



Welcome to the SEBRSD Before and After School Program! Please be sure to read through the program handbook and familiarize yourself with our guidelines and policies and note that **new tuition rates went into effect for the 2017-2018 school year.** A deposit equivalent to one week's tuition is due at the time of registration to secure your child's slot in the program and prepayment is required for all days throughout the year. Please be sure to also return all of the forms in this packet at the time of registration.

Don't Forget:

- ⇒ Registration Form/Deposit
- ⇒ Discipline Guidelines Acknowledgement Form
- ⇒ Photo Release Form
- ⇒ Acceptable Use Technology Form



Spencer-East Brookfield Regional School District
Before and After School Program
 306 Main Street. Spencer, Massachusetts 01562
 Telephone (774) 200-6548
 Web: www.sebrsd.org * Email: basp@sebrsd.org



B/ASP HANDBOOK 2017-2018 School Year

Mission Statement

The SEBRSD will provide Before and After School Programs in a safe, enriching, and nurturing environment.

The Program

This program will provide a variety of indoor and outdoor activities which are designed to foster the child’s social, physical, and intellectual growth. Daily supervised homework time and opportunities for extended learning activities will also be available. We aim to provide the child with opportunities to balance learning and fun during non-school hours.

Hours of Operation

The programs are open Monday-Friday on normal school days, in accordance with the current school year calendar, for grades PK*-6. The program is also open most school vacation, early-release and professional development days throughout the school year (excluding major holidays). Both the BSP and ASP programs will be held at East Brookfield (PK-6) and Wire Village (K-6) on normal school days. Knox Trail students (grades 5-6) who attend the BSP or ASP will be bused to/from the Wire Village programs.

***Preschool aged children must be toilet trained in order to attend the programs and require 2 labeled and bagged changes of clothing to be kept on-site in case of accidents.**

Program	Cost	Location	Grades	Open-Close Time	Site Contact #
BSP	\$8/day	East Brookfield Wire Village	PK-6 K-6	6:30 a.m. – 8:15 a.m.	774-200-6544 774-200-6547
ASP (WV gr.K-4 & KT gr.5-6)	\$11/day	East Brookfield Wire Village	PK-6 K-6	School dismissal – 5:45 p.m.	774-200-6544 774-200-6547
Early-Release*	\$22/day	Wire Village	PK-6	School dismissal – 5:45 p.m.	774-200-6547
Full-Vacation/Prof. Development*	\$40/day	Wire Village	PK-6	7:00 a.m. – 5:45 p.m.	774-200-6547
Summer Program (Full)*	\$40/day	Wire Village	1-6	7:00 a.m. – 5:45 p.m.	774-200-6547

**Special programs are held at Wire Village for all students. Separate registration is required for all vacation, early-release and professional development days; students are not automatically enrolled. Sign-up forms will be made available at each program location and on the school district website. The program will only open if there is a minimum of 10 students enrolled for each day. Should there be summer child-care offered, it will be for District-enrolled students entering 1st – 6th grades and operate under the same guidelines as during the school year.*

Nutrition

The ASP will provide one snack during each session. Children who attend the BSP or full vacation days will be provided with a light breakfast. Please inform us in writing if your child has any dietary restrictions or food allergies. Lunch is NOT provided at any of our programs: students must bring their own.

Transportation

Transportation is not provided to or from the BSP or ASP on normal school days. In instances where the early-release ASP is held at a location other than your child’s school, bus transportation will be provided from their school to the ASP location. Parents/Guardians are responsible for pick-up at the ASP location by program close time and must sign their children out before they are dismissed.

Inclement Weather

Cancellations/Dismissals

If school is cancelled or dismissed early due to inclement weather conditions or other declared emergency, the B/ASP will be closed. Credits will be applied for such days.

The Spencer-East Brookfield Regional School District’s Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences.

Delays

If school is delayed due to inclement weather conditions or other declared emergency, the Superintendent will determine whether or not the Before School Program will be open, which will be announced through the delay ALL-CALL message. Credits will be applied for program closures.

Medications

The programs do not have access to the school nurse facilities during non-school hours so if your child has allergies or a medical condition and may require an inhaler, epi-pen or other medication or device on a PRN basis, one must be provided to the program to be kept on-hand. Medications will be returned to the parents upon the close of the school year or when child is unenrolled from the program.

Discipline Guidelines

In order for this to be a successful program for all students, cooperation, respect, and self-control must be our expectations for every child. When a student disrupts activities because of poor behavior, the enrichment aspect is compromised and the benefits for the other children who are well-behaved and engaged are jeopardized.

The following steps will be taken by the program staff when disruptive behavior occurs:

Intervention 1: verbal warning

Intervention 2: written warning that must be signed by a parent and returned before the student can return to the program, and/or an emergency phone call to a parent for an immediate pick-up

Intervention 3: 1-5 days of suspension from the program, to be determined by a Site Coordinator or Program Director based on the nature of the incident, followed by a discussion and/or meeting between a Site Coordinator or Director and the parent(s).

Intervention 4: dismissal from the program. This is at the discretion of the Program Director. When dismissal becomes necessary, a parent will be notified by phone, followed by written communication.

If an incident is severe, such as fighting or inflicting injury to others or him/herself, step 3 or 4 will be taken immediately.

Interventions are cumulative and may not reset. Depending on the severity and/or nature of each individual situation, disciplinary actions from prior school years may be taken into considered when making determinations for disciplinary action/dismissal.

Parents and children must read, sign and return the Discipline Guidelines acknowledgement form prior to the start of program attendance.

Personal Electronic Devices

Use of personal electronic devices at the programs is prohibited. This applies to BSP, ASP, early release and full program days. This includes but is not limited to cellphones, gaming devices, tablets and laptops. This is for multiple reasons but primarily to prevent the following: loss or damage, exposure to materials that may not be suitable for all ages, as well as disruption or conflict. Any devices that are found will be held in the staff room or parent pick-up area until the student is dismissed.

Enrollment/Registration Forms

Slots in the B/ASP are offered on a first-come, first-served basis. A registration form is required for all students who attend. No child shall be permitted to attend the program without a current form on file. Students returning to the program must re-register with the start of each new school year; enrollment does **NOT** carry over from the previous year. Families will be billed for all days that a student has been enrolled in the program. See Billing Policies for more information. Registration forms can be picked up from each school, the Administration Office, Pupil Services, or downloaded from the school district website. Please note that prepayment is required for all days and a **minimum deposit of one week's tuition is due at the time of registration in order to secure enrollment** and the balance is due prior to the start of the month. Completed forms and payment can be sent to the following:

SEBRSD B/ASP Program Director
306 Main Street
Spencer, MA 01562
Phone: 774-200-65488
Fax: 508-885-8504
Email: basp@sebrsd.org

Program Enrollment Limits & Restrictions

Both the Before and After School Programs operate on a staff to student ratio of 1-to-10. While every effort will be made to accommodate as reasonable an amount of students as possible per site location, we may be required to limit the number of slots in the program based upon staffing availability and space constraints which could result in students being placed on a wait list. Any changes to staffing will impact the number of student slots available and, as a result, the number of allowable enrollment slots may change/vary throughout the school year.

Due to our staffing/enrollment structure and to ensure the safety of all students, alternating schedules and as-needed or drop-in use of the program are strictly prohibited. Use of the program is limited to permanent enrollment only.

Wait List

Should the program(s) become full, students will be placed on a wait list in the order in which their form is received. A deposit equivalent to one week's tuition is due in order to secure a student's placement and position on the wait list. As slots may become available at any given time, the deposit is required to cover the first week to allow the parents time to pay the balance due for the month. Deposits will be cashed and placed on the child's account and will be used towards actual charges once there is availability in the program. Deposits are fully refundable should you choose to remove your child from the wait list.

Attendance

A student must be in attendance of school for each day that the B/ASP is attended. To report a change to your child's B/ASP attendance/schedule, please contact the Program Director at basp@sebrsd.org or 774-200-6548. Once your change has been received, the Program Director will notify the school and program site. **All changes to attendance will need to be reported a minimum of 24 hours in advance** to allow sufficient time for coordination, to eliminate confusion at dismissal time and to ensure that each child is accounted for and where they are supposed to be. **Notifications received on the same day will not be accepted**, except in cases of extreme emergency only.

Pick-Up

All students must be picked up by the 5:45 p.m. program close time each day. If the school is locked, call the ASP site phone and a staff member will let you in. Students will only be released to adults on the authorized pickup list who are able to present valid photo identification. Please be sure to always bring ID with you or you may be turned away. Do not assume that the staff member assigned to parent-pickup will know your identity as we rotate staff responsibilities daily. We appreciate your cooperation with this security protocol. Please refer to Billing Policies for info on late fees.

Tuition

The B/ASP is a self-sustaining program. Tuition is the only source of revenue and supports the operation of our program, including supplies and payroll. We make every attempt to keep the cost as reasonable as possible.

The cost of the BSP is \$8/day, ASP is \$11/day, early-release is \$22/day and full program day is \$40/day.

No student shall be permitted to attend without prepayment. Payment for each month is due prior to the start of the month. Invoices will be generated and sent home approximately 1 month prior to the start of each upcoming month to allow sufficient time for prepayment. In an effort to keep costs at a minimum and to reduce our impact on the environment, invoices will be emailed to all families with a valid email address on file. All others will be either mailed home or sent home from the B/ASP with the students. Please be sure to check your child's school bag for your invoice if you don't receive one in the mail.

Payments

Checks should be made payable to **SEBRSD B/ASP**. Please list the student's name in the memo line so payment is applied to the proper account. Payments can be dropped off or mailed to the following address:

SEBRSD District Billing Office
Attn.: Before & After School Program
306 Main Street
Spencer, MA 01562

Financial Aid

The SEBRSD B/ASP does not offer assistance or a sliding fee scale but does accept childcare vouchers from Child Care Resources, an affiliate of the Seven Hill Foundation. If you have financial difficulties and would like to apply for childcare assistance, you can call them at 508-856-7930 to request an appointment. Families who qualify for a voucher are responsible for any parent fees and are billed accordingly. Vouchers are not backdated and families are responsible for full tuition fees until the voucher is put in place. Any family with a parent-fee must prepay their portion each month (in accordance with their agreement with CCR) and will have their voucher terminated for arrears.

Billing Policies

Please review the billing policies below. These are strictly enforced.

Prepayment Policy

Prepayment is required for all days that a student is enrolled for/attends. Payment for each month is due in full prior to the start of the month. A minimum deposit of one week's tuition is due with registration form to secure enrollment.

Arrears Policy

As prepayment is required, arrears are not permitted. The program reserves the right to suspend a student or family from the program at any time for non-payment.

Any student or family that has a past due balance with the district (across all accounts) from current or previous years will not be permitted to attend/return to the program until the past due balance has been paid in full. Payment plans are available depending on the individual circumstance.

Absence Policy

Families are charged for all days that a student has enrolled for (other than permanent changes to the attendance schedule). Due to staffing and operating costs, **credits are not given for days absent**, with or without advance-notice. The Program Director reserves the right to make an exception in cases of extreme emergency.

**Please note that credits will be applied to all accounts for days that a student is scheduled to attend when school is cancelled due to inclement weather or other declared emergency.*

Late Pick-up Policy

Families will be charged a late fee of \$10 per 15 minutes (per child) when students are picked up after the program close time of 5:45 p.m. In addition to late fees, a verbal warning will be given after 3 occurrences. Any further occurrences may result in suspension or dismissal from the program.

Returned Check Policy

A fee of \$25.00 will be incurred for all returned checks. After the second occurrence, cash, money order or cashier's check will be the only accepted forms of payment.

Special Program Days: Vacation/Early Release/Professional Development Day Policy

Separate registration is required for all vacation, early-release and professional development days; students are not automatically enrolled. Space is limited on special program days and slots are filled on a first-come, first-served basis, as long as prepayment is received. Sign-up forms will be made available to families as far in advance as possible and will be emailed home or can be picked up at each program location or downloaded from the school district website. The program will only open if there is a minimum of 10 students enrolled for each day.

Payment for all early release or full program days attended is required in advance and all BSP & ASP accounts must be paid up-to-date in order to attend. Please note that breakfast is provided on full vacation days but lunch is NOT provided for any of these programs. Students must bring their own lunch.

Should you choose to unenroll your child from a special program day after payment has been received, a minimum of one week's notice is required in order to receive a refund/credit for the day. This is to take into account the one-week sign-up deadline and allows us to open enrollment to the wait list. Additionally, this ensures that should the cancellation cause enrollment numbers to drop below the required minimum of 10 students, the program will still be able to operate for families who were notified that the program would be open. No credit shall be issued for absences.

Summer Program Enrollment

If a summer child-care program is offered, it will operate under the same guidelines as the B/ASP during the school year. A set enrollment-schedule by the month is required, just like it is during the school year. Families are billed for ALL days in their enrollment schedule for each month; deposits are non-refundable and credits/refunds are not offered for any days not attended.

**Please note that any suspensions/removal from the program due to non-payment may place your child at the bottom of a wait-list since we do not hold slots and they are filled as they become available, in the order in which they are placed on the list.*

Contact Us

If you have any questions/concerns about the B/ASP program, you can contact the Program Director at 774-200-6548 or basp@sebrsd.org. Any billing questions can be directed to the District Billing Office at 508-885-8500x310.

07/2017



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REGISTRATION FORM

School Year: _____ - _____

Student's Name: _____ D.O.B. _____

School enrolled in: _____ Grade: _____

Home Address: _____

Email Address: _____ alt. email: _____

Mother's Name: _____ Can pick up? _____

Mother's Telephone: Home: _____ Work: _____ Cell: _____

Father's Name: _____ Can pick up? _____

Father's Telephone: Home: _____ Work: _____ Cell: _____

Name of adult(s) student lives with: _____

Names of additional family members and persons authorized to pick up your child:

1. Name: _____

Telephone: Home: _____ Work: _____ Cell: _____

2. Name: _____

Telephone: Home: _____ Work: _____ Cell: _____

Person to contact in case of emergency: _____

Address: _____

Telephone: Home: _____ Work: _____ Cell: _____

Relationship to Child: _____

Alternate emergency contact person: _____

Address: _____

Telephone: Home: _____ Work: _____ Cell: _____

Relationship to Child: _____

PLEASE LIST ANY KNOWN ALLERGIES OR MEDICAL CONDITIONS.

Allergies: _____ Medical Conditions: _____

Medications: _____

I have read the B/ASP Handbook (located at www.sebrsd.org) and agree to the terms, conditions and policies of the program.

Parent/Guardian Signature: _____ **Date:** _____

A one week deposit must accompany this form to secure enrollment. Monthly prepayment is required for all days.

Please circle the days you wish to enroll your child for each of the programs:				
<u>BEFORE SCHOOL PROGRAM (BSP)</u> (\$8/day) - START DATE: _____				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>AFTER SCHOOL PROGRAM (ASP)</u> (\$11/day) - START DATE: _____				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

ADMIN ONLY Date Received: _____ Program Director _____ Billing Office _____ REV. 04/17

The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences.

Spencer-East Brookfield Regional School District Before & After School Program

2017-2018 School Year Calendar

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The B/ASP will be **OPEN** all regular school days, all professional development & early release days, plus the following:

- Monday-Friday, August 21st-25th (extension)
- Monday, August 28th (extension)
- Friday, September 1st (Spencer Fair)
- Wednesday, September 20th (Full PD Day)
- Monday, October 9th (Columbus Day)
- Friday, November 10th (Veteran's Day)
- Wednesday, November 22nd (Thanks. Recess)
- Tue-Fri, December 26th-29th (Winter Recess)
- Monday, January 15th (Martin Luther King Day)
- Mon-Fri, February 19th-23rd (February Recess)
- Friday, March 30th (Good Friday)
- Mon-Fri, April 16th-20th (April Recess)



School Closed/ Holidays



School Not In Session



Early Release (open)



Program Open Full Day(Special)

The B/ASP will **CLOSED** be for the following major holidays/observations:

- Monday, September 4th (Labor Day)
- Thu-Fri, November 23rd-24th (Thanksgiving Recess)
- Monday, December 25th (Christmas Day)
- Monday, January 1st (New Year's Day)
- Monday, May 28th (Memorial Day)



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Acceptable Use Policy for Technology

The purpose of this policy statement is to ensure all who use technology under the auspices of the Spencer-East Brookfield Regional School District do so in a manner which is consistent with the mission of the school system, and complies with all Federal, State, and local laws. This acceptable use policy (AUP) is in compliance with State and Federal telecommunications rules and regulations.

In order for students to use Spencer-East Brookfield Regional School District technology, they must read the following guidelines for use and sign the Acceptable Use Policy for Technology contract. The student contract must be signed by the student's parent or guardian. All students in Grade 2 or above shall also be required to sign the AUP before using district technology. Students will utilize technology in a manner consistent with appropriate conduct as outlined in the school handbook. It is understood that staff signing their employment contracts will abide by and accept all district policies.

Guidelines for Use

The primary purpose of the Spencer-East Brookfield Regional School District (henceforth referred to as District) technology is educational. It is essential that anyone who used this technology understand its purpose. All users will assume full liability, legal, financial and/or otherwise, for consequences for unauthorized use. Failure to abide by these regulations may result in disciplinary and/or legal action.

A prerequisite for obtaining and using a District network account is that each user takes full responsibility for his/her own actions. The District and other organizations sponsoring Internet access will not be liable for the actions of anyone connecting to the District network and/or Internet through these links.

The District makes no guarantees, implied or otherwise, regarding the reliability of the data connections. Neither the District nor sponsoring organizations will be liable for any loss or corruption of data while using a District network account.

The District reserves the right to examine all data stored on any and all equipment owned by the District or connected to the District network/Internet connection.

All District students and staff will abide by the following conditions when using District technology:

- Users will not use technology to perform any act that may be construed as illegal and/or unethical.
- Users will not engage in, promote, enable or discuss system cracking, software piracy, and other computer based criminal skills and acts.
- Users will not access sexually explicit content, such as pornography and/or erotica.
- Users will not access material that contains violence or other forms of graphic or "extreme content.
- Users will not engage in, promote or enable bigotry, hate speech or harassment of any kind.
- Users will not engage in, promote, or enable gambling, recreational drug use, alcohol, or other activities frequently considered to be vice.
- Users will not access material unrelated to a student's studies, an employee's job function, or other tasks for which the computer in question may be intended.



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- Users will not use District technology for treasonous or subversive acts.
- Users will report any an all misuse of District technology as described in this Policy.

School Guidelines for Internet Usage

- All students must have a signed permission slip from their parents that authorizes them access to the Internet.
- Respect for the equipment of the school and its network is a condition for use of the computers.
- Students are to notify the teacher/librarian immediately of any disturbing material they may encounter on the World Wide Web or in email.
- Students are not to post personal information such as telephone number, full name, address, email address, or personally identifiable photos on the Internet or give this information to anyone online.
- Students are never to give anyone their password to any of their accounts or allow another student to use their account to access the Internet or school network.
- Students must gain clearance from the teacher/librarian before downloading any programs from the Internet.
- In accordance with student rights and responsibilities, the following are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Harassing, insulting or attacking (flaming) others.
 - Damaging computers, computer systems or computer network.
 - Violating copyright laws, including software piracy and plagiarism.
 - Using another's password/accounts.
 - Intentionally gaining unauthorized access to network, computer or system directories, resources or entities.
 - Knowingly accessing inappropriate material or delving deeper into inappropriate information accessed accidentally.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

I, _____, the parent/guardian of the above named student, agree to accept all financial and legal liabilities that may result from my son/daughter's use of Spencer-East Brookfield Regional School District technologies.

Parent Signature: _____ Date: _____



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Intervention 1: verbal warning;

Intervention 2: written warning that must be signed by a parent and returned before the student can return to the program, and/or an emergency phone call to a parent for an immediate pick-up;

Intervention 3: 1-5 days of suspension from the program, to be determined by a Site Coordinator or Program Director based on the nature of the incident, followed by a discussion between a Site Coordinator or Director and the parent(s);

Intervention 4: dismissal from the program. This is at the discretion of the Program Director. When dismissal becomes necessary, a parent will be notified by phone, followed by written communication.

If an incident is severe, such as fighting or inflicting injury to others or him/herself, step 3 or 4 will be taken immediately.

Interventions are cumulative and may not reset. Depending on the severity and/or nature of each individual situation, disciplinary actions from prior school years may be taken into consideration when making determinations for disciplinary action/dismissal.

Parents and children must read, sign and return the Discipline Guidelines acknowledgement form prior to the start of program attendance.

My child and I have read, discussed and understand the discipline guidelines for the Before and After School Programs.

Student Name / Signature

Parent Name / Signature

Date

07/17



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Photo Release Form for Minors (if under 18)

The SEBRSD B/ASP has my permission to use my or my child's photograph publically to promote the program. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date _____

Phone Number: _____

Photo Release Form for Adults

The SEBRSD B/ASP has my permission to use my photograph publically to promote the program. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Name: _____

Signature: _____ Date _____

Phone Number: _____