



First Presbyterian Church
PRESCHOOL
IN NORTH PALM BEACH



Parent Handbook

Dear Parents,

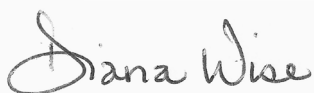
We welcome you to First Presbyterian Church Preschool in North Palm Beach. We appreciate the confidence you have shown by entrusting us with your precious child for this school year. It is our intention to provide a Christian environment where your child will receive loving care and where his/her own natural curiosity to learn will be piqued and guided.

We realize that you, as a parent, are the most important person in the life of your child, and that without your assistance and support, reaching our goal becomes more difficult. It is our prayer that we will be able to work together to ensure that your child's preschool years will be filled with joyful, fulfilling experiences.

It is our hope, as the Director and teaching staff of this preschool, that we can facilitate learning, foster self esteem, and encourage spiritual growth by providing a nurturing atmosphere in which both your child(ren) and our staff will flourish. We look forward to getting to know all of you this year.

My door is always open, and I welcome the opportunity to talk with you. I can be reached during preschool hours at 622-8818, ext. 120.

Sincerely,

A handwritten signature in dark ink that reads "Diana Wise". The script is fluid and cursive, with the first name "Diana" being more prominent than the last name "Wise".

Diana Wise
Preschool Director

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FIRST PRESBYTERIAN CHURCH PRESCHOOL IN NORTH PALM BEACH

(HEREIN REFERRED TO AS THE PRESCHOOL)

VISION STATEMENT

In obedience to God's Word, our mission is to nurture the preschool children of our church and community through loving Christian instruction in a quality learning environment. We seek to provide a preschool experience that will facilitate learning, foster self esteem and encourage spiritual growth at your child's own pace.

"Train up a child in the way he should go. When he is old he will not depart from it." — Proverbs 22:6

LICENSE

The Preschool operates in compliance with the regulations set forth by the Palm Beach County Health Department.

License # 50-51-00435

All staff members have been screened in accordance with the guidelines of this licensing agency.

EIN # 59-1516451 First Presbyterian Church in North Palm Beach Inc.

CURRICULUM

Our Preschool offers a three-pronged development readiness program with low student/staff ratios.

Spiritual / Emotional / Social Development

Bible activities for all children and weekly chapel for all classes encourage each child to grow in faith and to develop responsible Christian behaviors. Our teachers, through example, curriculum, and supportive relationships with the children, encourage each child to:

- See him/herself as a secure child loved by God
- Respond to God's love by being concerned and compassionate toward others and by caring for those in need
- Develop a respect for and a desire to protect and care for God's creation

Cognitive Development

We use a developmental readiness program based on the Creative Hands-On Curriculum recommended by the National Association for the Education of Young Children. The use of Work Jobs and Educational Manipulatives prepares your child for kindergarten.

Teachers relate creative activities in visual arts, music, movement, crafts, science, stories, and cooking (4's) to current areas of study:

Community Helpers	Shapes, Colors
Health, Safety, Nutrition	Holidays
Animals	Senses
Plants, Seeds	Insects
Seasons	Numbers, Letters
All About Me	Family, Home
Life on Land, Air & Sea	

Physical Development

Children develop both large and small muscle coordination through participation in age appropriate activities on the playground and in the classroom.

TUITION & FEES

Each tuition payment is due by 12:00 noon on “Tuition Day” according to the Tuition Schedule below, regardless of sickness, absenteeism, or vacations.

Any payment received after noon on “Tuition Day” will be considered late, and a \$25 late fee will be due with the late tuition payment. A child whose tuition is more than 10 days late will not be admitted to the program until full tuition and late fees are paid. Non-payment or consistently late payments may result in your child’s removal from the program. Please notify the Director immediately if hardship means you are unable to comply with current tuition requirements.

Make check payable to First Presbyterian Church, list your child’s name and class, and place it in the “Tuition” file in the Lucite stacker outside the Director’s Office.

YEARLY FEES

- \$300 non-refundable registration fee is due at the time of registration.
- \$230 activity and classroom supply fee is due with the first tuition payment.
- \$50 Cooking Fee (4’s Only) is due with the first tuition payment.

TUITION FEES

2’s: M/W or T/Th	2 Half Day Program	\$2,430.00
3’s: T/Th	2 Half Day Program	\$2,800.00
3’s: M/W/F	3 Half Day Program	\$3,200.00
4’s: M-F	5 Half Day Program	\$3,600.00

2020-2021 TUITION DUE

2020	M/W, M/W/F, M-F	T/Th
Payment 1	July 1	July 1
Payment 2	September 2	September 1
Payment 3	October 2	October 1
Payment 4	November 2	November 4
Payment 5	December 2	December 1
2021	M/W, M/W/F, M-F	T/Th
Payment 6	January 6	January 5
Payment 7	February 1	February 2
Payment 8	March 1	March 2
Payment 9	April 5	April 6
Payment 10	May 3	May 4

ENROLLMENT, REGISTRATION & WITHDRAWAL

ENROLLMENT

Enrollment in the preschool program constitutes a contract between the parent(s)/guardian(s) of the enrolled student and First Presbyterian Church Preschool in North Palm Beach. This contract guarantees that the student's parent(s)/guardian(s) will pay the tuition fee in full, in the amount stated for each program as listed under Tuition Fees. The contract will be enforced regardless of circumstance, including, but not limited to: termination of a student's enrollment by the Director, student withdrawal for any reason prior to the completion of the school year, or parent noncompliance with regards to tuition payments.

****The Director reserves the right to terminate a student's enrollment at any time during the school year.**

Enrollment Priority:

1. Students already enrolled in program and incoming siblings
2. Church members
3. Community

REGISTRATION:

Children currently enrolled must be re-registered for each school year. A registration form accompanied by the appropriate fee must be returned to the Director during the one-week priority sign-up period to ensure a reserved place for the next school year.

Registration Requirements

- A birth certificate is required for all first time enrollees.
- Children must be 2 years old on or before September 1st to be eligible for the Terrific Twos program.
- Children must be 3 and potty trained on or before September 1st to be eligible for the Pre-K Three program.
- Children must be 4 years old and potty trained on or before September 1st to be eligible for the Pre-K Four program.

Registration For The Pre-K Three 3-Day Program, M/W/F

The Pre-K Three 3-day program will be an annual registration process that will occur in the following order:

1. First right to registration: Re-enrolling students whose parents or grandparents are registered church members.
2. Second right to registration: Re-enrolling students whose parents or grandparents are not registered church members. If the number of registrants in this section exceeds the number of available openings for the 3-day program, a lottery drawing will take place. All registrations for this section will be placed in a lock box and be chosen and listed in numerical order until all openings are filled. All remaining names will be drawn and will be **listed in numerical order on the 3-day program waitlist only if the students are registered for the Pre-K Three 2-day program**. If your child is not registered for the Pre-K Three 2-day program, he or she will not be placed on the Pre-K Three day program waitlist.
3. Third right to registration: New enrollees whose parents or grandparents are registered church members.
4. Final right to registration: New enrollees of community families.

WITHDRAWAL

A written notice of withdrawal must be submitted to the Director two weeks prior to the expected date of student withdrawal. You are responsible for the full payment of all outstanding tuition and/or fees before you withdraw your child. Payment of the outstanding tuition must accompany your letter of notice to withdraw.

POLICIES & PROCEDURES

PARENT INVOLVEMENT & CONFERENCES

- Positive lines of communication are important to the success of our program, and to your child's sense of security in the classroom.
- Parents are free to ask for a conference with their child's teacher or the Director at any time. An appointment will be arranged when your child is not present.
- We encourage creative and supportive help when your child's teacher, assistant, or room parent requests it.
- Parents are encouraged to visit the classroom only when prior arrangements have been made with the Director and teacher.

What You Need To Know

The bulletin boards or window outside your child's classroom, and the Parent Committee board in the entrance hall, will be your links to what is happening at the Preschool. Please take the time to read the posted information in order to stay up to date. Please check your child's cubby for classroom communication, preschool information or requests, and your child's work. All information from the Director will be on hot pink paper. All information from the Parent Committee will be on turquoise paper. All information from the Memory Makers Committee will be on lime green paper.

Volunteering

Please be available and willing to help our Parent Committee by signing up to donate your time, goods or, money, if needed. We need your involvement in order to hold our fantastic events!

Skills Review

Parents will be informed throughout the year of any area(s) of concern regarding their child's skill acquisition, and behavioral and social development.

An observation checklist of accomplished skills for Pre-K 4 students will be completed during the second semester. The results will be given to the parents during a scheduled Parent/Teacher Conference.

ARRIVAL, DISMISSAL, & ABSENCES

Drop-off and Pick-up

- For the safety of all, please park in the measured parking bays only during drop-off and pick-up.
- The speed limit in the parking lot is 15mph.
- Children must be picked up at 12 noon sharp.
- Teachers are off duty at 12 noon. Parents will be charged a late fee of \$15 per 15 minutes, or fraction thereof, after noon. The fee is payable in cash directly to the staff person waiting with your child.
- Parents and siblings are asked to wait outside the classroom door at arrival and departure times after the first week of school.
- *Children must be signed in and out on the Attendance Sheet posted outside the classroom door each time they arrive or leave the classroom with a parent or authorized adult. The person dropping off or picking up must sign his/her first and last name.*
- If teachers do not know the person who has come for a child, the individual will be verified using the information supplied on your Enrollment Form. *Children will not be given to anyone who cannot show proper photo ID and be verified.*
- **Written authorization, signed by the custodial parent, must be given to the teacher in case of an emergency pick-up by an unauthorized individual (one who is not listed on enrollment form). The person picking up will be required to show a photo ID. The Director reserves the right not to release your child. To avoid any problems, please be sure to list a few relatives and/or friends in the “medical decision” and “pick-up” sections of your child’s enrollment form.**

****All visitors must sign in and out at the Director’s office.**

Strategies To Help Your Child Transition From Home To School

Some children have difficulty making the transition from home (in the morning) to school. These are some strategies that can be used to help your child feel more comfortable at the beginning of the school day:

1. Avoid rushed mornings. Make sure everyone has had a good night's sleep and that clothes have been chosen and laid out the night before. Try not to "hype-up" preschool, make it a "normal next step" in the day.
2. Eat a healthy breakfast, and have some relaxed time together before school begins.
3. Arrive at school 10 minutes before class so your child can find a friend and feel comfortable in the classroom before you leave.
4. Give your child a loving, but firm, goodbye with a smile and assurance that you will return. Do not appear worried or your child will pick up on it.
5. Once "goodbye" has been said, avoid lingering even if your child seems upset, as most children are happy shortly after the parents leave.
6. Feel free to telephone to see how your child is doing.

Many children dislike separating from parents when they begin preschool. This usually changes as children grow and become more comfortable at school. If a child is consistently unhappy, a problem-solving conference will be scheduled with the parents.

Absences

If your child is going to be absent, please notify the Director before school starts.

APPROPRIATE SCHOOL CLOTHING

- Please, no jackets or shirts with drawstrings or hoods
- Dress your child comfortable and casually
- Shoes must have enclosed toe and heel, and rubber soles; sneakers are preferred

DISCIPLINE

We adhere to a policy of development-appropriate discipline, which operates on an understanding of the whole child. Discipline does not mean punishment. It is positive guidance to encourage appropriate behaviors, and to redirect to positive ways of behaving. The root word for “discipline” is the same as that for the words “disciple” and “discipleship.” Discipline is based on love, nurture, care, comfort, and support. Its aim, ultimately, is self-control, with God’s help, in a community where both expectations and forgiveness operate.

To help children develop self-control, the following consequences for continuing inappropriate behavior will be used:

1. Teacher warnings and appropriate behavior guidance as needed
2. Time out
3. Removal from the classroom to the Director’s office for a cooling off period and talk
4. Parent notification and conference

Every effort will be made to help the children redirect negative behavior into positive behavior and to maintain communication with parents regarding their child’s progress. ***However, should a child continue to demonstrate negative and harmful behaviors, after the aforementioned interventions, the Director has the authority to terminate the child’s enrollment.***

HEALTH & SAFETY

The Health Department requires that each new student have a valid Health Examination Form completed by a physician no earlier than 1 year prior to his/her enrollment, and a valid Certificate of Immunization signed and dated by a physician (in Part B on the reversal of the form) on file at this preschool. It is the parent(s)/guardian(s) responsibility to keep these two student health forms up-to-date while the child is enrolled in our programs.

IMMUNIZATIONS

The following immunizations are required and must be kept up-to-date. (Parent may request the Immunization Form for updating by the child's physician, as additional immunizations are given.)

- DPT or DT – 4 or 5 shots (2, 3, 6, & 18 mos. and 4 yrs.)
- OPV (Polio) – 3 or 4 shots (2, 4, & 18 mos. and 4 yrs.)
- MMR (Measles, Mumps, Rubella) – 1 or 2 shots (15 mos. and 5 yrs.)
- HIB – up to 4 shots (15 mos., 2, 4, and 6 yrs.)
- Hepatitis B – series of 3 shots (newborn, 2 mos., and 1 yr.)
- Varicella Vaccine (2 doses) or proof of chicken pox disease
- Pneumo Conju (4 doses)

****A Religious Exemption from Immunization Certificate (blue) will be accepted in lieu of the Certificate of Immunization.**

ILLNESS

No child should attend class visibly ill. If your child becomes ill while on campus, you or an authorized individual will be notified to pick up the child immediately. Your child may be kept in isolation until you arrive. You will be called if your child exhibits any of the following symptoms:

- Headache with stiff neck or general malaise
- Fever: temperature over 100 degrees
- Behavior: crankiness, listlessness, crying more than usual, obvious general discomfort

- Loss of appetite
- Respiratory: breathing difficulties, wheezing, runny nose
- Initial onset of colds with watery eyes and clear nasal drainage
- Sneezing, colds with yellow-green discharge or cough
- Vomiting or gagging continually
- Diarrhea: frequent watery or green-colored bowel movements unrelated to medication or diet
- Rash: undiagnosed rashes or spots
- Tearing, irritation, redness of eye or eyelid lining
- Sore throat: difficulty swallowing
- Severe itching of body or scalp

Your child's admittance to class following a communicable disease should be based on the following guidelines, but will ultimately be at the discretion of the Director:

- Chickenpox: all lesions are dry and crusted
- Impetigo: at least 24 hours after the start of medication
- Conjunctivitis: at least 24 hours after the start of medication
- Lice and Scabies: following medical treatment
- Pin worms: no restriction following the start of medication
- Hepatitis: physician's treatment and sign-off is required
- Strep Throat: at least 48 hours after start of medication
- Measles: no sooner than 3 days after rash disappears
- Mumps: after swelling has disappeared completely

Should your child develop any of the aforementioned, or other communicable diseases, please contact the Director immediately.

MEDICATION

No medication will be administered by the Director or Preschool Staff. Please administer all medication prior to arrival at school. Preschool staff should be notified if your child is taking any type of medication: prescription, over-the-counter or homeopathic.

INJURIES & ACCIDENTS

To receive entry into class following an injury, your child must have a doctor's note stating that the child can participate without limitation, and that the child does not require any specialized care during the Preschool hours. ***Should your child re-enter the Preschool with a doctor's note for a healing injury, the Preschool assumes no responsibility should a re-injury occur during routine preschool activities.***

Accidents

Staff members will complete an injury report for every injury, no matter how minor. Parents will need to sign off on the injury report form acknowledging that they have been notified of the injury. A staff member trained in First Aid and CPR will be on the premises.

Every effort will be made to protect your child, however, injuries might occur. It is imperative that the Preschool Director is able to contact the parent(s) or an authorized person listed on the enrollment form at all times during Preschool hours.

Minor scrapes, and bruises will be treated by gloved preschool staff using soap and water, ice, or bandages as needed.

More serious injuries will be dealt with in the following manner:

- Parent(s) will be notified and given a description of the accident and any external signs of injury. At this point, parents will have the choice to remove the child from school for a physician's evaluation.
- If parent(s) or those authorized to act on the child's behalf cannot be reached, North Palm Beach Paramedics may be called to the school to evaluate the child's injury and, if needed, the child will be transported to the appropriate medical facility. *Parents will be responsible for all expenses incurred.*

Emergencies will be dealt with in the following manner:

- 911 will be called immediately
- Parent(s) will be called as soon as possible
- If parent(s) or those authorized to act on the child's behalf cannot be reached, the signed medical release will be used to secure necessary medical treatment. *Parents will be responsible for all expenses incurred.*

HIGHLIGHTS OF THE EMERGENCY RESPONSE PLAN HANDBOOK FOR SEVERE WEATHER & EMERGENCIES

Copies of the complete Emergency Response Plan Handbook are on file in the Director's office or on the church website at www.firstpresnpb.org. Click on the preschool box at the top and then the Emergency Response Plan Handbook link. It is the responsibility of one parent per student to read the plan in its entirety before the start of school and to fill out a "sign off" sheet online or in the Director's office. Give the completed sign off sheet to the Director to be placed in your student's file.

Fire Drills are held monthly, so that the children and teachers are able to clear the building quickly and safely. Severe weather drills are also held periodically to prepare teachers and children for severe weather. In case of an emergency requiring building evacuation, children will be taken to a safe on-church-campus location.

Hurricanes and Other Severe Weather *With Advance Notice*

For severe weather for which we have advance notice, such as hurricanes, the Preschool will close according to the closure for the public schools. These closures are announced on the local radio stations and local TV channels. If the area public schools are closed, the Preschool will be closed as well. The Preschool will reopen with the local public schools, unless you are otherwise notified by the Director. The Preschool will not be held responsible for notification of our reopening if you do not have service at the time the message goes out.

Please check to be sure that the Preschool has your correct phone number. *The return date will be determined according to the damage to the church property and time needed for repairs.* We cannot be held responsible for acts of God that result in damage to the Preschool's physical plant, and thus will not offer any refunds or discounts in future tuition payments for days that are missed. There will be no make up days.

IMPORTANT: Please use your best judgment – if you are unsure of the severity of the weather and no closure is indicated, please stay at home and be safe.

Severe Weather Without Advance Notice/Emergency Situations

For severe weather, or any emergency situation, that occurs while preschool is in session, the Preschool will make every effort to protect your child, **however the church, preschool and staff will not be held liable for injuries incurred**

during an act of God, hazardous material release or act of violence by intruder, etc.

Inclement Weather During Preschool Hours

Children will be kept inside if the weather is inclement, and will be removed from the playground at the first sign of approaching bad weather, including lightning that is visible on the horizon or audible thunder. For approaching severe windstorms that have spawned tornadoes, the children will be evacuated to the interior rooms and hallways of the preschool building. Should evacuation of the preschool facility become necessary, each lead teacher will collect the daily attendance roster and white information cards, and the children will be walked to a safe on-church-campus location in single file with one teacher at the front of the line and on at the end. The lead teachers will retake attendance at the relocation site and give the Director a count. Parents will be contacted as soon as is possible about pickup and the location of pickup, if necessary.

GENERAL INFORMATION

SCHOOL SUPPLIES

What to Bring By the First Day of School:

For All Children

- A change of clothing in a zip-lock bags to be left in the child's classroom in case of an emergency (should include shorts, shirt, underwear, diapers or pull-ups, socks). *Please replenish as needed.*
- 3 boxes of tissues
- 4 large Elmer's glue sticks
- 5 large containers of "fragrance free" wipes
- 2 containers of Clorox wipes
- 1 large package of napkins
- 2 large organic hand sanitizers

What to Bring By the First Day of School:

Items Specific To Grade Level

Terrific Twos:

- Zip-lock with 5 diapers or pull-ups with velcro marked with child's name. *Please replenish as needed.*
- 1 non-spill sippy cup for August. Must be permanently marked with child's name.

Pre-K Three & Pre-K Four

- (3's only) 1 Aleene's Tacky Glue 8 oz.
- (4's only) Bring daily - 1 reusable drink bottle or thermos permanently marked with name.

What **Not** to Bring to School

- Toys (except on show-and-tell days)... We find it **very** difficult to share our own possessions!
- Medicine
- Gum or Candy
- Weapons (pretend or real)

SNACKS

Our children enjoy bringing snack and juice to share with their classmates. Students will take the “Snack Basket” home to fill for their assigned school day. Please check with your child’s teacher to determine if there are any food allergies. *If you are unable to bring the basket on your assigned day, please make arrangements to switch with another parent and notify the teacher of the change.*

Listed below are some of the possibilities for snacks, however, please use your own judgment. A word of caution: according to Palm Beach County Dept. of Health, snacks should be nutritious and include 2 of the 4 food groups, which are dairy, meats (beans and nuts, too), fruits and vegetables, and carbohydrates (bread, crackers, pretzels, muffins). Snack items must be store bought and packaged individually. Because our water is fluoridated, please do not send in bottled water with fluoride. Send the items, we’ll serve the snack!

Snack Ideas

- Cheese cubes or slices and crackers
- Yogurt cups or tubes
- Small fruit chunks (fresh or canned) or applesauce—send in spoons
- Raw vegetable pieces, slices, or sticks with dressing
- Dried fruit pieces, yogurt raisins
- Banana bread, breadsticks, Ritz crackers, Popcorn
- Fruit filled cookies, oatmeal cookies
- Raisins or Cran-Raisins
- Cold meat cubes
- Pretzels
- Snack crackers: goldfish, graham crackers
- Rice crackers, cheese puffs, Pirate’s Booty

****If your child has food allergies, please feel free to send in snacks for him/her in a zip-lock bag labeled with his/her name. Parents are still required to bring snack for the class on their assigned days.**

LET'S CELEBRATE

Birthdays:

If your child has a birthday during the school year, the teachers will try to send the Snack Basket home with your child to be returned for that day, or a day close to it. Please send birthday desserts, in addition to the nutritious snacks. The class will celebrate your child's birthday, and we welcome you to attend and provide fun foods, cupcakes, or cookies, partyware, and party favors for the entire class on that day. *Please make birthday arrangements with your child's teacher.*

In addition to, or in lieu of the birthday celebration, you may donate an educational book or toy to the class in your child's name.

Seasonal Celebrations

Seasonal celebrations will be organized by your child's teacher and room parent. Parents will be asked to contribute food, drink, paper goods, and small items for "goody bags."

DONATIONS

We gladly accept the donation of art supplies, white paper, ride-ons, educational games, manipulatives, toys, books, blocks and Duplos, and will happily make suggestions if you wish to purchase items for the Preschool.

A CHURCH HOME

Should you not have a church home, we would like to take this opportunity to invite you and your child(ren) to attend our Sunday Worship Services, Sunday School classes and church activities. You may receive our church newsletter which is filled with information about church programs, services and special activities by submitting your email address to the church at www.firstpresnpb.org.

2020-2021 SCHOOL CALENDAR

Some closure dates are subject to change and additional dates may be added.

August 21	Orientation / Open House
August 24	M-W / M-W-F Classes Begin
August 25	T-Th Classes Begin
September 7	Labor Day - Closed
September 28	Fall Holiday - Closed
October 13	Teacher Work Day - Closed
October 14	Parent Chapel Day
November 3	Teacher Work Day - Closed
November 19	Fall Festival
November 23-27	Thanksgiving Holiday - Closed
December 17	Christmas Program
December 18– January 4	Christmas Holiday - Closed
January 18	M.L. King Day - Closed
February 1-5	Re-registrations for 2021-2022
February 11	Dessert with Daddy
February 15	Teacher Work Day - Closed
March 9	Parent Chapel Day
March 15-22	Spring Break - Closed
April 2	Spring Holiday - Closed
April 22	Spring Musical Program
May 5-6	Morning with Mom
May 7	Pre-K 4 Only: Mother's Day Luncheon
May 10-13	Teacher Appreciation
May 26	M-W classes end
May 27	T-Th classes end
May 27	Pre-K 4 Only: Graduation
May 28	M-W-F and M-F classes end
May 28	End of the Year Party at 12-2pm

TUITION DUE

2020-2021

August 2020

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30	31					

September

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October

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November

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December

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January 2021

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31						

February

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28						

March

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April

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May

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23	24	25	26	27	28	29
30	31					

NOTES:

