



2018

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2019

Betty J. Taylor
Early Learning Academy

Parent Handbook

Birth–3 and Preschool



The Tulalip Tribes are federally recognized successors in interest to the Snohomish, Snoqualmie, Skykomish, and other allied tribes and bands signatory to the Treaty of Point Elliott.



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Betty J. Taylor Early Learning Academy

Our Vision

Our children are capable and confident in our Lushootseed Language, our Cultural Values and Teachings, Academics and in Life based on Strong families, Community, Traditional Lifeways and a Coordinated Early Learning Education System. Our children are life-long learners.

Our Mission

Our Academy Children and Families will be engaged in the Culturally Rich Lushootseed Language to develop Strong Cultural Values and Traditions through Classroom and Family engagement opportunities. Academic Success will be achieved through home and school experiences in Lushootseed language, Cultural Values and Participation in Evidence Based Curriculum resulting in every child being healthy, capable and confident in School, Life and Cultural Identity.



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Welcome to the Betty J. Taylor Early Learning Academy. We strive to provide a quality early learning environment for your child, and a rewarding experience for you and your family. We are a comprehensive school that includes a child-centered, developmentally appropriate education for children and individualized services for families. Please review this handbook and keep it handy for reference throughout the year.

HOURS OF OPERATION

The Betty J. Taylor Early Learning Academy will be open Monday through Friday from 7:30am to 5:00pm.

School hours are:

- Monday through Thursday **8:30am to 3:30pm.**

Before & After Childcare hours are:

- Monday through Thursday **7:30am to 8:30am and 3:30pm to 5:00pm**
- Friday **7:30am to 5:00pm. We are unable to provide DROP IN child care.**

BEFORE AND AFTERCARE

If you need Before & After Care, you can contact the front desk to fill out the appropriate forms. Before & After Care costs are based upon the State childcare rates per our grant requirements. You may be eligible for other grant funds to help pay for those additional expenses.

Tuition is payable in advance for your child's slot. Payment is due in full by the **15th** of each month. This includes CCDF and DSHS co-pays. Payroll deduction is an option for payment for tribal employees.





The academy offers a discount to full pay clients with more than one child attending the academy.

- The 1st child or only child will be charged the ½ day state rate, M-F for this childcare slot. Fridays the child will be allowed to stay all day.
- The second child in the family will receive a 10% discount on their overall total monthly charge.
- If there are three or more children in the family then they will receive a 15% discount off their total monthly charge.

These discounts are for families that are not receiving DSHS or CCDF. Those families are already receiving assistance through the State or Federal Government.

Statements will be provided as a courtesy, however families are still expected to make their payments on time to the cashier's window at the Administration Building by the 15th of every month. Please note billing is done monthly in advance.

Parents will be notified when payments are past due. **Past due accounts will not be tolerated.** If an account is two weeks past due, parents will be asked to remove their child from **Before & After Care**. Payments in arrears will be taken from per capita if arrangements are not made to catch up and stay current. Non Tribal members may be referred to small claims court for their unpaid childcare arrears. There will be a fee charged for any NSF checks returned.

Please contact the Billing Coordinator or a TELA Manager for any questions about billing or child care assistance.

ARRIVAL

Drop Off Time

- Betty J. Taylor Early Learning Academy drop off time is from **8:30am** to **9:00am**.
- Gates will be closed at **9:00am**.
- Families that are going to arrive after **9:00am** need to call the front desk by **9:00am** in order to be allowed to come past the drop off time.





- Children will not be allowed to be dropped off any later than **9:00am**, without prior approval from front desk ERSEA Staff and cannot be dropped off any later than **11:30am** with a pre-approved doctor's note.
- If you are held up due to unforeseen circumstances, please contact the main line at 360-716-4250.

Sign In

Doors to the classrooms will open at 8:30am

- To ensure the safety of your child please accompany your child into the classroom.
- Please use our front entrance and designated hallways to bring your child to class, walking through the courtyard/using side doors is not allowed.
- All children must be signed in and out of their classroom daily.
- Please sign your full legal signature. Do not use your initials or titles, such as "mom" or "dad".
- Make verbal contact with a teacher in order for us to know that your child has arrived. This allows time to share any pertinent information that may be relevant to your child.
- Difficulty with separation is not unusual for children, especially during their first weeks of attendance.
- Please help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to go and you will be back to pick them up, then leave.
- Prolonging your good-byes sends a mixed message to your child and can increase anxiety.
- A teacher will be happy to assist you if necessary and help your child settle into an activity.
- If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot.
- Please feel free to call at any time to check on your child.





DEPARTURE

Pick up time

- School day ends at **3:30pm**.
- Pick up time is between **3:00-3:30pm**.
- Late fees are the responsibility of the family. Please make sure that others picking up your child are aware of these late fees.
- For children not enrolled in the Before & After Care, and are not pick up by **3:30pm** will be considered a late pick up and you will be billed \$2/minute for this service starting at **3:35pm**.
- If your child is not picked up by **3:35pm**, staff will begin calling the families emergency contacts.
- For children enrolled in Before & After Care, and not picked up by **5:00pm** will be considered a late pick up and you will be billed \$2/minute for this service starting at **5:05pm**.
- For childcare families, if your child is not picked up by **5:05pm**, staff will begin calling the families emergency contacts.
- After one half hour, if we are still unable to reach a parent or emergency contact, we may call Child Protective Services (CPS).
- If your child has a medical appointment scheduled before pick up time, please inform the front desk and provide a note from the provider to your child's teacher upon return.
- If you are held up due to unforeseen circumstances, please contact the main line at 360-716-4250.

Sign Out

- Only authorized adults over the age of 16 may pick up a child.
- Please advise family and friends who occasionally pick-up that photo identification will be required.
- When picking up children from the center, please be sure that a staff person knows that the child is leaving.
- Please exit through the lobby by using our designated hallways, walking through the courtyard/using side doors is not allowed.





- Staff are not allowed to transport children during work hours.
- If there are any changes in pick-up plans or arrangements, please notify front desk ERSEA staff at 360-716-4250.
- Under no circumstances will we release any child to a person who appears to be under the influence of drugs or alcohol. A pre-approved individual will need to pick up the child.

Please check your child's cubby each day for messages, art work, or other take-home items.

HOLIDAYS

We operate on the Tribal Government calendar. The following days, the center will be closed:

- New Year's Day
- American Indian Day (or Martin Luther King Jr. Day)
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Tulalip Day (Day after Thanksgiving)
- Christmas Eve
- Christmas Day
- Tribal Government Holiday Closure
- New Year's Eve
- Employee Appreciation Days (Christmas and summertime)

Every attempt will be made to ensure that families are not inconvenienced. However, there may be times that the Academy needs to be closed.

The Academy will be open unless The Tulalip Tribes offices are closed for inclement weather. The Tulalip Tribes operates by the Marysville School District Closures.



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You can receive information on the day of inclement weather by:

- Calling the main office: (360)716-4000 and listening to the message
- Text **STORM** to **30644** for Tribal Storm updates or
- Text **SALMON** to **30644** for BJT Academy updates
- You can also check our Betty J Taylor Early Learning Academy Parents Group Facebook page for academy closures, updates and events.

For sanitation reason we will close if there is no water, heat or electricity for longer than half an hour. Parents will be required to pick up child within a half an hour.

**** During closures or a child's illness, the family is responsible for having back up child care. We appreciate your cooperation. ****

GENERAL DAILY SCHEDULE

Birth to Three

8:30am - Welcome, wash hands upon arrival, free play
9:00-9:30am - Breakfast/Brush teeth
9:30-11:30am - Learning Activities
11:30am - Wash up for lunch
11:45am - Lunch/Brush teeth
12:15-2:15pm - Nap/Rest time
2:30-3:30pm - Snack/Learning Activities
3-3:30pm - Pick Up

Preschool

8:30am - Welcome, wash hands upon arrival, free play
9:00-9:30am - Breakfast/Brush teeth
9:30-11:45am - Learning Activities
11:45am - Wash up for lunch
12:00pm - Lunch/Brush teeth
12:30-2:30pm - Nap/Rest time
2:30-3:30pm - Snack/Learning Activities
3-3:30 pm - Pick Up

*** This schedule is subject to change based on the individual needs of the children. Diaper and potty time is every 2 hours.**



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DAILY CARE OF CHILDREN

Curriculum

The Betty J. Taylor Early Learning Academy Curriculum of choice is “Creative Curriculum”.

Your child is at a stage in his/her life where growth and development are occurring rapidly. Our goal for your child is to become independent, self-confident, and a curious learner who can work well with others. The Creative Curriculum is designed to provide purposeful and productive play experiences that can help children grow in all areas. By playing, children are actually learning skills that are related to future academic and social success.

These are the areas that we incorporate into the daily routine of our children:

- Lushootseed Language and Culture
- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts
- English Language Acquisition

We integrate these areas of learning to provide a robust learning experience for our children. The teachers have curriculum planning time to help them be prepared to provide engaging activities and experiences for the children we serve.

Nutrition

Breakfast, lunch, and an afternoon snack will be made available to enrolled children.

Our program utilizes the Child and Adult Care Food Program. Monthly menus will be provided to families and are on a 6 week cycle to provide diverse options to our children. Meals are served “family style” with children being encouraged, not forced,





to eat. During this time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat. We encourage children to taste each item being served. Teachers “model” how to eat during mealtime. They will show children how to serve up their plates and try each dish on the menu.

Allergies

If a child has a food allergy or special menu requirements due to a health condition, you must:

1. Receive written directions from the child's health care provider and parent to provide nutritional supplements (such as iron), a medically modified diet (such as diabetic or an allergy diet).
2. For allergy diets, the parent and child's health care provider must:
 - a. Identify the foods the child is allergic to
 - b. Include the allergies on the Individual Health Care Plan
 - c. Specify an alternative food with comparable nutritive value
 - d. Notify staff of the reactions

The Betty J. Taylor Early Learning Academy will post each child's food allergies in locations where food is prepared and served.

Outside Food

- We do not allow outside food to be brought into the center.
- While walking through the center you might drop crumbs of a food that might contain allergenic ingredients for one of our children.
- If a child arrives with outside food or drink, staff will take the food and return it to the parent or it will be discarded.
- This helps prevent those with food allergies from being exposed to harmful foods.
- Due to allergy concerns, we prohibit peanut butter or foods with peanuts in the center.
- For birthdays or other special occasions, please contact your teacher for assistance.
- We appreciate your cooperation in helping keep our children and families safe.





Diapering

Diapers are provided for the Birth to Three side during program hours **8:30am-3:30pm**.

Parents will need to provide diapers, wipes or pull ups for:

- Before, After and Friday Care for Birth to Three.
- Children attending Preschool.

Toilet Learning

During toilet learning, we understand that children have accidents, and we emphasize that:

- Each child's dignity and sense of self-worth will be preserved.
- We will work in partnership with families for consistency at school and home while toilet learning.
- Extra clothing and shoes needs to be provided for accidents. We recommend at least 2 sets of pants and underwear.
- We do not use bribery for toilet learning.

There may be times when a preschool child is having a toileting issue due to physical or medical reasons. If a child is having two or more accidents and is having difficulty cleaning themselves up or refusing to accept assistance from a teacher, a parent will be called to come and assist the clean-up of the child and/or will need to take the child home.

Naptime and Rest Time

- The Center provides sheets and blankets for rest mats and cribs.
- Infants sleep 'on demand' throughout the day.
- Children 12 months and up will be offered up to a 2 hour rest time after lunch.
- If a child does not want to sleep they will be offered another quiet alternative while their classmates are sleeping.





Outside Time

We are required by licensing to have daily outside time. Our Academy is committed to providing more environmental education which means more “outside time”. The weather in Washington can be cold and drizzly, we ask that you dress your child appropriately.

- Please send labeled clothing appropriate for the weather.
- During rain we may take a walk, so a raincoat and boots are advisable.
- On snowy days send boots, hats, gloves, and layers of warm clothing.

Field Trips

We live in a beautiful environment on Tulalip Bay. To enhance children's knowledge of their community and to provide environmental (outdoor science/environment classroom) education, we will take walks on local trails and to the beach. These walks may be spontaneous depending upon weather or other activities going on in the area.

Field trips enrich the lives of children in many concrete meaningful ways. Your child's teacher will notify you of any trips your child will make outside our local neighborhood.

Children's Clothing

- Please make sure that your child's clothing fits well and is weather appropriate.
- Make sure that your child is wearing well fitted, comfortable shoes.
- Flip flops without heel straps are unsafe. If your child arrives wearing these shoes, we will ask you to provide another pair, which may require a trip back home. This ensures that your child will be able to move freely and be safe while out on the playground.
- It is important to label your child's clothing with their first AND last names. This will help prevent your child's clothing from going home with another child.
- Make sure your child has at least two changes of clothing.
- Clothing must also be available for diaper leakages and accidents during toilet training.
- Please check your child's extra clothing for size and weather appropriateness.
- We are a “hands on” facility. Children learn best through playing and they WILL get dirty.





**We use a bleach spray to sanitize toys and the changing area.
As bleach will cause discoloration, please refrain from dressing your child(ren)
in clothing that hold high value.**

Personal Belongings

We discourage bringing personal items from home. This is to ensure the safety of all children and staff in our facility, and to protect your child's valuables and special keepsakes. Please make sure that your children do not bring in valuables, toys, toy weapons, money, gum, candy, cosmetics, jewelry, fireworks, etc. Because of the potential choking hazard, balloons are not allowed on site as well.

Children may want to share items related to the unit being studied or items from a vacation. Please check with your child's teacher to see if there is a designated sharing time. Please label all items brought to school. Appropriate books and CDs enrich the children's lives and may be brought in with the approval of the teacher.

Religious Activities

We respect and honor all faiths and traditions. No person shall be subjected to discrimination because of religious beliefs or traditions. We support each family and their child in their religious practice. Traditional Native American values are the basis of our program with an emphasis on respect, sharing and caring for all members of the group.

CHILD BEHAVIORAL GUIDANCE

All Children need to feel safe at the Academy. When there are behavioral concerns that affect other children's safety, staff will redirect and then follow these guidelines:

1. Guide the child's behavior based on an understanding of the individual child's needs and stage of development
2. Promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others





3. Ensure behavior management and guidance practices that are fair, reasonable, consistent, and related to the child's behavior.

Footnote: There are further guidelines in the Registration Packet.

HEALTH AND SAFETY

Emergency Preparedness

- The Betty J. Taylor Early Learning Academy has a handbook for staff to address emergency issues that may arise.
- The Academy has one fire drill a month so that children and staff are comfortable getting out of the building quickly and safely.
- We have at least one earthquake drill in a year.
- The Academy is required to have back packs on site to provide a snack and drink for each child in case of a real emergency.
- If you or a family member happen to be in the building during one of our drills, you must follow BJTELA staff member until drill has been successfully cleared.

A comprehensive disaster plan is available for review in a BJTELA manager's office.

Accident/Illness Report Forms

- If your child is involved in a mishap that requires any type of attention or first aid, you will be notified with a phone call and an accident report.
- You will be advised of what happened, location where incident happened, and what action was taken.
- A copy will be left in your child's cubby.
- If your child is ill, we will notify you if it meets our Health Attendance or Disease Exclusion Policies
- There may be times when we feel it is important to contact you with details of an incident. This includes, but is not limited to: bruises, bites, head injuries, etc.





CHILD ABUSE POLICY

All state licensed childcare programs are mandated by law to report any suspicion of safety concerns, possible child abuse or neglect to the proper authorities. Failure to do so can result not only in the loss of the Academy's license, but also in possible charges filed against the staff/agency or institution responsible for the Academy.

For us, this means that all staff receive training on the issues of child abuse and neglect and specific instructions on what to do if anyone has any reason to suspect a child is in an unsafe situation or being abused.

Our staff is bound by law to:

1. Protect the children in our care from child abuse, neglect, or exploitation.
2. Report an instance when we have reason to suspect that child physical, sexual or emotional abuse, child neglect, or child exploitation has occurred. This report must be made to children's administration central intake.
3. Make a report to local law enforcement if there is immediate danger to a child.

COMMUNICATION WITH FAMILIES

We strive to provide quality care for our families. A key element to providing high quality care is open communication. We encourage families to share any questions, suggestion or concerns with staff that care for their child. Sharing of key information helps teachers to fully understand your child, and their progress within the class.

If you have any questions concerning Academy policy or practice, please ask your child's teacher. If your concern is not addressed please contact the manager for clarification. If your concern is not addressed by the teacher or manager, please contact the Director.

Confidentiality

There may be times when your family is experiencing sensitive issues. Our staff is bound by confidentiality. Please do not hesitate to talk to staff if your family is experiencing times when you may need extra help.





We have Family Advocates and Child Development Coordinators to assist you if you have concerns about your child's development or a period of time that they may be having a struggle. We can refer you to on site assistance or several different agencies that may assist your family.

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., is not allowed, and in some instances, illegal, as it is a breach of confidentiality.

Parent Involvement

Parent involvement is both welcomed and encouraged. We expect families to get involved in the Lushootseed language to support the children in their growth in the language. We encourage families to attend one language/culture class monthly to support the work that the children are doing in their classrooms. If parents want to learn more about the culture, please let the Parent Engagement Coordinator or the Family Advocates know, so that way we can provide support. If you have a cultural gift or talent that you would like to share, we encourage you to let your classroom teacher know. We would like our classrooms to be more reflective of our rich culture and need help with classroom materials.

Families are notified of Academy activities through email, social media, flyers, newsletters, texting or classroom bulletin boards.

Various parent meetings and family events will be held each month. These will include social and educational topics based on parent and teacher interests.

Teachers and Family Advocates will be meeting with families regularly throughout the year. Some of these meetings will be held at family homes or other designated locations such as our Family Home Room at the Academy.

Volunteering

Volunteer opportunities are available through our Family Engagement Coordinator and the Parent Committee. Due to the size of our classrooms, it is difficult to have parents in the classroom, but there are many other ways for parents to be involved with your child.





PARENT COMMITTEE

All Parents/Guardians are automatically members of the Parent Committee and are all welcome to join in and attend at any time throughout the school year.

- The Parent Committee consists of all enrolled BJT Parents/Guardians and have the opportunity to assist with special events and participate in parent trainings.
- The Parent Committee provides input to impact the overall well-being of the program.
- Parent Committee meetings are scheduled once a month.
- The Parent Committee Group will elect officers to represent the Academy.

POLICY COUNCIL

- The Betty J Taylor Early Learning Academy will establish and maintain a policy council group within the program.
- This group is responsible for the overall monthly report approval, community assessment and are guided by the Early Learning Performance Standards.
- Policy Council Meetings are scheduled monthly.
- The Policy Council Group will elect officers to conduct their meetings.

We welcome and thank you for being a part of the Betty J. Taylor Early Learning Academy. If you have any questions, comments or suggestions, please feel free to discuss them with a TELA manager.

APPENDIX:

- a. Parent Code of Conduct
- b. Parent Agreement





Parent Code of Conduct

Child's Name: _____

In order to maintain an orderly, respectful and secure learning environment for the students and staff of the Betty J. Taylor Early Learning Academy (BJTELA), it is essential that all parents, governing body members and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth below:

Parents are expected to:

- If you are having concerns with anything about the Academy, please contact the teacher or Family Advocate before contacting the TELA Manager or Director.
- **Refrain from use of social media to address concerns with Academy.**
- Recognize that the education of child(ren) is a joint responsibility of the parents and BJTELA Staff;
- Help their children understand that appropriate rules are required to maintain a safe, orderly environment.
- Know Academy and classroom rules and help their child(ren) understand them;
- Convey to their child(ren) a supportive attitude toward education and the program;
- Build good relationships with teachers, other parents and their children's friends;
- Respect and promote the unique identities of all children, youth and families and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, or sexual orientation;
- Follow program confidentiality policies concerning information about children, families, and employees in the BJTELA;
- Address misbehaviors of their child(ren) in a positive way. Physical or verbal punishment of children is not allowed in the classroom or at family events. This includes, but is not limited to, striking or cursing at your child, or another child.
- Direct all concerns regarding other children to BJTELA staff immediately. It is never appropriate for a parent to discipline another child at a BJTELA event or in a classroom. If a child is in immediate danger, please use common sense and assist **if** necessary.
- Treat BJTELA staff members with respect in the classroom, on the phone and at events. It is never appropriate for a parent to threaten or yell at a staff member in person or post comments about staff or the Academy on social media.
- Use appropriate language in the presence of young children. Cursing/swearing or yelling is not allowed.
- Refrain from smoking or vaping on Academy grounds or during events. Smoking and vaping must be done off Academy grounds away from **and** out of view of the children.
- Refrain from use of alcohol or other controlled substances on academy grounds or events. Children will NOT be released to a parent/adult that appears to be under the influence of drugs or alcohol.
- Address problems with other parents and staff in private, away from children attending a BJTELA function or classroom. Quarreling in front of children at a BJTELA function or classroom is not allowed.





- Use appropriate vehicle restraints at all times. This a CPS issue and will be reported to the proper authorities.
- Refrain from leaving their child(ren) in a vehicle – running or not – while dropping off or picking up children to the program. This is a CPS issue and will be reported to the proper authorities.
- Update emergency contact information with program staff when changes occur. **(If we do not have an emergency contact list, you will not be able to leave your child.)**
- Inform staff of their child’s health history on the General Health History Form and will report any health condition that their child might have.
- Make sure that staff are aware of any health conditions by having medical providers complete an Individual Health Care Plan. Staff can follow the specific instructions from the health care provider in order to keep the child safe while at school.
- Inform staff of changes in the home situation that may affect student conduct or performance.
- Must provide Diapers and Wipes prior to dropping off or the child will not be accepted in Before and After Care.
- Must pick up their child within a half hour if called for any reason.

Grievance Procedure

If at any time a parent/caregiver has a concern or grievance with another parent, staff person, child or program policy, it is necessary to bring it to the attention of a Coordinator/Family Advocate. If the issue is not resolved bring it to the TELA Manager. The final step will be the Director of the Betty J. Taylor Early Learning Academy. The issue will be addressed and brought to a resolution with the aid of management and appropriate staff. The resolution of the issue will be handled this way:

1. A meeting will be scheduled with parent/caregiver to allow the opportunity for resolution at the Coordinator/Family Advocate level.
2. If the meeting with the coordinator does not resolve the concern/grievance it will be taken to the Manager.
3. If there is still an unresolved issue, the Director will be called in to help achieve resolution.

I have read, reviewed, and agreed to abide by the Parent Code of Conduct.

Signed: _____

Printed Name: _____

Date: _____



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PARENT AGREEMENT

In order to assure that our parents clearly understand our policies and procedures, we require all parents to read the handbook.

- Parents are responsible for having back up child care when we are closed due to emergencies, holidays or when your child is ill.
- Parents, or a responsible designated adult must walk into the building with the child each day and make sure their teachers know your child has arrived and must also let them know when you are leaving.
- Parents need to inform the center of changes in address, phone numbers, and emergency contact information.
- Parents are expected to pick up their child(ren) **ON TIME**. There will be a charge of \$2/minute that you are late, **NO EXCEPTIONS**.
- **No medication can be administered to a child at the academy unless it is related to safety of the child (such as an epi pen or rescue inhaler).**
- The Director or TELA Manager must be given written/verbal notification if a child is withdrawn from the program.
- You **MUST** keep your child home if they display one or more of the following symptoms:
 - Fever 101 or 100 with an additional symptom,
 - 1 uncontained blowout diaper or underwear,
 - Diarrhea (3),
 - Vomiting (1 - 2 depending on severity and additional symptoms)

Children with any of the above issues must be kept out of school for the day's session after the incident. A child unable to fully participate in activities, including outside play MUST be kept home. The symptoms will be determined by TELA staff. Families will be expected to comply with expectations and understand that TELA must keep the health and care of *all* children in mind when these circumstances occur. There is more in-depth information in the Health and Safety Packet.

I, _____, agree that I have read and received a copy of the Tulalip Early Learning Academy Handbook. By signing this, I also agree to abide by the policies set in the handbook.

Child's Name _____

Parent/Guardian Signature _____ Date _____

