
Shooting Star Preschool and Childcare

Parent Handbook



(425) 254-1346
483 Duvall Avenue NE • Renton, WA 98059

TABLE OF CONTENTS

MISSION STATEMENT 3

WELCOME TO OUR PROGRAM 3

REGISTRATION REQUIREMENTS AND ENROLLMENT PROCEDURES*4

 ADMISSIONS4

 REGISTRATION FORMS4

 TRANSITION PERIOD4

ARRIVAL AND PICK-UP/SIGNING IN AND OUT* 5

TUITION AND PAYMENT PLAN*5

 DEFINITIONS - FULL TIME, PART TIME AND DROP IN5

 VACATIONS AND ABSENCES6

 FAMILY DISCOUNT6

 PAYMENT PENALTIES6

 EXTRA CHARGES6

 HOURS AND DAYS OF OPERATION *7

PROGRAM/CURRICULUM8

 EDUCATIONAL PROGRAMS8

 CLASSROOM ENVIRONMENT8

 OUTDOOR PLAY8

 DAILY SCHEDULE*9

Lesson Plan9

 ITEMS BROUGHT FROM HOME9

FREE ACCESSNISATION*9

BEHAVIOR MANAGEMENT AND DISCIPLINE*
.....10

NAPS AND REST PERIODS11

TOILET LEARNING*11

MANDATORY CHILD ABUSE REPORTING*12

NON-DISCRIMINATION POLICY*12

RELIGIOUS ACTIVITIES* 12

TRANSPORTATION AND FIELD TRIPS*12

STAFFING 13

MEALS AND SNACKS SERVED*13

 SAMPLE MENU*13

POLICIES FOR FOOD BROUGHT FROM HOME* 13

DISASTER RESPONSE PLAN* 14

HEALTH CARE PRACTICES.....	14
CLEANING AND DISINFECTING.....	14
INJURY PREVENTION.....	15
ILL CHILDREN*.....	15
MEDICATION MANAGEMENT*.....	16
MEDICAL EMERGENCIES*.....	17
TERMINATION OF SERVICE.....	17
RECEIPTS AND TAXES.....	17
ESPECIALY FOR PARENTS OF INFANTS.....	18
DIAPERING PROCEDURES*.....	18
INFANT FEEDING*.....	18
SLEEPING.....	18
INFANT CHILD CARE CHECK LIST.....	19
TODDLER CHILD CARE CHECK LIST.....	20
PRESCHOOL CHILD CARE CHECKLIST.....	21

Please read this handbook thoroughly.

Items in the table of contents with an asterisks () are required
 By licensing to the reported to parents in writing. Other items include necessary information about this
 child care center and its business practices. We look forward to our very important relationship as
 parent, child and child care program. Our center has been inspected by a state licenser and meets the
 Minimum licensing requirements as required by Washington State law. Licensing information is
 available for review at our front desk. This handbook was updated on November 19, 2013*

Non-discrimination Statement:

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

If you believe you have been treated unfairly, you may file a complaint of discrimination by writing, USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an Equal opportunity provider and employer.

Mission Statement

Shooting Star's mission is to enrich the quality of life for the families we serve by providing a fun, safe, and nurturing early learning experiences for the children in our care.

Welcome to our Program

Welcome to Shooting Star Preschool & Childcare where a parent's wish of quality care comes true! ! We are so glad you have entrusted us with your most prized possession, your child / children. Shooting Star goes to great lengths to provide your child / children with a safe nurturing environment that promotes early learning. We do this by making sure each program is designed with age appropriate activities for their developmental stage. Each class room was created with center stations, enabling children to experience a variety of activities with their teacher's direction. Children will also have ample time outside each day to develop their large motor skills by running, jumping, and playing in there age appropriate playgrounds. Shooting Star provides breakfast, lunch, and snacks that have been approved by our state nutritionist. Proper nutrition is important for children's physical, emotional, and cognitive development

Shooting Star's staff are professionals who take great pride in their work and are dedicated in caring for each individual child and their families. Shooting Star feels that open communication is important between our center and the families we serve. We would like our families to be involved in our center. You can do this by having snack or lunch with your child, come in early and read a book or watch your child master an activity they have been working so hard on.

Parents, please read the parent hand book carefully and return all paper work dated and signed. If you have any questions please do not hesitate to ask the Director for assistance. Shooting Star looks forward to your child / children's first day and developing a working relationship with you and your child / children.

See you soon,

Shooting Star Preschool & Childcare.

Registration Requirements and Enrollment Procedures*

In order for your children to attend Shooting Star you must turn in a completed registration packet, attend a parent orientation and pay your registration fee as well as your monthly payment amount. **Your children will not be able to receive childcare until all of the above requirements have been met.**

Admissions: Shooting Star is located at 483 Duvall Ave NE Renton. Wash 98059 we care for children from 1 month through 5th grade. Shooting Star's hours of operation are 6am to 6pm

There are several forms you are required to complete before your child's attendance:

1. Registration Authorizations
 - a. Consent For Medical Care and Treatment of Minor Children
 - b. Field Trip Permission
 - c. Permission to Participate
 - d. Publicity Participation
 - e. Emergency Care Authorization (to be updated yearly)
 - f. Child Protection Services Mandatory Reporting Acknowledgment
2. Certificate of Immunization Status (to be updated yearly)
3. Emergency Medical Information (to be updated yearly)
4. Enrollment Agreement
5. Completed USDA food program enrollment form

Transition Period: Shooting Star will allow your children to visit prior to their first day.

Infant room Transition (12 months): At 11 months old your infant will start transitioning to the Toddler room. During transition your infant will be visiting the toddler room a couple hours a day. Your infant will also start sleeping on a mat and eating center food. We will increase the amount of time in the Toddler room as we get closer to 12 months.

Toddler room Transition (32 months): At 31 months your toddler will start visiting the preschool room a couple hours a day. We will increase the time your child spends in the preschool room as your child approaches 32 months.

Preschool room Transition (4years or September): Your child will already be familiar with his or her Pre K teacher and the children in that class. If your child transitions mid-year. Your child will visit for a few hours to get use to the routine. If your child transitions in September with their class it will be discussed daily what to expect in group time in August.

Pre K room Transition: This is an exciting time for your family. Your child will be transitioning from our center full time to elementary school. During the summer months your child will start spending some time in the school age room. This will help them get familiar with the school age rules and routines. We will also talk about taking the van to school. How we will drop them off and pick them up. For more information regarding transition to Kindergarten you can contact Renton school district @ www.rentonschools.us
Go to student and family support services.

Arrival and pick-up/Signing in and out

Parents are required by Washington State Law to sign their children in-out with a full Signature. Shooting Star will be responsible for signing school-age children in and out from school. The sign in book is located in the front entry for easy accessibility.

Tuition and Payment Plan *

Our tuition and fees are adjusted annually. They are subjected to change each year without further notice. Our monthly tuition is a FLAT RATE unless you have made specific arrangements with the Director! **DAYS CAN NOT BE EXCHANGED DUE TO ABSENCE OR HOLIDAYS.**

∴ Registration Fee \$65.00 per child or \$100.00 a family

∴ Infants: Six weeks to twelve months: \$1475.00 a month

∴ Toddler: Twelve months to three years: \$1235.00 a month

∴ Preschool: 3's and 4's \$1070.00 a month

Non Toilet Trained...Diapers / Pullups \$1120.00

∴ Pre k: 4's and 5's the year before Kindergarten \$1070.00

∴ School-age: before and after school \$654.00 a month.

Tuition includes all school breaks and half days

: Summer Vacation \$800.00 a month

Definitions ---- Full time and Part Time

1. Full time care is four or five days a week attendance.
2. Part time ask director if available

Vacations and Absences

In the event your child is absent tuition is still required in full. If your child becomes extremely ill or hospitalized please speak with the Director to discuss alternative billing _ ment's. We no longer offer vacation credit

Family Discount

Shooting Star will extend a 5% discount for the eldest child when you have enrolled 2 or more children for full time care at our facilities.

Payment Penalties

Monthly contract payments are to be received in full by the first of each month or split into two payments 1st and the 15th of each month.

There will be a \$25.00 late penalty for tuition received after the 5th and 20th

Payments not received by the 15th of the month will result in disenrollment unless other arrangements have been made with the Director.

Extra Charges

\$2 dollar per minute late fee will be charged for every minute past 6pm ...

Twenty five dollars will be charged for returned checks.

∴ Hours and Days of Operation

∴ Shooting Star is open Monday-----Friday 6am-6pm

∴ Shooting Star will be closed on the following holidays

**New Year's Eve
& Day**

Labor Day

December 24th and 25th

Memorial Day July 4th

Thanksgiving Day and the Friday after

Shooting Star will follow the Renton School District snow schedule. When Renton is running two hours late, we are also two hours late opening. When Renton schools are closed we are also closed. **(Always call the center for more info)** We follow the Renton snow schedule for the safety of our staff and family's we serve.

Program/Curriculum

Educational Programs

Programs are based on each child's social, emotional, intellectual, and physical developmental needs. Children are happy and secure when they have plenty of opportunities to succeed each day. Success helps children with their self-confidence. Self-confident children approach learning as fun. Much of what we do with children in our program is designed to facilitate the development of self-confidence.

Children's interests and skills guide curriculum planning. Planning efforts respond to the direction of a child's learning. Because we focus on process learning, activities are designed to emphasize the experiences children are having rather than the results of those activities. For example: Painting is more important than what is painted. Experiencing the world is the way young children learn. Each child is assigned to his/her own classroom depending on age and developmental level. Curriculum is designed for each age group to accurately match the child's developmental level. Detailed information is posted in your child's classroom.

Classroom Environment

Our center environment is clean, safe and well planned. The Center Director and staff place children in-groups by age and developmental level. We provide activities and learning experiences designed especially to each child's needs, abilities, and development. We want your child to feel safe and secure in our classrooms that are designed for learning. We have child-sized furniture, equipment, toilets, and sinks that help your child develop self-reliance in taking care of his/her own personal needs. Each classroom is broken into learning centers like block play, housekeeping, dramatic play, science, art, and manipulative for exploration and problem solving. Your child will be enriched by an abundance of toys and equipment. Children work and play together in small groups in the learning centers around their room. This environment allows your child to become involved in meaningful, self-directed activities.

Outdoor Play

Our playground structures have been specifically selected for the total development of children. Your child will spend time climbing, balancing, sliding, swinging, riding, and playing with others. Safety surfaces that absorb falls have been installed to cover the portion of the playground under climbing equipment. Hard surfaces provide for riding toys and group games. Each room's daily schedule includes at least one outdoor time.

Daily Schedule*

TIME	TYPICAL ACTIVITY
6:00-7:30am	Center opens, Combined Family Groups & Breakfast
7:30-9:00am	Free time at learning centers / school age leave for school
9:00-10:00am	Circle time, Learning centers, Hand washing, Self-serve snack
10:00-11:00 am	Group activities, Large motor, Outdoor play
11 :00-11 :30 am	Small muscle activities, Story time, Hand washing
11 :00-12:00 pm	Self-serve lunch
12:00-12:30pm	Clean up, Get ready for quiet time
12:30-2:15pm	Quiet time, Nap time
2:15-3:00pm	Hand washing, self-serve snack
3 :00-4:00pm	Group activities, small motor, story time / return from school
4:00-6:00pm	Free time, and transition to family groups
6:00pm	CENTER CLOSED

Lesson Plans

Each classroom will post weekly lesson plans that provide valuable information on planned activities, and skills that are being developed.

Items Brought from Home

As part of the learning experience, all children share the toys and educational materials for the center. The center has an ample supply of equipment and materials. It is acceptable for a child to bring a blanket, special soft toy or animal for rest time. We strongly encourage parents to label everything in permanent marker in order to identify lost items. The center cannot assume responsibility for loss or damage to any personal possessions children bring into the center. It is distressing for children to misplace or lose belongings and sometimes difficult for teachers to identify the owner. Therefore, children are encouraged to leave toys at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with other children.

Free Access/ Visitation*

Parents are the most significant adults in a child's life and we encourage parent involvement in our center. Parents are always welcome at our center. We encourage you to visit the center at any time.

Behavior Management and Discipline*

Spanking or any form of corporal punishment, physical or mechanical restraint, the withholding of food, or any form of emotional abuse is prohibited by anyone while on the premises.

Shooting Star defines discipline as guiding a child in self-control and assuming responsibility for his or her own behavior. We also want the child to have experiences, which will aid in developing self-image.

SPECIFICALLY, CHILDREN ARE EXPECTED TO:

- ∴. Treat others with respect and courtesy (adults and peers) .**
- ∴. Treat classroom materials and property with respect.**
- ∴. Keep your hands and feet to yourself.**
- ∴. Refrain from using inappropriate language, jokes, and gestures.**
- ∴. Always be in visual and auditory supervision of staff at all times.**
- ∴. Follow directions and / or instructions from all staff.**

We seek to avoid behavioral problems through reinforcement of appropriate behavior, offering positive alternatives to misbehavior and by continually teaching children tools that encourage self-discipline.

IF A CHILD CHOOSES TO BREAK A RULE, THE CONSEQUENCES ARE AS FOLLOWED:

1ST TIME - Verbal reminder and / or redirection to another activity.

2ND TIME - Alone time with an individual activity away from the group.

3RD TIME - Incident report given to a parent and / or discussed with parent.

4TH TIME - Conference with parents, student, and administration. A two day suspension from center if appropriate. At this time we will discuss a behavior plan and seek outside assistance.

Behavior Plan: If the child fails to adhere to the proposed intervention and continues to display the inappropriate behavior. We will set up outside resources to assist in the behavior plan. We use services such as Birth to Three, Child Find, Kinderling Center, and Childcare Resources.

If we decide that Shooting Star is not a right fit for your child we will assist in referring your family to alternative care in the area.

IF A CHILD POSSES A THREAT TO HIM! HERSELF OR THE SAFTY OF THE OTHER CHILDREN OR STAFF HE / SHE WILL BE PLACED ON EMERGENCY SUSPENSION OR DISENROLLMENT IMMEDIATELY AS THE CENTER DIRECTOR SEES FIT.

Naps and Rest Periods

Toddlers and older children may wish to bring a special blanket, stuffed animal, or other security item for their comfort at naptime. Please be sure these items can be stored in the child's cubby and are labeled with your child's full name.

Toilet Learning*

When your child is enrolled, we ask that you complete the child's personal record and inform us of your child's toilet habits. Infants and toddlers who are not toilet trained will be changed on a regular (or as needed) basis. Parents are often anxious for their child to begin toilet learning. Close and frequent communication is promoted between parents and teachers in order to keep the child's developmental needs as a primary concern. When you feel that your child is ready to begin toilet learning, please discuss this with us. We will work with you to ensure a successful transition from diapers.

As a child gets older, toilet learning becomes a consideration in our program. We support the toileting routine that parents use at home to the best of our ability. The manner in which toilet learning is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well. Toilet learning requires consistency and patience, and can only be effective when a child is ready to make the transition. Each child's readiness for toilet learning must be the key that begins this process. If we feel that your child is not physically or emotionally ready for this process, we will talk with you about it.

Mandatory Child Abuse Reporting*

We are required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or our local law enforcement agency immediately (without prior notification to the parents involved). The State Licensing agency will also be notified.

Non-discrimination Policy*

We do not discriminate in our enrollment and hiring practices or in the care of children because of race, color, creed, ethnicity, national origin, gender, marital status, economic status, religion, differing physical or mental abilities, or communication and learning styles.

Religious Activities*

Religion is not taught at Shooting Star Preschool & Childcare. However, we do celebrate each other's cultural differences and similarities.

Transportation and Field Trips*

We enjoy giving children the opportunity to learn about the community by providing exciting recreational and educational field trips. Field trips are only for children four years of age and older. You will be notified in advance of all scheduled trips. Responsible adult supervision is provided for these excursions. Your permission for your child to participate is part of your enrollment record, but you must authorize each field trip in order to have your child participate. There may be occasions when an additional fee or lunch from home is required. Comfortable walking shoes are recommended for all field t

Staffing

The teaching team is critical for implementing our philosophy. Staff are carefully selected, trained and evaluated. Our center has carefully identified the skills and competencies teachers must have to meet the early education needs of children. Following a careful selection process, each staff member receives opportunities for ongoing training. Our management team regularly observes the teachers and gives constructive comments to ensure the competence of each staff member.

We support the professional development of our teaching staff and provide regular opportunities for professional development. Each lead staff person is required to complete 30 hours of training through Merit (State Training and Registry System) upon hire and 10 hours of training every year thereafter.

Meals and Snacks Served*

*Sample Menu**

Breakfast: Hot cereal, cold Peaches and milk

Lunch: Spaghetti, garlic bread, toss green salad, mixed fruit, and milk

Snacks: Pretzels and Apple juice or mixed veggies with ranch and orange juice

Policies for Food Brought from Home*

We provide all meals and snacks throughout your child's day. We ask that you do not bring in any food items unless it is pre-arranged with management. Classroom parties or center events are the exception. Treats brought from home to share with children must be store bought and in its original package.

Do to the allergen threat, Shooting Star Preschool & Childcare Center has adopted a **NO NUT** policy, Peanuts and Tree nuts are not allowed within the Center.

Disaster Response Plan*

In the case of a disaster of any kind, we have prepared the center for evacuating the children and have emergency supplies for up to seventy-two hours.

- Emergency supplies include:
- Drinking water
- Non-perishable food
- First aid supplies
- Battery operated radio
- Flashlights and extra batteries
- Fire extinguisher
- Diapers and formula for infants
- Emergency documents and telephone numbers
- Garbage bags

The children will practice emergency procedures and evacuation on a regular basis. Our staff will practice turning off water, power, and gas. Shelving, furniture, and heavy objects on high shelves have been secured to protect against falling. We continually check the center for potential hazards.

Health Care Practices

Disease and illness can often be shared and easily spread in child care centers due to the young age of the children in our care and the amount of hours spent in a group care setting. Even with appropriate hygiene practiced regularly, both at home and at the center, illness and disease can spread in-group care environments. We have established a Health Care Policy to help us reduce/minimize the illnesses and disease exposure to the children, staff and families. It is critical that the health policies and procedures in our center be respected and adhered to at all times. This will ensure a much healthier environment for children, parents, and teachers.

Cleaning and Disinfecting

We use soap, water, and bleach solution for our everyday cleaning.

Hand Washing Practices

All children and adults will wash their hands before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids. We encourage parents to model hand washing in the center as well as at home.

Injury Prevention

The center will be checked daily to make certain that both the indoor and outdoor play areas are safe for children and families and that toys and equipment are safe and the area is free from hazards. All medications, cleaning products and chemicals will be inaccessible to the children.

ILL Children*

1. Each child will be observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children in our care, as well as the Health Department, will be notified by telephone of communicable diseases or food poisoning.
3. Please call the center if your child will not be coming due to illness. If you are unsure if your child should come or not, please call.
4. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such an event, your child will be isolated from the other children until you arrive.
5. The parent is responsible for finding substitute care in a case of the child's illness.
6. The following illnesses are not accepted in the center per instruction of the Department of Public Health:

Diarrhea: Three or more watery stools in a 24-hour period, especially if child acts or looks ill.

Vomiting: Vomiting on two or more occasions within the past 24 hours.

Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching. If infection/rash is contagious, children may return to the center 24 hours after beginning antibiotic treatment.

Open Sores: Open or oozing sores unless covered by bandages.

Eyes: Thick mucus or pus draining from the eye or pink eye. May return 24 hours after beginning antibiotic treatment.

Appearance / Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. Unable to participate in normal activities.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Fever: Temperature of 101 degrees or higher. (Under arm temperature 100' or higher)

Lice: Children who have lice may not return to the center until they are louse and nit (egg) free.

Medicine Management*

1. All medications (prescription and non-prescription) shall be administered only on the written approval of a parent or guardian. A Medication Treatment Authorization form (authorization to administer medication) must be completed.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician.
3. Medications must be stored in the original container. The container must have the patient's name, instructions and date of expiration.
4. Doctor's permission is not required for non-prescriptions drugs such as:
 - a. Anti-histamines
 - b. Non-aspirin pain relievers and fever reducers
 - c. Cough medicine
 - d. Decongestants
 - e. Anti-itching creams
 - f. Diaper ointments and powders
 - g. Sunscreen

Non-prescription medication not included in the categories listed above, taken differently than indicated on the manufacturer label or lacking labeled instructions, shall only be given if authorized in writing by a physician.

5. Any medicine taken by mouth for children under two will need written permission from a physician.
6. A detailed record will be kept of all medicines given at the center.

Medical Emergencies*

In the case of a medical emergency 911 will be called and the parents or emergency contact will be phoned immediately. 911 transports children in this area to Valley Medical Center The incident will be documented and our state licenser will be notified of the situation.

Termination of Services

1. You are required to give 2 weeks' notice of your intent to cancel care. If you should cancel your child's care without notice, you will be required to pay tuition for 2 weeks of care.
2. The following are conditions that will cause child care to be terminated:
 - a. continual late payments
 - b. Child behavioral problems that cannot be resolved.
 - c. Inability to respect staff, children, other parents/guardians and follow the policies of the center. This policy applies to parents/guardians and children.
 - d. continual late pick-ups

Receipts and Taxes

1. We will provide you with a statement when you pay for child care.
2. You will receive an Internal Revenue Service (IRS) W-10 Form and a yearly end statement with annual child care expenditures for the applicable tax year.

Especially for Parents of Infants

Diapering Procedure*

Disposable diapers and wipes are the responsibility of parents. A full day supply must accompany your child to childcare each day. Diapers are changed every hour or as often as needed.

Infant Feeding*

Due to the individual nature of feeding requirements for infants, we ask you to work with your child's teacher regarding scheduling, amounts, and the timetable for introduction for foods. Please inform us of any known or suspected food allergies. All bottles must come to the center pre-made with your child's first and last name on the bottle and lid

Sleeping

Infant Sleep Position. The SIDS Foundation of Washington and the Department of Health currently recommend placing infants to sleep on their backs, and not use pillows, fluffy blankets and crib bumpers. Because this has been shown to reduce the risk of SIDS, the center will follow these recommendations.

A large part of an infant's day is spent napping. As the child gets older, the time required for sleep diminishes. Children nap in cribs until they transition into the toddler room.

Checklist of Child Care Supplies for Infants

	<i>We Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
I.		*	Bottles premade	
2.		*	Bottle liners	
3.		*	Nipples	
4.		*	Formula	
5.		*	Diapers	
6.		*	Pacifiers	
7.		*	Teething devices	
8.		*	Cold weather clothes	
9.		*	Sleep sack	
10.		*	Sunscreen (must have written permission)	
II.		*	Baby food and Cereal	
12.				

Checklist of Child Care Supplies for Toddlers

	<i>We Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
1.		*	Diapers	
2.		*	Pacifiers	
3.		*	Teething devices	
4.		*	Complete change of clothes	
5.		*	Toilet training diapers	Cloth training pants or Pull-ups only with Velcro sides
6.		*	Cold weather clothes	
7.		*	Blanket and sleeping necessities	
8.		*	Sunscreen (must have written permission)	
9.				
10.				
11.				

Checklist of Child Care Supplies for Preschoolers

	<i>We Provide</i>	<i>You Provide</i>	<i>Item</i>	<i>Comments</i>
I.		*	Complete change of clothes	
2.		*	Cold weather clothes	
3.		*	Blanket and sleeping necessities	
4.		*	Sunscreen (must have written permission)	
5.				
6.				
7.				
8.				
9.				
10.				
II.	-			