



education depot

Family Handbook

...Setting the foundation for your child's success!

Revised 7/25/17



WELCOME

Dear Family,

The childhood years are a very important time in your child's development. Great changes occur in this relatively short period of time as children learn to communicate, increase their intellectual awareness, and make great physical strides. In recognition of the crucial importance of these years, Education Depot has created a program designed to meet the needs of your child at every stage of their development.

Education Depot's philosophy is to provide an atmosphere suited to the development of self-esteem, confidence and love of learning. By combining technology with a highly qualified staff and an environment specifically designed for your children, we can provide an outstanding program.

The goal of Education Depot is to utilize fun, playtime and creativity to foster a love of learning. We challenge our students by promoting inquiry and discovery through exploring the world around them. This instills a sense of confidence in their ability to master new situations and tasks through reasoning. Your child will be exposed to the Montessori concept as well as a variety other proven teaching methods so they will be well prepared to enter any elementary school.

You, the parent, is very important in this process and very important to our staff. You know your child best. We encourage you to contact us at any time you have concerns or need additional information. We encourage you to check your child's book bag daily for important communications and to talk to them about their day. Studies prove that your active involvement with your child's education will increase their performance and help them develop a love of learning that will last for years to come.

Thanks for choosing Education Depot. We look forward to providing you a high quality childcare experience.

Sincerely,

The Education Depot Team

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ABOUT US

Philosophy

We believe...

- Each child is a unique individual and we should realize, appreciate and respect his/her differences.
- Our primary responsibility is to prepare and protect an environment that will give each child love and security, and provide him/her with the means of learning through exploration and discovery.
- Learning should be a fun and rewarding experience and thus, should not place unnecessary pressures on the child. This is why we incorporate the Montessori teaching concept and principles into our program. We constantly update our curriculum with proven teaching methods and technology that will result in academic success for each child.
- That by using positive reinforcement, we can help to build self-confidence, self-esteem and self-respect.
- A child earns freedom for being responsible. The more responsible a child is, the more freedom they deserve.
- We must have the trust and respect of each parent to provide each child the greatest opportunity for success.
- We must work in collaboration with our parents in developing our future leaders of tomorrow.

Mission

The primary focus of Education Depot is to provide safe, quality childcare while creating an environment that nurtures self-esteem, inspires educational motivation and provides activities that encourage learning and intellectual stimulation.

The goal is for each child to become an independent, self-directed learner and equip them with the tools to effectively deal with the learning environment and educational challenges in their journey in becoming leaders of the future.

With the support of highly qualified and dedicated staff, our students will become more independent while developing social, critical thinking and problem solving skills. These basic skills are the foundation for successful matriculation into grade school, high school and institutions of higher learning.

Hours of Operation

Child care services are provided from 6:30 AM to 6:00 PM Monday through Friday.

School age care will also be conducted at these times.

Summer hours are the same as Child care hours.

Holidays

We are closed for certain holidays:

- ❖ New Year's Day
- ❖ Martin Luther King's Birthday
- ❖ Memorial Day
- ❖ Independence Day (July 4th)
- ❖ Labor Day
- ❖ Thanksgiving Day and the day after
- ❖ Christmas Day and the day after

There will be periodic early closings throughout the year. Parents will be notified of early closings in plenty of time to make arrangements for early child pickups.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

A registration fee of \$100 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from infants to 12 years of age (summer program).

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Pre-Admission Health Procedures

Prior to Enrollment all students are required to provide the following health information to Education Depot. Health examinations should be within three (3) months of admission but no later than one (1) month after admission:

1. Health History
2. Physical exam and progress in development, signed by child's healthcare provider
3. Written statement by healthcare provider or parent of immunization history
4. Exceptions to any of the required immunizations will be permitted only with an MD, DO, or NP's written certification
5. A written statement by an MD, DO or NP that in the opinion of the MD, DO, or NP, the child does not have a health condition that would be hazardous either to the child or to other children in the childcare center if this child participated in the childcare center's program of activities
6. A written statement by the MD, DO, or NP regarding modifications needed in the care of children who may require special attention because of medical conditions (e.g. convulsive disorders, hyperactivity, etc.)

The child will be excluded if any of the above requirements are not met.

Inclusion

Education Depot believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At **Education Depot** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers and caregivers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Lead Teacher	Bachelor's Degree or Associate Degree in Early Childhood Education or CDA	2 years
Teacher Assistant/Aide	Child Development Associate Certification	1 year

Caregivers and teachers participate in an orientation class and a minimum of 20 additional training hours in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Education Depot**.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
0-12 months	<u>4 to 1</u>	<u>8</u>
13-29 months	<u>5 to 1</u>	<u>10</u>
30-35 months	<u>7 to 1</u>	<u>14</u>
3 year olds	<u>10 to 1</u>	<u>20</u>
4 year olds	<u>12 to 1</u>	<u>24</u>
5 year olds and older	<u>15 to 1</u>	<u>30</u>

Communication & Family Partnership

Daily Communications. Daily notes from center staff for children up to 2 years of age and weekly notes for children over 2 years of age. We will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Bulletin Board. Our parent bulletin board provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

From time to time, Education Depot takes photographs of our students to be used on our social media, website and videos. If you do not wish to have your child's photo used in our marketing or promotions, please let us know you would like to opt out. Education Depot will never use any photographs of our students for any non-Education Depot or third party related marketing activities. By signing this agreement you acknowledge acceptance for your child to be photographed or videotaped for Education Depot marketing purposes.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, self-esteem, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage and foster diversity and the ability to socialize with others.

Curricula & Assessment

Education Depot uses the Indiana Early Learning Foundations program for our curriculum which is aligned with Indiana academic standards for school age children. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

Education Depot uses Children's Progress Academic Assessment to test students ages 2 and up two to three times per year. Children's Progress Academic Assessment™ (CPAA™) is a personalized assessment designed to evaluate language arts literacy and mathematics for prekindergarten and early primary students. This assessment was designed by Columbia University and MIT researchers to provide teachers with a reliable, valid tool to guide instruction for their youngest learners. CPAA is given to students in hundreds of schools in over 40 states across the country and internationally.

The purpose of CPAA is to find out what each student is currently able to do and ready to learn. For every skill our students are mastering, a dozen new skills are constantly emerging. Identifying these skills allows teachers to target specific skills for each student to work on.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Developmental Screening

Education Depot uses the BRIGANCE Early Childhood Screening Program to as a developmental screening tool. The BRIGANCE Early Childhood *Screens* allow teachers to easily identify potential learning delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills—all in 10–15 minutes per child. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Outings & Field Trips

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition for after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than one hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Electronic Media

Electronic Media are limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. The celebration of a child's birthday at school with friends can be a wonderful lifetime memory. In planning these moments, please consider the nutritional needs and requirements of the other children in the class. Any food items brought into the center must be purchased from a State approved and licensed store with the individual and original packaging still intact. These following items are NOT PERMITTED: Peanuts, Popcorn, Latex Balloons or candy with Peanut Butter, or Hot Dogs. This list is not all-inclusive of all food not allowed at the center. Please see the Director for foods that are allowed to be served and contact the Center Director for assistance with any event planned for the center.

Rest Time

Children in the Toddler and Pre-school classes are required to lay quietly on their cots for a 2-hour rest time. Quiet music is played, the lights are dimmed and it is a period of relaxation for both sleepers and non-sleepers. Those who do not fall asleep during the quiet period are given the opportunity to lie quietly but cannot disturb their classmates.

Although we make every effort to meet each child's individual rest needs, it is difficult to guarantee a specific length of rest time or wake up time since every child's rest needs varies based on a number of factors including activity levels and/or sleep time the night before. It is equally difficult and in opposition to our child centered program, to keep a child awake if he/she wants to rest. Infants will rest on an individual schedule of time and length. Infants who cannot turn over on their own will be placed in a crib lying on their backs unless a medical reason supported by a physician's instruction states otherwise.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Education Depot is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Education Depot has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

The Director of EDUCATION DEPOT reserves the right to make a decision about the immediate discharge of a student or the readmission of a student to the center. EDUCATION DEPOT does not provide any form of religious instruction. We will accommodate and respect the religious beliefs of all students enrolled in the center.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*.

Tuition and/or fee payments must be made by check, money order or online credit card. Education Depot discourages cash payments.

Tuition payments are due on Mondays. Tuition can be paid by the week or biweekly. If you choose to pay for the month and a month has five (5) weeks, you must also pay for the additional week at the beginning of the month.

Tuition payments not received by 6:00 pm on Tuesday are considered late and will be assessed a \$25.00 late fee.

Tuition is due on the first day of attendance.

Tuition payments are due each week to reserve your space, even if your child does not attend. There is no reduction in rates for days missed or center closings. Children who do not attend for one week without prior notification may forfeit their space.

In the case of withdrawal or dismissal, fees paid with a check will not be refunded for fourteen (14) business days.

There is no credit for scheduled school closings and holidays, children's illnesses, or school closings due to inclement weather and acts of God.

Schedule of Fees and Tuition Rates

All registration fees are **nonrefundable**. A **\$100.00** registration fee must be paid at the time an application is submitted. Registration and Material/Supply fees are annual fees.

Education Depot fees are as follows:

Registration

Daycare	\$100.00
After/Before school	\$ 40.00

Weekly Tuition Rates

Infants to 12 months	\$280 per week
13 months to 29 months	\$250 per week
30 months to 36 months	\$220 per week
36 months and over	\$200 per week
PT (3 days per week) 3 years and up**	\$160 per week
PT (3 days per week) 2 to 3 years**	\$180 per week
After school Care	\$105 per week
Before school care	\$ 65 per week (\$25 daily drop in before school care rate available)
Before and After school Care	\$135 per week

Summer Camp \$150 per week

**If space permits. Full time students will receive priority over part time students.

Cot Fee

A fifty (\$50.00) dollar cot fee must be paid for each child nine (9) months to five (5) years of age. The cot fee is a one-time fee.

Material / Supply Fees

A forty (\$40.00) dollar Material / Supply Fee must be paid for each child ages three (3) to five (5) years old. The Material / Supply Fee is an **annual fee**. The fee covers all school supplies and the Weekly Readers. This fee is assessed each August. If the student is enrolled after February 28th and paid the required Material / Supply Fee, the child will not be charged a second fee. Material / Supply Fees are due by September 15th of each year.

All fees are non-refundable.

Late Pick-up Fees

The fee for picking up students after 6:00 pm is ten (10) dollars at 6:00 pm and two (\$2.00) dollars per minute per child thereafter. The fees are due at the time of pick-up. Example: parent picking up two (2) children at 6:05 pm will be assessed forty (\$40.00) dollars or twenty (\$20.00) per child. If a parent or guardian has not contacted us by 7:00 pm, we are required to inform the proper authorities.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received by the close of business on Tuesday, a late fee of \$25 will be added to your account. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

If payment is more than 14 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

A fee of thirty (\$30) dollars will be charged on all returned checks. After two (2) returned checks, subsequent tuition payments must be paid by money order.

Checks returned for insufficient funds must be paid in full within five (5) business days of return.

Additional Fees Credits

- **Vacation** – Families are entitled to receive one (1) free week of tuition per calendar year to be used for vacation.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee.

Credits & No Credits

- **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child's doctor, the absence is considered excused. A written doctor's note is required to receive a credit.
- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9 AM, please call us at 317-981-5759. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 317-981-5759.

Withdrawals

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced by text or on local news stations. We will follow the closing schedule set forth by the Warren Township School system. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 7:00 pm we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. Bottles should be ready for use when brought into the center.
- **Pre-Toddlers:** at least one (1) sippy cup for the day's use, six diapers and at least two changes of clothes per day.
- **Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. A sippy cup if child is unable to drink from regular cup or milk carton.
- **Preschoolers:** at least two change of clothes, socks and shoes.
- **After School Care Children:** books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Toys from Home

It is recommended that all personal toys remain at home. It is difficult for children to share favorite possessions and all toys at the childcare center must be shared. In addition, some toys contain small parts or break easily. This may become a choking hazard for other children. We are not responsible for the care or maintenance of any toys brought from home.

A child's teacher may occasionally allow items to be brought from home for show and tell. Suggested items for show and tell are books, photographs, and special items that do not contain small parts or break easily. Any items pertaining to violence (guns, war toys, toys that fling an item) or toys having to do with religious beliefs cannot be utilized at Education Depot. Since safety is our major concern, any items or materials deemed inappropriate for a child audience are not allowed.

NUTRITION

Education Depot participates in the Child and Adult Care Food Program (CACFP) offered through the Office of Child Nutrition in conjunction with the United States Department of Agriculture (USDA). CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children.

Through CACFP, more than 3.3 million children and 120,000 adults receive nutritious meals and snacks each day as part of the day care they receive. Since our focus is on providing healthy, quality meals for our kids, we respectfully request that you do not bring food from home into our center.

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with real plates and plastic spoons, and the food is placed in small bowls from which the children can help themselves. Students sit at the same table and are encouraged to serve themselves. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Bottles must be brought in to the center pre made for each feeding and ready for use.
- Frozen breast milk should be pre portioned for each feeding. Education Depot will not portion frozen or thawed breast milk.
- Each bottle brought into the center should be complete with name, date and time made. If bottle is received without time or date stamp, we will date and add time received into the center.
- All bottles should be capped when brought into the center.
- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk or previously frozen, thawed breast milk must be used within 12 hours. All unused milk whether fresh or frozen will be discarded at the end of the day. Bottles must be clearly labeled with the child's name and the date the milk was expressed.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength. Formula brought from home must be labeled with the child's name.
- Solid foods will only be introduced after a consultation with the child's family.
- Education Depot does not wash or mix bottles.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

School Aged Participants

- After school child care participants will be offered a light snack at each session. These snacks are not considered a meal.

HEALTH

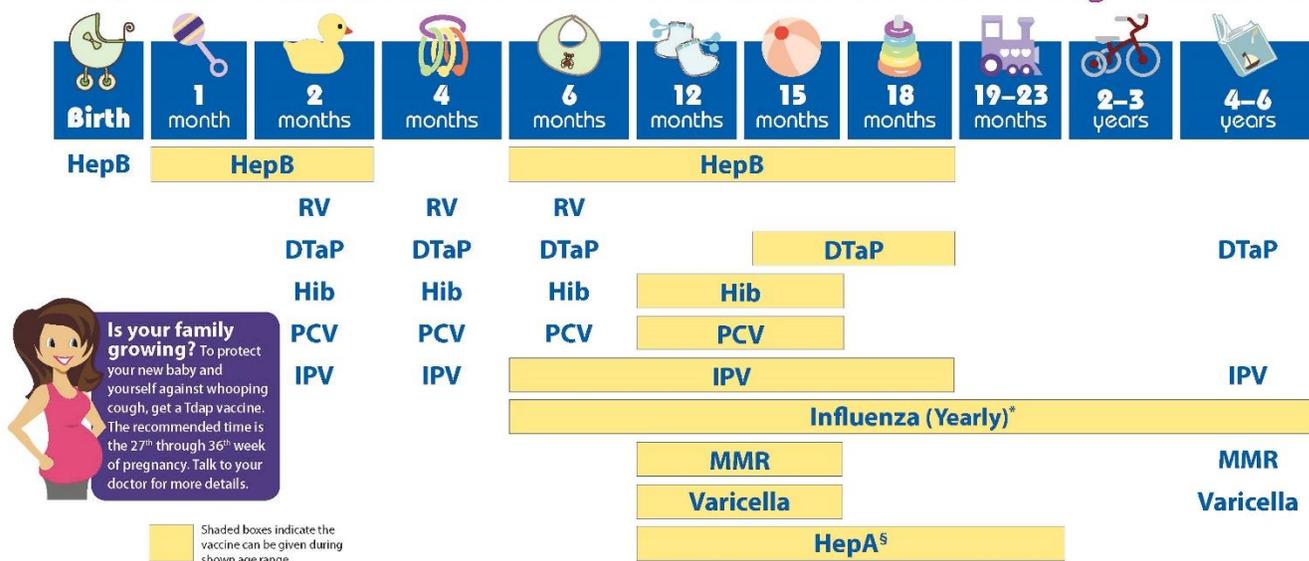
Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every year, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule.

The Indiana Department of Health Guidelines for Childcare Centers requires that all children have and maintain the appropriate shot records on file at the center. Education Depot requires that parents provide evidence of immunization at the time of registration. We will track the immunization requirements for each child and remind the parents when updated immunization records are required. Below is a chart provided by the Indiana Department of Health detailing the immunizations required based on the age of the child.

Education Depot will maintain strict adherence to the requirements set forth by the Indiana Department of Health and will not deviate from these requirements under any circumstances.

2017 Recommended Immunizations for Children from Birth Through 6 Years Old



NOTE:
If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

FOOTNOTES:
* Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.
^S Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.
If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.



For more information, call toll free **1-800-CDC-INFO** (1-800-232-4636) or visit www.cdc.gov/vaccines/parents



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic, and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Influenza (Flu)	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pinkeye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Children infected with rubella virus sometimes have a rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

* DTaP combines protection against diphtheria, tetanus, and pertussis.

** MMR combines protection against measles, mumps, and rubella.

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Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.

- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications to be provided to a child during Education Depot hours of operation should be cleared with the Education Depot Director with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require a note signed by the Physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. The following are acceptable OTC (over-the-counter) medications when accompanied with a physician's note:
 - ✓ Tylenol after immunizations
 - ✓ Benadryl for children who have severe allergies
 - ✓ Mylicon drops for infants who have reflux
 - ✓ Saline for nebulizer treatments

Other Requirements:

- ❖ Medication must be for a certain purpose.
- ❖ It is not given "as needed". The only exception is emergency medication, such as medication to counteract an allergic reaction.
- ❖ Every medication must have a child's first and last name printed on the bottle.
- ❖ Siblings cannot share medication.
- ❖ Other than the noted exceptions, medications must be taken home daily.
- ❖ Medications will be stored in the Director office while at the center.

- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the family, specifying frequency and dosage to be administered.
- If a child requires over-the-counter diaper ointments, lotions, lip balm or sunscreen, these must be labeled with the child's first and last name. The parent must complete an authorization form for each type of ointment or lotion. This authorization is good for six months. These ointments and lotions must be placed in a designated container in the teacher closet or cabinet and may remain at school overnight.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature or heat index is greater than 95°F or less than 32°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 50% or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your child's behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire extinguishers, evacuation cribs, fire doors and fire exits.

Our fire evacuation plan is reviewed and practiced with the children and staff on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Emergency Relocations

If there is an emergency that requires us to evacuate the children to a safe area away from the center, all parents will be called and told where to come and pick up their children. If there is damage to the building that would make it unsafe for the children to be here, we will call you to pick your children up. We will call a parent to pick up a child due to inclement weather, but parents may pick their child up whenever you wish. Please keep in mind that if there is an emergency, we need the phone to be free in order to call parents.

If the emergency requires the children to be moved to a close and safe location, our meeting place will be the grassy area on the Northeast corner of the property. Some situations (such as a gas leak) might require relocation to a place further away. In case we need to relocate further away from the center, we will relocate to the Fire Station #41 located at 10750 East 10th Street Indianapolis, IN 46229.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
- Curricula Advisory Committee – meets several times a year to review progress toward annual goals.
- Parent Group – meets monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Family Math Night
- Holiday Gathering
- Donuts with Dads
- Muffins with Moms
- Lending Library
- Fall Festival
- Annual Family Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Homeroom Moms
- Donate requested items

- Serve as a parent representative
- Welcome new families
- Family Teacher conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Everyday Math

Policy & Procedure – Referral to Outside Resources

Last Reviewed on October 12, 2016

Last Updated on 11/12/16

Policy

When a program staff member determines a family is in need of outside services such as medical, dental, developmental, financial, mental health, clothing, food, shelter, etc. the staff member will assist the family by following the procedure below.

Responsibility & Accountability

This policy applies to all staff and is strictly enforced by the director. Staff will be trained in this policy during orientation and the policy will be reviewed with staff annually. Failure to comply with this policy is grounds for written warning and corrective action. Repeated failure is grounds for termination.

Procedure

1. The staff member will communicate the need, in confidence, to the director or administrator.
2. The director or administrator will maintain a list of approved organizations and resources for outside services. If no resources are on the list for the particular need, the director or administrator will make inquiries to find the appropriate resources.
3. The staff member and director or administrator will confer on the subject and determine if the circumstance indicates need for a third party professional. If a professional is required, the director or administrator will contact the professional and assume responsibility for the referral.
4. If no third party professional is required, the director or administrator and staff member will confer and agree who will communicate the referral to the family.

After a reasonable amount of time, the person who communicated the outside resource will check back with the family to make sure the referral was helpful. If it was not, additional resources will be sought.

OTHER CENTER POLICIES

Our center policies not included in this handbook are reviewed and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time. Please reference the Education Depot Family Handbook on our website at www.eddepot.com for the most updated version of the Family Handbook.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Education Depot Family Handbook**, and I have reviewed the family handbook with a member of the **Education Depot** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Education Depot Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date