



Out of School Time Parent Handbook

Academic Year 2025 - 2026





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About: Building Brighter Futures

Thank you for choosing us for your '25 - '26 Out of School Time Enrichment Program experience! With more than 100 years in youth development, our local Y provides a safe and engaging environment for kids to learn and grow. The YMCA Out-of-School Time programs are inclusive, supportive environments where kids can learn, grow and make memories while participating in hands-on and exploratory activities that focus on active engagement and social experiences with their peers.

We focus on our four core values: Caring, Honesty, Respect, and Responsibility to help your child grow emotionally, physically, and socially. We strive to do our best at all times and your support, cooperation and input are needed in order to achieve this!

While we send out an evaluation to all of our participant families at the end of the summer, please keep us informed at any time on how we are meeting your needs. Email or call us at the Youth Development office with your questions or suggestions at any time.

Contact Us

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Registration & Finance

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Program Email:

youth@theyonline.org

Code of Conduct

Four Core Values

We believe that if you live through the four core values, you will be successful in our program.

HONESTY: Being honest, dependable & loyal.

RESPECT: Living the Golden Rule, accepting others, showing courtesy and manners.

RESPONSIBILITY: Being accountable, doing one's best.

CARING: Being kind, compassionate & understanding.



About Our Staff

The people who work for the Family Y of Marion and Polk Counties Youth Development are our biggest asset. Their special interest in today's youth, and their enthusiasm for physical activity and learning make all programs an enriching experience. Staff are chosen based on their previous experiences with youth, with preference given to those with a background in education, recreation, or child development. Many staff have prior experience at other youth organizations or in a school setting. All staff are CPR and First Aid certified, have passed a background check (if over the age of 18), and have participated in extensive orientation and training programs that emphasize safety issues and provide tools and resources for addressing common situations that may arise.

Locations & Parking

Salem - Keizer School District

Brush College Elementary
2623 Doaks Ferry Rd NW
Salem, OR 97304

Weddle Elementary
1825 Alder Dr NE
Keizer, OR 97303

Cummings Elementary
613 Cummings Ln N
Keizer, OR 97303

Serving Salem

Eagle Charter School
999 Locust St NE
Salem, OR 97301

Serving Monmouth - Independence (Central School District)

Henry Hill Elementary
750 S 5th St
Independence, OR 97351

Serving North Santiam School District

Stayton Elementary
875 N 3rd Ave
Stayton, OR 97383

Sublimity Elementary School
431 E Main St
Sublimity, OR 97385

Serving Mt Angel and Silver Falls School Districts

St. Mary's Public School
590 E College St
Mt Angel, OR 97362

*Bussing provided from select
schools in Silver Falls School
District to St. Mary's program site.*



Registration Information

1. Returning Families

Welcome back! Be sure to log into your Daxko and ePact accounts and update any information that may have changed since last year (email, address, best phone number to contact you with, etc.) While you're logged in, make sure all children have their profiles created on your account. Check to make sure that all parents/guardians who are authorized to make changes on your account are added also. Have all required registration information ready to go to aid in ease of registration.

2. New Families

Welcome! Make sure your account is created prior to registration, along with ensuring each child is on your account. When creating your account, add all adults/parents/guardians who are authorized to make changes to registrations.

3. Online Registration

Online registration is the preferred method and is the only method which accepts credit cards.

- Conveniently available 24 hours a day
- Your program selections are immediately confirmed through online registration.
- Receipts are available upon request.

Visa, Mastercard, American Express, and Discover are all accepted payment methods online. If a program is full, you will be given the option to be put on a waitlist for no fee.

4. Waitlists

If a program site is full, there is a Waitlist button. We encourage all interested participants to wait list. It is free and allows us a means to contact you if an opening occurs, it also lets us know level of interest for future planning.

5. Scholarships & Financial Assistance

Scholarships and Financial Assistance are available for those who qualify. Please contact Felicia Fisher if you would like to apply for military discount, ERDC or financial assistance. 503.399.2788 or ffisher@theyonline.org



Fees, Cancellations & Changes

All requests for transfers or cancellations must be received in writing by email 30 days prior to the start of the specific program to qualify.

- All changes will be charged a \$15 processing fee (changes, transfers, and cancellations).
- Refunds are not available for absences due to vacations, special events, short-term illnesses/common colds, or other personal commitments that prevent attendance. Cancellations due to severe medical circumstances will need a written request and doctor's note, and will be considered on a case-by-case basis.
- If we must cancel a program due to insufficient enrollment or any other circumstance beyond our control, we will offer a full refund or issue credit.
- Payment is due in full by the 1st of the month, unless a payment plan has been arranged. There is a \$30 NSF fee for all returned payments.
- All registrations have a \$50, non-refundable deposit due at the time of registration.



Option Plans

The YMCA of Marion & Polk Counties offers Enrichment Programs Before & After School during the Academic Year as well as during school breaks (winter, spring and summer). Each is a separate program that requires its own registration. Academic Year programs begin the first full day of school and end on the last full day of school. If you have a kindergartener, they will not start until their first full day of school.

All sites that provide select in-service coverage will combine with other locations for full days of care. Some parents/guardians may have to travel to use this service. No programming is available the week prior to the first day of school or the week before summer camps begin due to Staff Training.

- Option 1
 - Regular School Days & Select Inservice Days (minus Y Staff In-Service Days)
 - Does not include winter or spring break days
 - Includes late start days at applicable sites
- Option 2
 - Includes all of Option 1
 - Registration for Winter and Spring Break Program, with selection of location before the program start dates to be considered registered.
- Option 3
 - Includes all of Option 1 & 2
 - Intown Summer Day Camps
 - Youth Sports at the Member Rate
 - Soccer, Flag Football, Basketball, Volleyball, Track (*subject to change*)
 - To register, contact Salem Membership Desk (503-581-9622), MIY (503-838-4042), or go to the Withnell YMCA or MIY locations in person.



Program Times, Closures, & What to Bring

Program Times

Afterschool Only

Cummings, Weddle

Henry Hill, Sublimity, Stayton, St. Mary's

Before & Afterschool

Brush College

Eagle Charter

School In-service Dates & Breaks

Locations TBD

7:30am - 5:30pm

Program Close Dates*

September

11th - St. Mary's Half Day

12th - St. Mary's Closed

October

10th - All Sites Closed (Y Staff In-Service)

16 & 17th - St. Mary's Closed

20th - St. Mary's Half Day

31st - N. Santiam Closed

November

7th - N. Santiam Half Day

10th - St. Mary's, N. Santiam, & Central Closed

11th - All Sites Closed (Veteran's Day)

24th & 25th - Central and Eagle Closed

26th to 28th - All Sites Closed (Thanksgiving)

December

Winter Break Close Dates TBD

**Subject to change based on district and YMCA calendars and/or unforeseen closure needs.*

What to Bring Every Day

- Dress for Activity - wear athletic shoes & socks
- Water bottle, rain gear
- A bag to carry all belongs. Be sure to label everything.
- Non School Days: A nutritious non-perishable lunch, 2 snacks, and beverages.

Note: Lunches are not provided. If your child does not bring a lunch, a parent/guardian will be contacted to bring one.

Y Staff In-Service Days

We do not offer programming during our staff in-service training days to ensure our team receives the necessary training and development to maintain the highest standards of care and service. All sites closed.

'25 - '26 Academic Year Dates:

- October 10, 2025
- January 30, 2026
- May 1, 2026

January

6th - St. Mary's & Stayton Closed

23rd - N. Santiam Closed

26th - N. Santiam Closed

30th - All sites Closed (Y staff In-service)

March

19th & 20th - St. Mary's & Eagle Closed

April

3rd - N. Santiam Closed

9th - N. Santiam Half Day

10th - N. Santiam, St. Mary's, & Central Closed

May

1st - All Sites Closed (Y Staff In-service)

25th - All Sites Closed (Memorial Day)

June

10th - Last Day N. Santiam ½ day, SKSD, Eagle ½ day

12th - Last Day St. Mary's ½ day

16th - Last Day Central

What Not to Bring

- Electronic devices such as phones, hand held games, apple watches, etc.
- Fevers and/or contagious illness
- Toys or personal sports equipment
- Pocket knives, weapons or look-alike weapons
- Alcohol, tobacco, drugs, vaping pens
- Candy/gum



Check In & Out



Safety Guidelines

For everyone's safety, photo identification is required for persons picking up a child, as well as entering the site during the main program hours. Staff will do their best to learn names and faces quickly, however, your understanding is appreciated. All adults must wait in the designated area while the staff radio for your child to come out from the activity area. Please remind your child each morning that they will have to gather their belongings quickly to meet you there.

NEVER take your child without signing out! This can cause great distress and distraction for program staff who will proceed as if a child is missing and may involve the police.

- Do not go looking for your child in the program areas – there is not space for additional people in the activity area and it is also a safety concern. If you would like to visit your child or escort them, you must notify staff and sign in as a Visitor. We may not always be able to accommodate requests.
- Only a few, designated staff have authorization to check children out from program and all check outs are down at their main site location. Pick-ups from other locations are not permitted.



Sign Up to Sign Out!

All youth must be signed out in person from the program site by an authorized adult. The adult must be on the approved pick up list in your ePact account and show photo identification when picking up. Make sure all adults, including legal guardian names, are on the registration form and in ePact as possible authorized pick up persons when you register.



Late Pick Up

Due to the extra expenses incurred when program sites are not able to close on time, parents/guardians arriving after 6:00pm (5:30pm on break days) will be assessed a late fee beginning immediately at 6:01pm (5:31pm respectively). Some sites may have earlier pick up times, and fees will be immediately assessed one (1) minute after that site's end of pick up time. This fee is \$30 for the first 15 minutes. There will be an additional \$30 fee for every 15 minutes. Late fees will be added to the following auto draft cycle. Chronic late pick-ups will be grounds for dismissal. The clock on site is the official clock used to determine check in and out times.

In the event a child is left in our care past check out time with no contact from a parent/guardian, the following procedure will be followed:

The Y Staff will call parents/guardians, emergency contacts and other authorized pick-ups provided on the registration form. If we are unable to reach anyone, staff will contact the Youth Development and Multi Site Directors. The Director(s) will stay with the child, and Y staff will call the appropriate local Police Department to have someone go to the child's home. In the event that it hits one hour past check out time and there is no contact with parents/guardians, emergency contacts, or authorized pick-ups, the police will take the child to the appropriate police station. The Director(s) shall accompany transit.



Medications & Allergies



Health Forms

We use ePACT to manage our youth participants health and emergency contact information, and you will receive an email from ePACT prompting you to fill out their forms. Their forms **MUST** be completed one week prior to your child's program start date in order to allow us enough time to adequately prepare to support their needs. If there are any changes in your child's health or needs after you have filled out the form, please email us to provide updates.



Medications

If your child has a need to take any medications during the program hours, medications must be provided in the original bottle, labeled with the child's name, dosage, and prescription information. Medications can only be administered by designated personnel following the printed instructions on the medication and will be locked up when not in use. Children are not allowed to dose medications themselves.

A signed parent/guardian permission form with specific care instructions must be on file before medications can be given, **as well as a medication authorization form.**



Allergies

If your child needs an Epi-pen, inhaler, or other specified emergency meds, we need to have a supply that we can keep at the program site. All medication needs to be given directly to staff. Written instructions and a plan for the use of the treatment must be on file upon beginning camp along with a signed permission form, and medication authorization form. Also, be sure to notify us of any FOOD allergies. Some program activities include a snack, and youth will be eating lunch together during break days.



Special Needs and Assistance

While we can accommodate most children at our programs with adequate notice and information, our staff are not certified to provide one-on-one support for children with special needs, high behavioral needs, or specific requirements that may require specialized training or certification. If your child receives specialized assistance at school, follows a behavior management plan, utilizes an Individualized Education Program (IEP), or faces any mental or physical challenges, and can comfortably function within a 1:15 adult to youth ratio, it is very important to know about and plan for this ahead of time. Open communication is key to ensuring a positive experience. We ask that you consult with us about any special needs in advance in order to achieve this - ideally at time of registration.

Rest assured this information will be handled with discretion and only shared as necessary with staff directly involved in your child's care. Please provide details in writing in advance regarding the specific needs of your child, including examples of successful techniques and strategies that have worked in similar settings in the past (i.e. at school, childcare, etc.). We may request a collaborative planning meeting with you to prepare for or follow up on plans or potential concerns. We understand that each child is unique, and we trust in your expertise as parents/guardians to guide us in preparing your child for a rewarding experience.

Please review the Program Structure, as well as the Rules and Discipline Policy with your child prior to attending program. While all of these will be covered at program, it is helpful for many children to be aware of them ahead of time.

Behavior

Behavior & Participation

Program attendees are expected and encouraged to participate in all of the activities or to sit quietly and not cause disruption or distraction for the other youth and staff during the activity time. Staff will introduce new activities and encourage children to try them in an inclusive environment.

If there is a medical condition or situation that prevents participation, parents/guardians must notify staff in writing in advance so appropriate alternatives can be discussed. Participation also includes following rules for safety and respect, similar to a school setting.

Help Us Be Proactive & Successful

In order for us to be prepared and ready for every child, information and ideas about working with your child provided in advance by parents or guardians is key. You will be consulted as needed when something arises as a question or concern on our part. Please email or call us in advance with any information, questions, or suggestions to help make the experience the best it can be.

Parent/Guardian Behavior

We reserve the right to dismiss a family from our program if the parent/guardian at any point threatens the safety of our children and/or staff. This also applies if the parent/guardian shows inappropriate, aggressive, or offensive behavior towards children and/or staff, or refuses to follow our policies and procedures. **Refunds will not be issued in cases where a participant is removed from the program due to the behavior of a parent or guardian**

We take the safety and well-being of our children and staff very seriously. Any reports of misconduct or concerns raised by parents, staff, or children will be thoroughly investigated. However, we also want to emphasize the importance of accuracy and truthfulness in these reports.

Knowingly making false allegations can have serious consequences, including potential legal action and termination of services. We encourage all parents/guardians to communicate openly, honestly, and proactively with us; and we ask you to do so responsibly.

We are committed to providing a safe and supportive environment for everyone involved in our program, and we appreciate your cooperation in this endeavor.



Program Rules & Discipline Policy

These are the program rules enforced for all staff and participants at all program locations. Staff will review all rules regularly with the children. Parents/guardians can assist by familiarizing children with the rules in advance of attendance.

Safety First

Core Values: Responsibility, Caring, Honesty

Ensuring safety is the foremost responsibility of all staff and participants. By following this rule, everyone demonstrate their responsibility for their own safety and the safety of others. This commitment to safety reflects a caring attitude toward the well-being of everyone. Honesty plays a crucial role in safety by encouraging participants to communicate openly about any concerns or hazards they may encounter so safety measures can be promptly addressed and reinforced.

- Stay with the group. Children are never left unattended (alone or as a group). An adult supervises trips to the bathroom, drinking fountain, or away from the group.
- Assigned buddies/groups of three when traveling. Kids help keep track of their buddies for responsibility and as a double check system.
- Proper shoes and clothing must be worn at all times.
- Use equipment and supplies as intended and always with care.

Listen

Core Values: Caring, Respect, Responsibility

Listening attentively to adults and following their instructions demonstrates caring, respect and a sense of responsibility toward a successful experience. Respecting others' voices by not interrupting and taking turns speaking fosters an atmosphere of mutual respect and cooperation among participants.

- Adults have important information and instructions to share.
- Don't interrupt when others are talking.
- Look at the speaker, or use your strategies, to help pay attention.
- Take turns listening and talking.
- Follow the directions and rules, they are for safety and fun.

Respect

Core Values: Caring, Respect, Responsibility

By showing consideration for other's physical and emotional well-being, participants and staff uphold their responsibility for creating a caring, positive and inclusive environment where everyone feels valued and respected.

- Keep hands and feet to self.
- Treat others kindly; say nice things or say nothing.
- Help others be safe.
- Use indoor voices inside buildings and vehicles.
- Take care of the facility and our Earth.

Program Rules & Discipline Policy

In accordance with our goal of providing a safe, secure and nurturing atmosphere for all children, the program must follow established discipline guidelines and consequences. Our discipline policy defines disruptive behavior as verbal or physical activity which may include but is not limited to behavior that requires excessive attention from staff or ignores or disobeys the rules which guide behavior during program time. In order to minimize disruptive or unacceptable behavior, staff use a variety of techniques such as preventative measures: stop and think time, redirection, verbal intervention, and consequences.

Discipline Procedure

Staff will strive for consistent application of all rules. Families will be kept informed of any cause for children to be removed from an activity. When a child behaves in such a way that is either harmful to themselves/others, disrupting the program activities, or is being disrespectful to their peers/group leaders/environment, the following steps will be taken. Before any consequences are put into place, staff will use various tactics and positive behavior redirection to help point a child's behavior in a positive direction. **Physical restraint can ONLY be used if a child's safety or the safety of others is threatened. Restraining a child must be as gentle as possible and limited to an appropriate amount of time to help control the situation.** Staff will follow the following steps as necessary;

Step 1:

If a positive redirection does not work after continued attempts, the child is briefly taken aside and told what the inappropriate behavior is, and a reminder of what the expected behavior is.

Step 2:

If the behavior continues or another issue arises, the child is removed from the activity, and we let them know what the inappropriate behavior is. We have the child take a break nearby and remind them of what the expectations are to rejoin.

Step 3:

If attempts to remedy the situation are unsuccessful, the child will be removed from the activity to discuss their behavior. Depending on the amount of time left in the activity as well as the nature of the situation, the child may return to the same activity, rejoin the group later, or be sent home.

Parents/guardians will be notified at the end of the day whenever a child has had a behavioral concern; staff will always discuss any situation involving negative behavior and consequences with parents/guardians and the Program Director. In more serious cases of behavior issues, for example deliberate and malicious harm to self, others, or property, the child will be immediately removed from the activity to work through the behavior with a staff member. Also included is conduct that is extremely disrespectful to an individual child, staff member, or group. Any of these could be cause for immediate removal from the group and a call for the child to be sent home, resulting in a minimum 24-hour suspension. If behaviors continue with said child, the Director may request a meeting with parents/guardians to create a plan that will help the child be successful in the program, and may be required in some situations before the child is allowed to return.



Program Rules & Discipline Policy

Suspension or Dismissal

If a child's behavior materially or substantially violates the rights of others, is substantially disruptive, endangers self, other children or staff, or damages property, suspension may be a consequence. If so, the following guideline will be utilized:

1st offense:	1 day suspension (24 hour)
2nd offense:	3 day suspension
3rd offense:	5 day suspension

Suspensions may consist of removal from the current program and potentially carrying over to the next program week. Parents/guardians are expected to support the staff's efforts and assist in reinforcing the rules and expectations for behavior.

We have a responsibility to ensure the safety of all students and staff. The program reserves the right to terminate participation immediately should there be a severe act of aggression towards participants, staff or property and/or repeated offenses.

Removal From Program

The YMCA reserves the right to remove any child from program if Leadership Staff conclude that it is not a good fit. We want every child to be successful in our programs, but also recognize that we are not the best fit for every child.

Health, Safety & Wellbeing

Help us keep each other healthy and well this year as we come together in cohorts of mixed households. If your child is experiencing any of the following symptoms, keep them home and do not send them to program:

- A temperature above 100.4 degrees Fahrenheit. Temperature must be normal (98.6F) for 24 hours without taking fever reducing medication before returning to program.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eyes, ears or profuse nasal discharge, severe cold symptoms, head lice.
- Showing symptoms of COVID-19.
- Exposure to communicable diseases (Such as: whooping cough, severe sore throat, measles, pink eye, ringworm, fifth disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat, H1N1 virus, or COVID-19).

Please notify the program staff immediately if you become aware of any of these conditions, so that we can alert staff and other families (confidentially) to watch for symptoms.

If your child(ren) has any of the symptoms while at site, Y Staff will contact a parent or authorized adult to immediately pick up the child.

Please Note: The Family YMCA of Marion & Polk Counties does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a participant of the YMCA and any of its activities. All cost incurred for such treatment will be the responsibility of the individual family.



We are committed to the safety protocols and standards set by the Oregon Health Authority, the Early Learning Division, the American Camp Association, and the CDC. The YMCA trains all staff to meet these requirements and best practices.



Health, Safety & Wellbeing

Pool Safety & Swim Test – During Break Programs

Our pools are staffed by certified lifeguards on deck during all sessions. Our staff are in the water, swimming and playing with the youth.

Each week, participants must demonstrate adequate swimming skills for the lifeguards or they will wear a lifejacket during pool time. Please keep in mind that ‘adequate swimming skills’ include being able to sustain good swimming strength for up to an hour of activity.

If you have any questions regarding the swim test or about the pool, please contact us.

Head Lice

Head lice are a nuisance and a chronic problem for youth. A head lice infestation, or “pediculosis,” is a program restrictable condition. We recommend that parents/guardians regularly monitor their child for head lice. If head lice are detected during the program day, parents/guardians will be notified, and the child will be excluded at the end of the day.

Precautions will be made to respect the student’s and family’s confidentiality. A major symptom of infestation is an itchy scalp particularly behind the ears or back of the neck. Treatment for live lice is required before the child will be allowed to return to program. 24 hours must elapse between the time of treatment and return to program.

Concussion Awareness

A concussion is a brain injury caused by a bump or blow to the head. Sports and other physical activities that youth commonly participate in can result in falls, bumps and other accidents. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks afterward.

Y Staff are trained in concussion prevention and the symptoms to watch for. Parents also need to be aware and informed about the seriousness of concussions. Further information is available on the CDC website or contact our office for a printout of this information.



Health, Safety & Wellbeing

Weather Considerations

Programs continue rain or shine. When possible and if lightning is not present, some outdoor activities may continue during rain or mist. Send appropriate clothing daily!

As necessary, activities will move indoors and at times, alternate activities will be conducted. It is typically not possible to reschedule or make up activities missed due to bad weather and refunds or credits are not given.

Emergency Evacuation Procedures

In the event of an emergency, the Program will evacuate all participants and staff to a safe location. As soon as all participants are evacuated and it is safe to do so, parents/guardians will be contacted with more information.

Weapons Policy

The YMCA will not tolerate weapons or toy weapons on the property or in a child's possession at or away from program. A student in possession of a weapon or a toy weapon may be subject to suspension or expulsion.

Switchblades, pocketknives, guns, and any other potential weapon, including "look alike" weapons such as plastic knives or guns, will be confiscated immediately and parents/guardians will be contacted.



Good to Know Info

Toys from home are not allowed at program.

If your child brings a toy from home, they will be asked to put it away in their backpacks or basket during the program time. If it continues to be an issue, the toy(s) will be confiscated by staff and returned to their adult upon check out, with a reminder that toys from home are not allowed at program.

If it continues to be an issue, it may result in further disciplinary measures for not following program policies and procedures.

We appreciate your help and collaboration with enforcing this program rule with your child. We are not responsible for lost or stolen personal items your child brings to program.

Lost & Found

A lost-and-found bin will be available at each program site location during check in & out.

Families are expected to check the lost and found regularly, and pick up any completed projects from the week. Due to the volume of items, nothing is guaranteed to be kept for more than two weeks and contact will only be made for found (labeled) items if time permits. The YMCA is not responsible for your child's lost items. Remember to label everything they bring to program.



Medication Authorization

Prescription or non-prescription medication including but not limited to pain relievers, cough syrup, antihistamines, or nose drops, may be given to a child under the following conditions:

1. A medication authorization form signed and dated by the parent is on file.
2. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage and directions for administering, date and physician's name.
3. Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering.
4. All medications are secured in a tightly-covered container with a child-proof lock or latch and stored so that they are not accessible to children.
5. Medications requiring refrigeration are kept in the refrigerator in a separate tightly-covered container with a child-proof lock or latch, clearly marked medication
6. Parents are informed daily of medications administered to their child.

Child Name: _____ Date: _____

Medication Name: _____

Dosage: _____

Time to be given: _____

Possible side effects: _____

Dates to be given from: _____ to _____

I authorize _____ to dispense the above medication in accordance with the administration information.

Signature: _____ **Date:** _____

Medication to be given by

Dosage

Date

Time

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

