



# Welcome back to school!

We are so excited about this school year at eStem Downtown K6! Our purpose this year is to go above and beyond to meet the needs of our learning community. We firmly believe that this will be our best year yet, and we are excited to get started! We have some new and exciting things happening, and we want to make sure that you know about them! We will be communicating these stories, important information and reminders, and dates to remember through email, our website & app, and social media. Please make sure to like, follow, and download our app today so you're in the loop!



[www.estemschools.org](http://www.estemschools.org)  
Search eStem in the app store



@eStemDTK6



@eStemK6  
@eStemPCS



eStem Public  
Charter Schools

We know the first week of school can be a little crazy, so we want to help make sure you get what you need! In the checklist below, we've included what's in this Open House packet, what you can keep at home, and what you'll want to return (paper or electronically). Don't forget to visit our eStore for lots of fun eStem gear! The online eStore is currently up and running just for supplies, but our T-Shirts will be available for purchase after Open House. If you have any questions, please don't hesitate to contact your child's teacher or me at [melissa.hurst@estemschools.org](mailto:melissa.hurst@estemschools.org). This is going to be a great school year for our students, parents, and staff! We can't wait to get started!

See you soon!

*Melissa Bravo*  
*eStem Downtown K6 Director*

## What's Included in your Open House Packet:

- **2023-2024 School Calendar** - This is yours to keep!
- **Dismissal Information & Map** - This is yours to keep and explains our dismissal locations at the K6 & Jr. High along with a map of the downtown dismissal process.
- **Dismissal Guidelines & Terminology** - This is yours to keep and explains the Do's & Don't's of dismissal and the terminology we use
- **Check Out Policy** - This is yours to keep!
- **K6 Dress Code Policy** - This is yours to keep!
- **Breakfast & Lunch Information** - This is yours to keep! (Please fill out the Free/Reduced Meal application online!)
- **Cash for Casual & Supply Fee Form** - This can be turned in with your payment in the eStore today OR you can pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- **Student Handbook signature page** – turn in to homeroom teacher or sign electronically
- **Learning Compact** – Parents & Students sign and turn in to homeroom teacher.
- **Supply List** – This is yours to keep!



## 2023-2024 School Calendar

### July 2023

- 21 **New Teacher Orientation**
- 24 First Day for Teachers
- 24 - 28 Teacher PD/Workdays
- 29 **Open House**
- 31 Teacher PD/Workday

### August 2023

- 1 Teacher PD/Workday
- 2 **First Day for Students**

### September 2023

- 4 Labor Day Holiday  
**(SCHOOL CLOSED)**
- 15 **Virtual Learning Day for Students/  
Teacher Workday**

### October 2023

- 5 End of Quarter 1  
P/T Conferences 4:30 - 7:30 p.m.
- 6 P/T Conferences 7:30 a.m. - Noon  
**(STUDENTS OUT)**
- 9 - 13 Fall Break **(SCHOOL CLOSED)**
- 16 Start of Quarter 2

### November 2023

- 20 - 24 Thanksgiving Break  
**(SCHOOL CLOSED)**

### December 2023

- 20 End of Quarter 2  
**Last Day of Fall Semester for Students**
- 21 Teacher PD/Workday
- 22 - 29 Winter Break **(SCHOOL CLOSED)**

### January 2024

- 1 New Year's Day **(SCHOOL CLOSED)**
- 2 Winter Break **(SCHOOL CLOSED)**
- 3 Teacher PD/Workday
- 4 **Students Report/Start of Quarter 3**
- 15 MLK Holiday **(SCHOOL CLOSED)**

### February 2024

- 15 P/T Conferences 4:30 - 7:30 p.m.
- 16 P/T Conferences 7:30 a.m. - Noon  
**(STUDENTS OUT)**
- 19 **Virtual Learning Day for Students/  
Teacher Workday**

### March 2024

- 8 End of Quarter 3
- 11 Start of Quarter 4
- 18 - 22 Spring Break **(SCHOOL CLOSED)**

### April 2024

- 12 Teacher PD/Workday

### May 2024

- 22 **Last Day for Students/End of Quarter 4**
- 23 - 24 Teacher Workdays
- 24 Last Day for Teachers
- 27 Memorial Day **(SCHOOL CLOSED)**
- 28 **Summer School Begins**

### June 2024

- 18 Summer School Ends

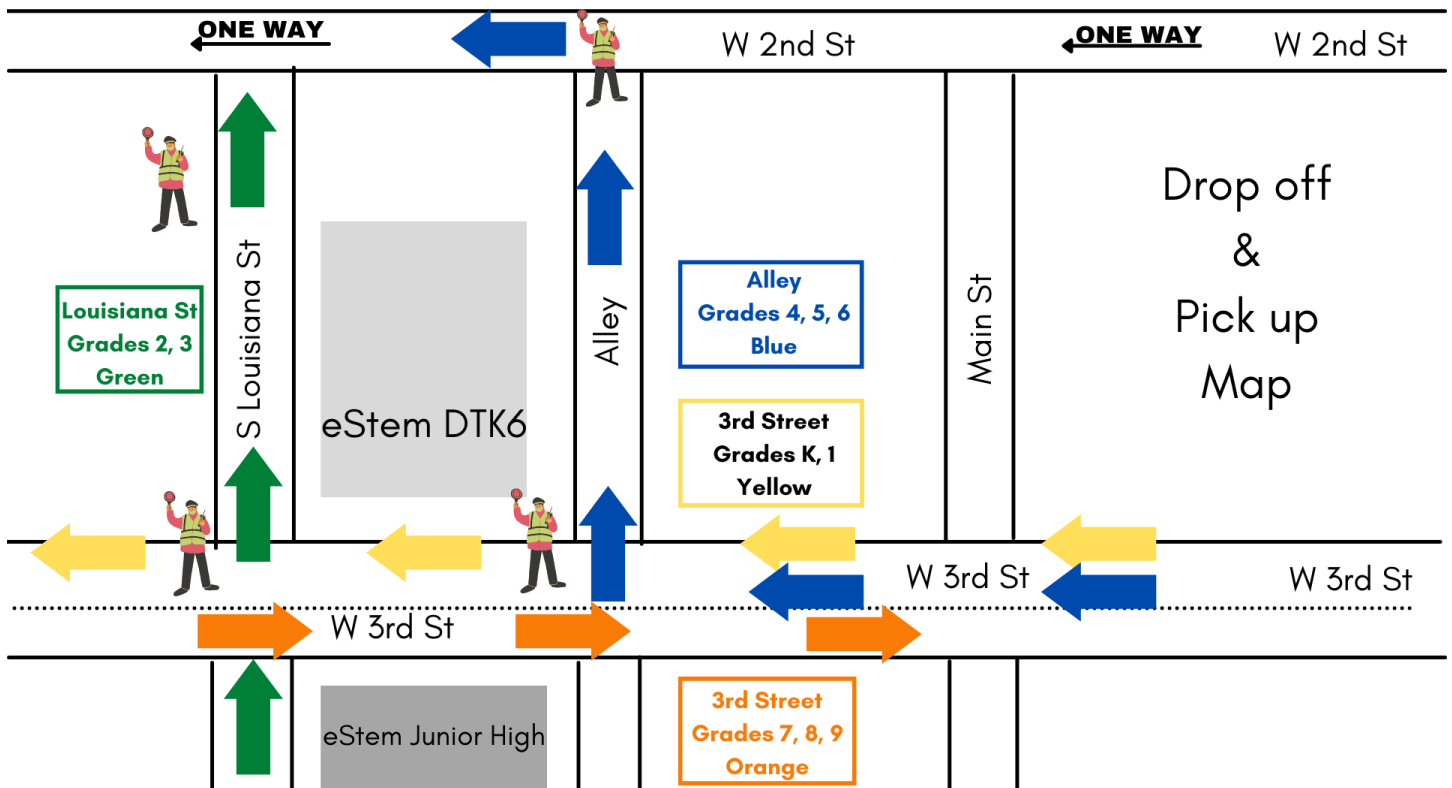


## Arrival and Dismissal Information

### Arrival and Dismissal Locations According to Youngest Child in Family

If your youngest child is in:

- **Kindergarten/1<sup>st</sup> Grade – Yellow – 3<sup>rd</sup> Street (heading west towards Broadway St.)**
  - Approach from the east on 3<sup>rd</sup> Street in the right lane. After drop off/pick up proceed west on 3<sup>rd</sup> St. **You will not be able to turn right onto Louisiana Street.**
- **2<sup>nd</sup>/3<sup>rd</sup> Grade – Green – Louisiana Street**
  - Approach from the south on Louisiana Street. You will not be able to turn left or right onto Louisiana Street from 3<sup>rd</sup> Street. You will pick up at **Louisiana Street playground gate** After drop off/pick up proceed north.
- **4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Grade – Blue – Alley**
  - Approach from the east in the left lane on 3<sup>rd</sup> Street. Turn RIGHT into the alley behind the school. After drop off/pick up proceed through the alley to 2<sup>nd</sup> Street. Turn left onto 2<sup>nd</sup> Street, which is a one-way street going west.
- **7<sup>th</sup>/8<sup>th</sup>/9<sup>th</sup> Grade – Orange – 3<sup>rd</sup> Street (heading east towards Main St.)**
  - Approach from the west on 3<sup>rd</sup> Street. After drop off/pick up proceed east.





### **Arrival/Dismissal Zone Guidelines**

- Students may be dropped off at 7:20am **(there is no supervision before 7:20am)**
- Students **MUST** be picked up by **4:00pm** unless enrolled in IGNITE after school program
- **Drivers are to stay in the car.**
- Be ready to load and unload quickly.
- Be mindful of which side the students should exit the car from:
  - Alley: Left Side
  - Louisiana Street: Right Side
  - Third Street: Right Side
- Do not use the streets immediately around eStem to get to the drop off/pick up points; you need to start several blocks away to help ease traffic congestion.
- Do not block intersections, crosswalks or the entrance/exits to any businesses.
- Be mindful of pedestrians.
- Pull forward as far as possible.
- Do not park in the alley or the northbound lane of Louisiana
- Make sure your dismissal number (car tag) is visible to staff and that you are in the correct pick up area – Yellow tag – 3<sup>rd</sup> Street, Blue tag – Alley, Green tag – Louisiana

### **Dismissal Terminology**

#### **These students dismiss from the K6 Building:**

**Bus Rider** – any student in K-6 who has a bus pass and rides the Rock Region Metro bus

**Daycare Van Rider** – any student in K-6 who is enrolled in a day care or after school program and will be picked up by their van/bus.

**Car rider** – any student in K-6 with any siblings that dismiss at the K6 building who will be picked up in our K6 car pool

**Walker** – any student in K-6 **without** a Jr. High sibling who has parental permission to leave our campus without adult supervision

#### **These students dismiss from the Junior High Building:**

**Jr. High walker** – any student in K-6 **with** a Jr. High sibling that has permission to be escorted across the street to the Jr. High and is allowed to leave the campus with their sibling without adult supervision

**Jr. High car rider** – **All students in 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade who have a Jr. High sibling** will be escorted across the street to be picked up in the Jr. High dismissal area with their sibling



## **eStem Downtown K6 Check Out Policy**

**Check outs should be reserved for medical appointments or emergencies only. When students are checked out early, they are missing important instructional time.**

### **Check out ends at 2:00pm sharp!! No exceptions!!**

This is in order to ensure all students are safely in their dismissal locations at the correct time. If you are checking out your child, please arrive at eStem **before** 2:00pm in order to get your child in a timely fashion.

*If you are checking your child out early to avoid dismissal traffic, please fill out our transportation form and classify your student as a “walker”. Your child will be dismissed at 2:50pm, and you can meet he/she at your designated location.*

## **eStem Downtown K6 Attendance Policy**

In accordance with Arkansas Department of Education guidelines, eStem Downtown K6 will record half day attendance for grades K-6. If a student misses no more than one hour of time between 7:45am – 11:15am the student will be counted present for morning attendance. If a student misses no more than one hour of time between 11:15am -2:50pm the student will be counted present for afternoon attendance. A parent may check a student out during the student's allotted lunch time without affecting the student's attendance for the day. Any student returning late from lunch will be counted absent for PM attendance.



## 2023-2024 eStem Downtown K6 Dress Code

### Dress Code – General Guidelines

Students shall be dressed and groomed in a manner that is clean and neat and that shall not be disruptive or a safety hazard to themselves or others. eStem schools prohibit any clothing or grooming that, in the administrator's judgement, may reasonably be expected to cause disruption of normal operations. **School administration maintains final authority on all matters relating to the dress code.**

### Dress Code – Clothing Choices

#### **Tops:**

**Boys:** Collared golf or oxford

**Girls:** Collared golf, oxford, or blouse

- Collared shirts can be any shade of solid blue, yellow, white, or gray
- Collared shirts should not have logos
- Blouses must have sleeves
- Undershirts should have sleeves and adhere to color/logo guidelines (no camisoles)

**Boys & Girls:** eStem t-shirt (purchased from school)

#### **Bottoms:**

**Boys:** shorts or pants

**Girls:** shorts, pants, skirt, or skorts (**leggings may only be worn under skirts, not as pants**)

- Bottoms can be any shade of solid khaki or navy
- Must be hemmed or cuffed
- With arms straight down at the student's side, length of bottoms should extend to the student's fingertips or longer

#### **Footwear:**

Most closed toe shoes are acceptable footwear.

- The following shoes are not allowed: open toe shoes of any kind, crocs, slippers/house shoes, shoes that resemble house shoes, and shoes with wheels.

#### **Jackets/Hoodies/Sweatshirts:**

All jackets, hoodies, and sweatshirts worn inside the building MUST adhere to the color and logo guidelines for tops

### Dress Code – Specific Guidelines

1. The school prohibits pictures, emblems, writing, or any logos (other than the approved eStem logo) on clothing. Clothing with offensive or suggestive slogans or advertisement is not permitted.
2. Torn or patched clothing of any kind is not permitted.
3. All tops (shirts, blouses, undershirts) must have sleeves.
4. Multiple earrings in one ear, piercings other than ears, or any earrings or jewelry that are inappropriate or cause safety concerns are not allowed. Tongue rings and other visible body piercings are not allowed.
5. Tattoos and body art shall not be visible. Hairstyles and hair colors that are disruptive to the learning environment are not allowed.
6. Baggy clothing and clothes that sag or fall below the waistline shall not be allowed.
7. Clothing with low cut necklines and clothing that exposes the midriff shall not be worn.
8. Hats, hood, or other headgear, sunglasses, and pins may not be worn inside the building.

### Dress Code – Violations

All students violating the dress code will either be given a school uniform to change into or instructed to call a parent/guardian for a change of clothes. Students given a uniform will be allowed to change back into their original clothes at the end of the day. Students violating the dress code may be issued a consequence. Repeated violations of the dress code may result in consequences and/or loss of privileges.

### Cash – 4- Casual

Each Friday, students have the option of paying \$1 to dress out of uniform. Clothes should be appropriate and dress code guidelines should still be followed. We also have the options for parents to pay for the entire year (rather than bring \$1 each Friday).





## MEAL PROGRAM

Breakfasts and lunches are provided by **A'viands K-12 by Elior** and served daily. Breakfast is available for Elementary & Junior High students from 7:20 a.m. to 7:45 a.m. and High School students from 7:30 a.m. to 8:00 a.m. Menus and nutritional information can be found on the district website at [www.estemschools.org](http://www.estemschools.org) under 'Campus Life'.

### Meal Prices

For the **2023-2024** school year, meal prices are as follows:

Breakfast			Lunch	
Paid Meal Cost	\$2.50		Paid Meal Cost	\$3.90
<del>*Reduced Meal Cost</del>	<del>\$0.30</del>		<del>*Reduced Meal Cost</del>	<del>\$0.40</del>
2 <sup>nd</sup> Meal Cost	\$2.50		2 <sup>nd</sup> Meal Cost	\$3.90
Adult Meal Cost	\$2.75		Adult Meal Cost	\$4.75
A La Carte Milk	\$0.35		A La Carte Milk	\$0.35

\*Based on a new Arkansas law (ACT 656), families who qualify for reduced price meals will receive **free** meals at school.

### Payment Methods

Parents who wish to have their student(s) eat meals at school have the following payment options:

- **Pay Online:** Make an online payment to your student's account using your credit or debit card at [MySchoolBucks.com](http://MySchoolBucks.com).
- **Pay in Person:** Submit cash or a check to the school office. Checks should be made payable to 'eStem Public Charter Schools'. Be sure to include your students name when submitting your payment.
- **Pay by Mail:** Send a check to *eStem Public Charter Schools Attn: Food Service Department, 200 River Market Avenue, Suite 225, Little Rock, Arkansas, 72201*. Checks should be made payable to 'eStem Public Charter Schools'. Be sure to include your student's name/student id/school when submitting your payment via mail. You will receive a confirmation from the district office once your payment has been processed.

Refunds may be requested at any time by submitting a [Meal Account Refund Request Form](#). The form is located on our district website ([www.estemschools.org](http://www.estemschools.org)) under 'Campus Life'. Students that become inactive by leaving the district or graduating may request any positive balances to be transferred to another student account, refunded, or transferred into the general lunch fund for use by students that are unable to pay. Any positive balance that is left in an inactive account must be claimed within 60 days of the students' last day; otherwise, the funds will be subject to transfer to the general lunch fund.

### Meal Charges

Students who are unable to pay for their meals at the time of meal service are allowed to charge. Students charging breakfast and/or lunch will receive a regular meal tray. The meal will be charged to the students account and the parents/guardians will be responsible for payment. Families wishing to avoid these charges on their students account must send a meal to school with the student. At no point can a student charge 2<sup>nd</sup> meals and/or a la carte items.

Any account that has a negative balance greater than \$5.00, will receive weekly balance reminder emails. Any account that reaches a negative balance greater than \$25.00 will be subject to additional communication via printed notifications, email and/or phone. Failure to make payments towards your students negative account balance will result in direct communication from the school Director and possible actions that may be taken. Each household may request

a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact your school office to discuss repayment plan options.

Payment of unpaid meal charges is the responsibility of the parent/guardian, regardless of the meal benefit eligibility. Families who have unpaid meal charges prior to being approved for the Free/Reduced Lunch Program are responsible for remitting payment for the charges accrued prior to eligibility determination.

### **Free and Reduced Meal Application**

Parents who wish to participate in the National School Breakfast/Lunch Program must complete a federal free/reduced meal application. You can access these forms online through our school website ([www.estemschools.org](http://www.estemschools.org)) or paper forms are available at the school office. We encourage the online application process as this is the quickest way to apply for meal benefits. Once the application has been processed, you will receive a letter in the mail regarding the status of your application and the appropriate information will be entered into the eStem meal payment system. You can complete the application even if your child will not be eating a school breakfast/lunch every day. If your circumstances change, you may apply/reapply at any time during the school year for financial consideration.

Looking for additional information regarding the Free/Reduced meal program? Visit [www.estemschools.org](http://www.estemschools.org) under 'Campus Life'.

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**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax: (833) 256-1665 or (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.





## Cash for Casual & Supply Fee Payment Receipt

1. **Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

I am paying for:

- ☐ Cash for Casual – for the year - \$30
- ☐ Supply Fee – for the year - \$50

2. **Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

I am paying for:

- ☐ Cash for Casual – for the year - \$30
- ☐ Supply Fee – for the year - \$50

3. **Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

I am paying for:

- ☐ Cash for Casual – for the year - \$30
- ☐ Supply Fee – for the year - \$50

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### For office use only:

Total amount paid: \_\_\_\_\_

Paid by: Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC \_\_\_\_\_

Sold by: \_\_\_\_\_

Date: \_\_\_\_\_





**eStem Public Charter School**

**2023-2024 DTK6 STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

This form must be filled out for each child. (There is an electronic version on our website)

Please review the specific rules and policies found in the 2023-2024 Student Handbook. After reading the handbook please acknowledge your agreement and understanding by signing your name after each section.

Parent Name \_\_\_\_\_

Parent Email \_\_\_\_\_

Parent Phone \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**STUDENT HANDBOOK PARENT ACKNOWLEDGEMENT**

I have read the 2023-2024 Student Handbook. I agree to comply with these policies and all of the policies mandated by eStem Public Charter Schools, Inc.

I have reviewed the mission and philosophy of eStem, with the understanding that these values are rooted in the identity and philosophy of our school.

I understand that eStem is a charter school; and is, therefore, a school of choice.

I understand that attendance at this school requires compliance with school mission and policies.

I have reviewed the school calendar and noted special events.

I understand the importance of consistent daily attendance and I will use the calendar as a reference when planning appointments.

**Parent/Guardian's Signature** \_\_\_\_\_



## **CELL PHONE USE ACKNOWLEDGEMENT**

I have read and understand eStem's guidelines for cell phones. I understand that if any cell phone is out or turned on and being used for anything other than education, it will

be confiscated and turned into the office where it must be picked up by a parent/guardian.

**Parent/Guardian's Signature** \_\_\_\_\_

## **PARENT COMPUTER USE AGREEMENT**

I have read the eStem Public Charter School Authorized Use of Computer Networks Policy.

I hereby release eStem Public Charter School, eStem Public Charter School Board of Directors, staff, employees, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the charter school's computer network. This includes but is not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any additional restrictions I wish to be followed, in addition to those outlined in these regulations. I will emphasize to my child the importance of following the rules for personal safety.

I have reviewed the Computer/Internet Use policy. I agree to abide by the policy and understand that should I commit any violations, my access to privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

I give permission for my child to participate in the charter school's electronic communications system and certify that the information contained on this form is correct. This authorization will remain in effect as long as my child is enrolled in eStem Public Charter School or until I revoke this authorization in writing to the school director or until this policy is revised by the school.

**Parent/Guardian's Signature** \_\_\_\_\_

## **STUDENT COMPUTER USE AGREEMENT**

I have read the eStem Public Charter Schools Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my computer privileges can be terminated and I may face other disciplinary measures.

**Student's Signature** \_\_\_\_\_



## **VIDEO/PHOTO ACKNOWLEDGEMENT**

I give permission for my child to be photographed by eStem Elementary, by eStem PCS, Inc. or by authorized media as outlined above. This authorization will remain in effect as long as my child is enrolled in eStem Public Charter Schools or until I revoke the authorization in writing to the school Director.

**Parent/Guardian's Signature** \_\_\_\_\_

## **PERMISSION TO LEAVE CAMPUS ACKNOWLEDGEMENT**

This is authorization that my child can leave school grounds with his/her class for outside activities – i.e. physical education, walking field trips, etc. as approved by eStem Public Charter Schools.

**Parent/Guardian's Signature** \_\_\_\_\_

## **GOOGLE APPS FOR EDUCATION PARENT PERMISSION FORM**

Google Apps for Education is available as a tool for our students and staff. It is a web service and may be used from any computer with internet access. This education version of Google Apps provides a self-contained environment for students and staff to collaborate and share information and to publish some resources publicly. The features and options available will be based on grade level, student awareness, requirements for coursework and formal permission from parents/guardians. Student accounts may include a variety of Google Apps such as (but not limited to) email, shared documents, websites and blogs. Document sharing and email, when activated, can only be shared within the district domain.

I agree to allow my student to have a Google Apps for Education account that can be used on any computer connected to the internet. I understand the account is for educational purposes and use must meet the expectations outlined above. Any misuse of the account will be handled exactly as if it were done in school on a district account.

**Parent/Guardian's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_







Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

## **STUDENT AGREEMENT**

It is important that I work to the best of my ability; therefore, I shall do the following:

- Attend school regularly and be on time for all classes
- Come to school each day with the necessary supplies and tools for learning
- Complete and turn in all class assignments
- Keep hands and feet to self at all times
- Conform to rules of student conduct
- Conform to rules of dress code
- Respect school property and materials

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **PARENT/GUARDIAN AGREEMENT**

I want my child(ren) to achieve; therefore, I will encourage him/her by doing the following:

- See that my child(ren) are punctual and attend school regularly
- Pick-up my child(ren) at the designated time daily
- Demonstrate respect for all staff members
- Support the school in its efforts to maintain proper discipline
- Attend required academic and disciplinary conferences
- Stay aware of what my child/children is/are learning. Read the weekly newsletter and monthly calendar to stay aware of what is happening at school
- Notify the office if there are any changes in my address, email and/or contact numbers

**Parent/Guardian's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **TEACHER AGREEMENT**

It is important that students achieve; therefore, I shall do the following:

- Comply with policies and procedures of the school
- Provide relevant, challenging assignments for students
- Provide necessary assistance to parents so that they can help with the assignments
- Encourage students and parents by regularly (at least weekly) posting student progress to eSchool
- Use special activities in the classroom to make learning meaningful and interesting
- Work proactively with parents to maintain classroom discipline and procedures
- Demonstrate professionalism in all aspects of my role as an educator

**Teacher's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## **ADMINISTRATOR AGREEMENT**

We support this partnership on behalf of the student; therefore, I will do the following:

- Provide an environment that allows for positive communication between the school and the home
- Encourage teachers to regularly provide instruction that is rigorous and will challenge the student to think
- Encourage teachers, students, and parents to be involved in the learning process
- Adhere to the expectations as outlined in both the school and employee handbook
- Monitor and adapt systems of structure that provide a safe and supportive learning environment for students and staff.

**Director's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_