

A. GENERAL INFORMATION

Creative Learning Children's College is licensed by the State of Michigan (DC820347538), Department of Health and Family Services to care for no more than 55 children at any one time as stated in R400.8110 page 4

Creative Learning Children's College license will provide care for children between the ages of 6 weeks and 12 years. Our facility does not discrimination on the basis of race, sex, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation.

Creative Learning Children's College is covered by liability insurance for my premises and / or for my operations.

Childcare services will be provided between the hours of 5:00 A.M and 6:00 P.M., Monday through Friday, January through December.

I. Dates of Closing for Holiday Observance

Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Thanksgiving Day Observed	Wednesday, Nov 25-Friday Nov 27, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Winter Break	December 21, 2020- January 1, 2020
New Year's Eve	Thursday, December 31, 2020
New Years Day	Friday, January 1, 2021
Martin Luther King Jr. Day	Monday, January 18, 2021
Good Friday	Friday, April 2, 2021
Easter Day Observed	Monday, April 5, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021

Under requirement guidelines for the Great Start Readiness Program, Creative Learning Children's College reserves **five days** for Professional Development to comply with contract guidelines.

By initiating above, I understand that no childcare services will be provided on the dates listed above and I am responsible for all regularly scheduled tuition and fees for the aforementioned dates.

II. Dates of Closing for Inclement Weather/ Unforeseen Circumstances

An official closing and/or cancellation of childcare programs may occur due to severe weather conditions, failures of CLC's systems, or other unforeseen circumstances. Parents are advised to refer to **Class Dojo** for information on official closing. Payment is required for all days that CLC is scheduled to be open for business, including days of unexpected closure.

By initiating above, I understand that I understand that regularly scheduled tuition payments and fees are due in full regardless of center closures for inclement weather

and unforeseen circumstances. Further, I understand that I must update all of my contact information with CLCC to ensure that I am notified for CLCC closings due to inclement weather and other unforeseen circumstances.

III. Information Provided to Parents

CLCC will post the following items for parent review:

- License certificate – R5102(4)(a)
- Current Rules- R5102 (4) (b)
- Statement of Criminal History Checks are completed on employees and volunteers- R5102(4)(c)
- Daily activity guide for each age group- R5106 (5)
- Dated Menu (with substitutions noted)- R5110(5)
- Emergency procedures and evacuation plans: Fire, Tornado and Serious Accident, Illness or Injury- R5113a (1) (5)
- Emergency Numbers- R5115(3)
- Guidelines for diapering and hand washing posted in bathrooms - R5209(7)
- Exits signs posted at all exterior exits- R58201(1)
- Guidelines for hand washing posted in food prep areas and in toilet rooms -R5902(2)
- List of CPSC recalled products provided by the Michigan Child Care Matters - R722.1065

Parents will receive a pamphlet, "Your Guide to Licensed Child Care" which is a summary of family childcare licensing regulations, as part of an enrollment packet.

By initialing above, I understand that CLCC will make available to me all of the aforementioned documents both at the time of registration and upon request.

IV. Parental Visits & Release of Students

Parents are welcome to visit CLCC facility; we encourage parent involvement during the hours of operation unless prohibited by a court order. If so, a copy of the order will be needed.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child /children, CLCC need to be notified in writing or by a telephone prior to being released. The person picking the child /children up must have a valid driver's license or state identification.

If the parent/authorized person arrives to pick up a child/children and the individual appears to be intoxicated/under the influence of drugs, all reasonable steps will be taken to prevent the individual from leaving with the child, including offering to call a cab at their expense or another contact person. While Creative Learning Children's College and cannot legally withhold a child from the legal guardian we will not hesitate to call the local authorities if CLCC feels the child is in danger.

It is important that communication between CLCC and the parent communicates daily concerning the needs and interests of your child/children. If there are issues or concerns that need to be discussed, please work with CLCC to arrange a suitable time to talk on the phone/

naptime/ or after class has ended in the evening, so we can address any issues or concerns. To maintain an open line of communication on a regular basis CLCC College provides scheduled conferences / written newsletters / parent bulletin board / daily sheets / and Class Dojo.

To protect each family's confidentiality, CLCC will not share information about a child/children or a family member with anyone who is not authorized to receive this information.

By initiating above, I understand that CLCC will make reasonable efforts to allow me to visit the CLCC facility and my child(ren)'s classroom upon request but I understand it is not guaranteed due to COVID-19 safety measures.

By initiating above, I understand that I am required to provide an up to date copy of all court ordered custody agreements regarding my child(ren) as they become available.

By initiating above, I understand that CLCC is only authorized to release my child(ren) to individuals listed on the enrollment form and/or in Brightwheel. I also understand that I must notify CLCC in writing if I wish to make changes to the individuals authorized to pick up my child(ren).

By initiating above, I understand that CLCC is not responsible or liable for any person who picks up my child that has a Brightwheel code regardless of age or driver's license status. I understand that any person listed in Brightwheel or on the Child Information Record must be 18 years of age or older and should possess a valid driver's license if they will be bringing/removing my child to or from CLCC premises.

B. ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

I. Pre-Enrollment

Parents must meet with the Owner/Program Director or Designee to discuss their child's specific needs and to review program policies. We will make a reasonable accommodation for child/children with disabilities as specified under the Americans with Disabilities Act. The following items must be completed and returned to the center by the first day of attendance.

- Registration Fee
- First Week Tuition
- Signed Tuition Form
- Child Information Record
- Health Appraisal
- Child Abuse/ Neglect Protocol
- Nutrition and Food Service Policy
- Travel and Activity Authorization/Photograph Release Form
- DHS Provider Form (DHS clients only)
- Childcare Contract
- Parent / Provider agreement
- Parent Notification of Licensing Notebook
- Parents Driver's License/State Identification and Social Security Cards

CLCC will inform you of any update records or forms that are needed and give adequate time to submit the updated forms.
Children may be enrolled on a full-time basis (25 hours per week or more), or a part-time basis (less than 24 hours per week).

By initialing above, I understand that I must complete and return the aforementioned forms prior to my child(ren) being enrolled and receiving CLCC childcare services. I understand that CLCC reserves the right to stop providing childcare services if I fail to update my child's documents within 14 days of enrollment.

II. Enrollment Types
Children may be enrolled on a full-time basis (25 hours per week or more), or a part-time basis (less than 24 hours per week).
CLCC does accept children for drop-in care if prior enrollment arrangements have been made and space is available on the requested day.

III. Probationary Period

All children will be enrolled for a trial period of 2 weeks. During the trial period either the provider or parent may terminate childcare without advance notice.

By initialing above, I understand that during the 2 weeks following my child(ren)'s enrollment at CLCC, CLCC and myself reserves the right to terminate childcare without advance notice.

IV. Child(ren) Discharge

A child may be discharged from the center for reasons, **but not limited to:**

- Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
- Lack of parental cooperation.
- Inability of child care program to meet the needs of the child. We will consult with the parent concerning how any problems might be resolved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at scheduled time.
- Failure to complete and return required forms.

CLCC will give a written notice of our intent to discharge a child (when applicable) in no less than 2 weeks prior to the end date suggested and try to inform parents of local resources that may be of help to them.

By initialing above, I understand that I am responsible for paying my child(ren)'s tuition one week in advance by the 6:00 p.m. on the Friday preceding the week of care. Further, I understand that if my child(ren)'s tuition is paid late an extra fee will be assessed for the late payment or late pick up of my child(ren).

There will be an extra fee assessed for late payment or late pick up of a child (see payment schedule).

A full-time rate is offered for children who will be in care for 25 hours or more.

By initialing above, I understand that I am responsible for paying my child(ren)'s registration/enrollment fee at the time of application.

Creative Learning Children's College does charge a registration / enrollment fee. A registration fee of \$50.00 must be paid at the time of application.

By initialing above, I understand that I am responsible for paying my child(ren)'s tuition one week in advance by the 6:00 p.m. on the Friday preceding the week of care. Further, I understand that if my child(ren)'s tuition is funded by a third party payment that I am responsible for any specified co-payments or unpaid amounts. I understand that a late fee may be charged to my account in the amount of \$25 per week overdue.

Fees are to be paid in advance on Friday for the following week's services. If there will be a third party payment, as from an employer or DHS Payments, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any unpaid amounts. Per the State of Michigan, Parents who receive DHS Subsidy are given **208 absence hours**. If children are absent beyond the 208 allotted hours, parents are responsible for paying the daily rate of **\$35 per day** each day their child is absent.

C. PAYMENTS AND REFUNDS

By initialing above, I understand that CLCC will give written notice of their intent to discharge my child in no less than 2 weeks prior to the suggested end date. Further, if I choose to withdraw my child I must provide a 2 week written notice and I am responsible for all fees assessed through my child(ren)'s last date of enrollment.

Should the parent remove the child during a notice period CLCC fees will still apply for the remaining unused days.

Parents must give written notice of their intent to withdraw their child(ren) in no less than 2 weeks prior to the suggested end date. Parents will be required to pay for those 2 weeks **whether or not** children continue to attend.

If a parent fails to remain current on tuition and fees owed CLCC reserves the right to discharge the child(ren) without notice.

CHILD AND PROVIDER ABSENCES

D. Child Absence

If your child will not attend on a regularly scheduled day please let the CLCC know within 2 hours of your child's scheduled arrival time. If your child's regularly scheduled time is **prior to 8am**, please make every effort to inform CLCC of their absence the **evening before** by contacting 734-945-7745. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to home, school or another activity where adult supervision is present.

After a child has been enrolled for 1 year, CLCC will allow 1 week off per year (prorated for part-time enrollments) with no fee required. These days may be used for vacation time only. After these days are used, CLCC will require full payment for any absences, for the rest of that year.

No refunds will be given for days when children do not attend due to illness, inclement weather or other reasons.

By initialing above, I understand that no refunds will be given for days that my child(ren) do not attend and full tuition payment is still required.

B. Provider Absence

For 1 week in August CLCC will be closed for professional development and building maintenance. Payment is still required for this scheduled building closing. Parents will be notified within 30 days of this closing in efforts to ensure that parents are able to make other child care arrangements.

By initialing above, I understand that CLCC will be closed for one (1) week during the month of August. Further, I understand that I am responsible for all regularly scheduled tuition payments during that time.

E. HEALTH

1. Child Illness / Injuries

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 100.4 degrees F. or higher.
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, measles, strep throat or pink eye, COVID-19
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick, **colored** nasal discharge

CLCC will apply sunscreen to a child prior to taking the child outside. CLCC will apply insect repellent to a child prior to taking the child outside. Parents must authorize in writing the application of sunscreen or insect repellent. The authorization shall include the brand and the ingredient strength. **Due to COVID-19, CLCC will no longer administer any fever reducing medications.** According to the State of Michigan Licensing Department: *Children who exhibit multiple symptoms of COVID-19, have possible exposure, or test positive for COVID-19 must stay home until the individual is fever free for 72 hours without the use of medication that reduces fevers AND other symptoms have improved, AND at least 10 days have passed since the symptoms first appeared.* Children who have

2. Medications

CLCC will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage and administration directions. CLCC will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing Tylenol at discretion, are not allowed.

All medication administered, accidents or injuries occurring during the time the child is in CLCC's care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of our care will be entered into the center's medical logbook. As a licensed child care provider, CLCC is **required** to report suspected child abuse or neglect to the local authorities.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to nearest medical facility should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, CLCC will ask that the ambulance take your child to the emergency medical facility that you designated on the child enrollment form.

Superficial injuries will be washed with warm water and covered with a bandage or treated with ice. Parents will be told about the minor injury when they pick their child up.

CLCC staff have received training in first aid. CLCC staff will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible.

CLCC will report all communicable diseases, when required, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to childcare. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health. Parents must adhere to all guidelines set in place by the Governor and health department regarding COVID-19.

If a child should become ill or seriously injured while at the center, parents will be contacted immediately. Sick children will be isolated within sight or hearing and made as comfortable as possible until they are picked up. Children should be picked up within 1 hour. If the child is not picked up within 30 minutes, the emergency contact person on the child's enrollment form will be called.

School-aged children will be offered an afternoon snack upon arrival from school.

CLCC does participate in the USDA Child and Adult Care Food Program.

Weekly records of meals and snacks are available for your review.

physician.

If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the CLCC in writing as well attach written documentation from the child's

excuse) will be informed in writing of the USDA nutritional requirements.

Parents providing their own children's meals and snacks for allergy purposes (with a current doctor's

_____	Breakfast
_____	A.M. snack
_____	Lunch
_____	P.M. snack
_____	Dinner
_____	Night-time snack

CLCC will follow USDA guidelines when planning childcare menus. No child will go without nourishment for longer than 3 hours. CLCC will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule. (Check all that apply)

• F. NUTRITION

- Children under one year of age:
 - Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- Children under two years of age:
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
 - If child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

To reduce the risk of SIDS CLCC will do the following:

4. Sudden Infant Death Syndrome (SIDS)

Smoking is not permitted on the premises of the center during licensed child care hours.

3. Smoking

a fever and no other symptoms must be fever free for a minimum of 72 hours **WITHOUT** the use of fever reducing medications before returning to care.

Children younger than 12 months must be served formula or breast milk unless written direction is on file from the child's health care professional. Parents are responsible for bringing in children's "Ready to Feed" bottles. All bottles and commercial baby food must be labeled with your child's name, date, and type of item (e.g. Breast milk/Formula).

G. DAILY ACTIVITIES

CLCC will plan activities and provide children with a variety of experiences. Some of the activities will include:

- Language development: Books, music, story time, finger plays, flannel board stories
- Large muscle skills: Balls, hula hoops, bean bags, swinging, outdoor play
- Small muscle skills: Arts / crafts, stringing beads, pegboards, blocks
- Creative expression: Dramatic play, puppets, music / instruments, flannel board
- Self-help skills: Assist with mealtime preparation, dress self for outdoors

CREATIVITY and exploration are the major components of our program. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials, manipulatives, and housekeeping equipment.

Children, including infants and toddlers, will go outdoors daily when weather permits. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above.
- Wind chills of 20 degrees F. or below for children under age 2

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. CLCC will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

School-age children will have a quiet place to study or relax access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may rest quietly and children who awoken early will be allowed to get up when they awake. CLCC will help the children that are awake find appropriate activities.

A crib or cot is provided for each child less than one year of age. Children over the age of one year will sleep on a cot/mat.

CLCC will allow children to watch television including VHS or DVDs in accordance with the High Scope Curriculum. The children will be allowed to watch television under the following situations: on Fridays while teachers are deep cleaning, and when it is in accordance with the music/movement activity. Children are not required to watch television, and other activities will be available during that time for children to use.

We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. You will be notified in advance of any field trip requiring transportation.

_____ By initiating above, I understand that CLCC will notify me in advance of any field trips requiring transportation.

A schedule of daily activities is posted on the parent board.

VIII. CHILD GUIDANCE

Children's behavior will be guided by setting clear limits or rules for children. CLCC will talk with children about expected behaviors and model those behaviors consistently for them. CLCC will state positively what children can do, using specific terms (e.g., "use walking feet" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem, and respect for the rights of others.

CLCC uses redirection, consultation with a Socio-Emotional Health Consultant, and possible phone calls to parents to deal with unacceptable behavior.

CLCC recognizes that no single technique will work with children every time. If a child exhibits unacceptable behavior, CLCC will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.

In accordance with HFS 45 Licensing Rules for Family Child Care Centers, actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; or punishing a child for lapses in toilet training. These forms of punishment will **never** be used, even at a parent's request.

IX. TRANSPORTATION

CLCC does provide transportation for CLCC children to and from home, school and field trips. CLCC carries liability insurance on vehicles used to transport children. CLCC will obtain the driving record of any person who will be transporting children.

X. PETS

CLCC does not have pets on the premises. CLCC will notify parents in advance if a mobile Zoo will be onsite.

XI. EMERGENCY PROCEDURES

Fire drills shall be practiced with the children on average monthly but a minimum of quarterly. In addition, tornado drills shall be practiced during the tornado season which is April through October.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled in the parking lot or closest safe space nearest to the center.

In the event of a tornado warning, the children will be taken to the middle room of the center. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along.

In the event of a lost child, CLCC will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately.

If the center should lose the use of heat, water or electricity before the center opens, CLCC will notify parents via Brightwheel or Class Dojo first.

If the center should lose the use of heat, water or electricity while children are in attendance, CLCC will inform parent or caregiver of situation and depending on the length of time that utility is expected to be out and schedule a time that the child is to be picked up.

XII. ITEMS TO BE PROVIDED

Parent Provided	Center Provided	Items
_____	_____	Disposable diapers
_____	_____	Baby wipes
_____	_____	Lotions
_____	_____	Labeled sheet and blanket
_____	_____	Bottle for water, formula, and / or milk
_____	_____	Full change of clothing including underwear and socks
_____	_____	Sunscreen
_____	_____	Insect repellent
_____	_____	Clothing suitable for outdoor play for each season
_____	_____	Crib or playpen
_____	_____	Car seat or booster seat

All backpacks are prohibited in the center

Creative Learning Children's College
Childcare Contract

I agree to pay Creative Learning Children's College as indicated below for childcare services rendered to my child/children. I am aware of billing periods and billing procedures as described in CLCC Parent Handbook and payment policy.

I UNDERSTAND THAT IF MY CHILD/CHILDREN IS ABSENT OR SICK FOR ANY REASON, MY WEEKLY RATE WILL REMAIN THE SAME!!!!

I am aware and understand that if my school age children would like to attend the program on NO SCHOOL DAYS or HALF DAYS of SCHOOL that I will sign my child/children up two weeks prior to for programming and be charged for the times I requested care, if available. I also understand that I will give two-week notice for vacation.

I am aware and understand that to withdraw my child/children from the program, I must give two weeks advance notice in writing. I understand that if I withdraw my child/children from CLCC that I will pay for childcare through the two-week notice withdrawal notice.

I understand the policies and procedures with CLCC and agree to the terms.

Child/Children
Name

Age _____
Birthday _____
Class _____

Days of the week you'll need care (Please circle all that apply) M T W Th F

Drop Off Time _____
Date _____

Office Use Only

Class _____
Date Services to Begin _____

Weekly charge Due on Friday of each week, prior to Services being rendered: \$ _____

RATE SHEET -

Rates at Creative Learning Childrens College, effective August 31, 2018 are as follows:

Full Time Pay Scale		
Classification	Age	Rate
Infant	6 weeks to 12 months	\$195.00
Young Toddler	12 months to 30 months	\$175.00
Toddler	30 months to 36 months/potty trained	\$150.00
Young Graduates	36 months to 48 months	\$135.00
Graduates	48 months to 60 months	\$125.00
Latch Key Care	School age with transportation	\$95.00
Part Time Pay Scale (Minimum of 3 days per week)		
Infant	6 weeks to 12 months	\$45.00
Young Toddler	12 months to 30 months	\$40.00
Toddler	30 months to 36 months/potty trained	\$40.00
Young Graduates	36 months to 48 months	\$35.00
Graduates	48 months to 60 months	\$35.00

Latch Key (6- 12 years of age) \$20.00 per day

Fee for late pick up of child \$1 per minute

*After thirty minutes a flat fee of \$50.00 will be assessed and \$1 per minute will continue to accrue per minute after. FEES MUST BE PAID BY THE NEXT BUSINESS DAY Please initial

Fee for late payment Fees are to be paid in advance on Friday for the following week's services. The financial terms will be finalized upon signing of the parent-provider contract.

A \$25 late fee will be assessed to all tuition payments made after Friday and is due before the student can return to the center.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

EACH PARENT IS RESPONSIBLE FOR WHATEVER CO-PAYS THAT WILL BE DUE AFTER EACH DHS PAYMENT HAS BEEN RECEIVED. PAYS AND CO-PAYS MUST BE MADE EACH FRIDAY PRIOR TO THE WEEK OF SERVICE.

Signature _____

Date _____