Department of Children and Family Services. Teachers and staff have been trained in order to fulfill their Mandated Reporter responsibilities.

**Contact Information**

To ensure that our records and emergency contact information are always correct, please contact the CELC office promptly if any contact phone numbers should change, either for you or any of your emergency contacts. As we use email as one of our avenues of communication, let us know if your email address changes.

**Policy Changes**

CELC reserves the right to make any policy changes as necessary to ensure child safety and continuance of the ministry.

**After you have read through this handbook and had any questions answered, please sign and date the last page and return it to your child’s teacher. This lets us know that you have read, understand and agree to abide by the policies of CELC. Thank you for attending to this matter promptly.**

2018-2019

By signing below, I acknowledge that I have read, understand, and agree to abide by the policies of the Christian Enrichment Learning Center of New Georgia Baptist Church.

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_