

**EASTERN SHORE EARLY LEARNING ACADEMY LLC
9028 WORCESTER HIGHWAY, BLDG. A
BERLIN, MARYLAND 21811
410-641-0300**

Philosophy Statement

We believe that all children are unique individuals who learn through interaction between teachers, parents, other children and their own environment. Children actively participate in their own learning process by interacting with peers and teachers in an age and developmentally appropriate setting. Each child is given the opportunity to explore, experience and succeed and we encourage children to participate in all activities to the best of their abilities regardless of their abilities or special health care needs.

Our staff are Early Childhood professionals who create a caring, loving and learning atmosphere to enhance your child's creativity and positive self-image. Through observation, information received from the parent and information from ISFP or IEP, if one is provided, the staff offers a balance of child initiated and teacher directed activities. These activities reflect the children's interest, home language and cultural backgrounds. If children are not engaged, they are not learning.

We support an ongoing staff development program of continuing education and evaluation. Our staff is actively participating in the Maryland Child Care Credential Program and Accreditation through Maryland Department of Education. We recognize and support parents as their children's primary caregiver and educators. We strive to create a partnership between parents and our staff for the betterment of each child. Communication between parents and teacher is accomplished on a daily basis through verbal and written means and weekly communication folders. Our doors are always open to parents and guardians.

INCLUSION POLICY

We believe all children are welcome no matter their abilities or special health care needs. We strive to provide an active environment that helps to support every child's uniqueness, dignity and development. We provide all children with opportunities to interact with peers in a developmentally appropriate environment with both teacher and child directed activities. In order to better plan for you child we will request your child's IFSP or IEP if available to help them reach their goals. All information will remain confidential.

Parent's Name: _____

Child's Name: _____

Date: _____

TUITION FEE:

Tuition is due on **MONDAY** for that week of care. If the tuition fee is not paid or payment arrangements are not made by Wednesday, you will be charged a \$ 50.00 late fee on every Wednesday and a \$30.00 fee every day there after that payment is not received. After one week of non-payment, your child will no longer be able to attend until payment is made in full, including all incurring tuition and late fees.

The tuition fee is subject to change with a 30-day notice and/or a yearly increase in November to help with the cost of maintaining a quality childcare facility and minimum wage increase.

_____(Initials)

PAYMENT:

You must have a bank routing number and account number on file. If you do not pay your weekly tuition by Wednesday at 6:00 PM your account will be charged that week's tuition (you will be responsible for all interest/processing fees)

Please put the payment in the appropriate box. **DO NOT** hand any payments to a staff member unless you are paying by cash and require a receipt.

Cash payments are to be given to Administration or Director.

_____(Initials)

ADDITIONAL FEES:

\$20.00 yearly contract fee, due the first Friday in September.

\$30.00 supply fee, due upon signing of contract and/or the first week of September.

(Children enrolled in public school all day or Head Start are exempt.)

\$20.00 re-stocking of supplies fee due first week of February.

\$10.00 summer contract fee, due by June 30th.

\$30.00 summer camp fee due by June 30th.

\$20.00 mask fee for children 3 years and up (if applicable)

_____(Initials)

RETURN CHECK FEE:

There is a fee of \$40.00 per returned check. After two (2) returned checks we will accept CASH ONLY and we reserve the right to terminate our contract.

_____(Initials)

NON-PAYMENT FEES:

Upon termination, the following fees will be your responsibility: court filing fee, court cost, processor fees, postage fees, coping fees @ .25 cents per page, lawyer fees, and 1 ½% interest per month.

_____(Initials)

PARENT INVOLVEMENT:

We encourage parent involvement, there are many opportunities for parent involvement. (see parent involvement section) in parent handbook.

_____(Initials)

ABSENCES:

Children must be in the building by 9:00 am to be counted for the day, unless you provide a doctor’s note. If your child is sent home for an illness and they go to the doctor, we will require a note from the doctor for your child to return to the center. Please call to inform us if your child will be absent. If your child is out for 3 or more days due to illness, we will require a doctor return to school note. If your family is going on vacation, please put in writing the departure and return dates. You are responsible for full tuition if your child is absent.

_____(Initials)

DIAPERS/WIPES/ RASH CREAMS:

Please supply us with enough diapers/pull ups (with the side tabs) for the week. Children are changed every two (2) hours. Your child will need no less than twenty (20) diapers per week, a package of wipes and rash cream (if needed). The staff will send home a note, and post it on Himama, when you are running low. If your child does not have enough diapers/wipes for the day, you will be called to bring them diapers. We do not have diapers/wipes at the center.

_____(Initials)

TOILET TRAINING:

Children must be toilet trained by age 3 to be in the 3-year-old classroom, unless we have a written note from your child's doctor stating there is a medical reason, they are not toilet trained. There is a weekly charge of \$10.00 until they are toilet trained. Dress them in clothing that is easy for them to take off and put back on. NO OVERALLS, ONE PIECE OUTFITS, OR BELTS. Provide your child with at least two (2) full sets of clothes: 2 shirts, 2 pairs of pants/shorts, 2 pairs of underwear/panties, 2 pairs of socks, and an extra pair of shoes. We DO NOT have extra clothing at the center. If your child does not have clothes in their cubby you will be called to either bring them clothes or to pick them up.

_____ (Initials)

INCLUSION POLICY:

We believe all children are welcome no matter their abilities or special health care needs. We strive to provide an active environment that helps to support every child's uniqueness, dignity and development. We provide all children with opportunities to interact with peers in a developmentally appropriate environment with both teacher and child directed activities. In order to better plan for your child we will request your child's IFSP or IEP, if available, to help them reach their goals. All information will remain confidential.

_____ (Initials)

NON-DISCRIMINATION POLICY:

Eastern Shore Early Learning Academy does not discriminate regarding race, nationality, sex or religion. Parent/guardian have no known knowledge of health reasons why their child/children should not be restricted from Eastern Shore Early Learning. Parent/guardian agrees to hold Eastern Shore Early Learning, director and staff members harmless for any accident that may occur.

_____ (Initials)

INFORMATION CHANGES:

All changes should be reported to the administration/director as soon as possible.

_____ (Initials)

COMMUNICATION:

Each classroom teacher will send home a communication folder (FLIGHT) on Fridays. Please review the folder, make comments (if needed) sign and return on Monday. Center Phone: 410-641-0300; Cell Phone: 443-614-3357; designated for text messages ONLY

We are using the HiMama app. You will receive an invitation to download the app from the app store. This is another way for teachers and parents to communicate. We are using the Remind app for the school age children.

____(Initials)

CURRICULUM:

Our program uses InvestiGators Club in each classroom. (Except school age). We also use Healthy Beginnings Birth to Three Year Old's. Curriculum is used to guide lesson plans, is domain based, and is a Maryland State approved curriculum.

____(Initials)

CHILD OBSERVATION AND/OR ASSESSMENT:

InvestiGator Club provides assessment tools that are specific to each age group. Assessments after each unit are provided in addition to over all learning assessments three times per year.

In addition, teachers observe children during daily activities and take anecdotal notes reflective of the child's activities as well as collecting work samples that are placed in your child's portfolio. The portfolio is used to monitor your child's progress over time and to guild future lesson plan.

In addition, we conduct developmental screening using Ages and Stages 3 at least two times a year for children under 3 and once a year for children 3 to kindergarten entry. Additional screening can be done as needed.

____(Initials)

PARENT TEACHER CONFERENCES:

We will have parent teacher conferences twice a year, (in November and June). These conferences are to review your child's progress and set goals for upcoming months. Conference months are listed on the center calendar and you will be reminded in the newsletter in the months before scheduled conferences. Signup sheets will be placed by classroom on the front desk. As always additional time can be made throughout the year as needed. During the June conference, we will also discuss transition for your child, (if applicable).

____(Initials)

OUTSIDE PLAY:

Weather permitting, state regulation requires children to go outside, once in the morning and once in the afternoon. This is important to the health and development of your child. If your child is well enough to be at the Center, they are well enough to participate in outside play. We must maintain our child staff ratio. We follow the Child Care Weather Watch Chart to determine if we are able to go outside. A copy of the chart is posted in every classroom and by each door leading to the playground. In hot weather the staff will take a jug of cold water and cups outside with them. The children 2 to 4-year-old will be given 3 oz and children 5 years and up will be given 6oz of water every 15 minutes. Health experts agree giving 3 to 6 ozs every 15 minutes will keep the children hydrated. Please provide your child with the appropriate clothing for the season. (Label each item) Please do not dress your child in sandals, open toes, open back shoes or crocs. This type of footwear can result in injuries on the playground. If your child comes dressed in these types of shoes, they will not be allowed to remain at the Center until you provide them with proper shoes. (socks must be worn every day.)

____(Initials)

PERSONAL ITEMS:

NO TOYS FROM HOME- Except if your child’s teacher requests something from home. If your child comes with toys, we will give them to you to take home. Eastern Shore Early Learning is not responsible for lost or stolen items from home.

____(Initials)

CLOTHING:

Every child must have two (2) changes of clothes in their cubbies. We cannot allow children to share clothes from other children’s cubbies. If your child does not have clothing in their cubby you will be called to either bring them clothes or to pick them up. We DO NOT have extra clothing at the center.

____(Initials)

NAP TIME:

Each child under 5 years of age MUST have bedding for naptime every day. All children 4 and under attending our Center are required to participate in the rest time. The Center will provide a cot/ crib. Parent/guardian MUST provide CRIB size sheets, a CRIB size blanket, and a CRIB size or Travel size pillow (optional). All items must fit into the backpack you provide. (Label each item with child’s name) All children MUST have these items everyday they are at the Center. These items must be taken home every Friday to be laundered and returned on your child’s next scheduled day at the Center. If your child does not have these items, we will supply them at a charge to you of \$10.00 per day.

____(Initials)

ARRIVAL TIME:

Your child **MUST** be in the center by 9:00 AM or they will not be able to attend childcare that day. Exception: Doctor Appointments, (Must have a note from the doctor).

_____ (Initials)

ARRIVAL:

The Center requires every child to be brought into the building. **DO NOT DROP THEM OFF IN THE PARKING LOT or IN THE FOYER!** You are responsible for putting your child’s bedding and coats in their assigned cubby. You **MUST** sign your child in every day. Make sure a staff member is aware your child is present. We open at 7:00 AM, if you arrive before 7:00 AM please do not come into the building until 7:00 AM. Our staff uses this time to prepare before everyone arrives.

_____ (Initials)

PICK UP:

If someone, other than yourself or a person listed on your child’s Authorized Pick-up form is going to pick your child up, please supply us a written authorization note signed by you, containing the person’s name and make of car. If you need to call in to let the center know someone else is picking your child up, please provide the person’s name and make of the car they will be driving. They must present ID to be copied for our records. No one under 16 years of age can pick up your child.

We close at 6:00 pm. Please allow enough time to collect all your child’s belongings and be **out of the Center by 6:00 pm**. This means if you show up at 6:00 and you do not leave the building until after 6:00 you are considered late. You will be charged as per the late fee schedule. The fee is \$30.00 for the first 1-15 minutes per child; after 15 minutes the fee is an additional \$5.00 per minute per child after 6:00 pm. If you are late you must pay the staff before you leave. If you do not pay the staff members at pick up, you will be charged an extra \$20.00 a day until your bill is paid in full. All late fees are per child. If we are required to close the Center early due to weather late fees will be doubled.

_____ (Initials)

LEGAL RESPONSIBILITY AT PICK-UP:

Eastern Shore Early Learning Academy’s legal responsibility for a child ends when a child and parent/person who picks up the child, walk out of the Center’s front doors.

_____ (Initials)

CUSTODY ORDERS:

When applicable; All custody orders must be submitted upon enrollment. All changes must be submitted immediately. Written documentation of custody order must be in child’s file.

_____(Initials)

FIELD TRIPS:

We will have a permission slip for you to sign when we are going on a field trip. A non-staff member over 18yrs of age must accompany all 2-year-old children on field trips over five (5) miles from the center or **you must provide care for your child for that day.**

_____(Initials)

FIRE, STORM, & EMERGENCY DRILLS:

We will conduct a monthly fire/storm drill and two (2) emergency drills a year. All classrooms will have their emergency evacuation plan posted on the wall. In the event of an emergency evacuation, we have been given permission from Sunshine Laundry to meet in their building. Sunshine Laundry is located across the north parking lot of our building.

_____(Initials)

COLLEGE & WORCESTER PUBLIC SCHOOL STUDENTS:

We have an agreement with the local colleges and local public schools to allow their students who are majoring in Early Childhood Education, to do service/ training hours at *Eastern Shore Early Learning*

_____(Initials)

BIRTHDAYS:

If you would like to provide snack for your child’s birthday, please let the teacher know when and what you will be bringing so that we can prepare for allergies.

_____(Initials)

USDA CACTP (FOOD PROGRAM):

We participate in the USDA CACTP, we provide breakfast, lunch, and afternoon snack. **No outside** food/drink can be brought into the center, unless your child is in 1 of the 3 infant toddler rooms. Menus will be posted daily in the kitchen. You must fill out a form upon enrollment.

BREAKFAST:

We provide breakfast at 9:00 AM. Your child must be at the Center by 8:45 AM to be counted for breakfast. We will not accept a call in for breakfast. If your child arrives at the center after 8:45 AM please feed them before arriving.

LUNCH:

We provide lunch at 12:00 PM. Your child must be at the center by 10:00 AM to be counted for lunch unless you call to tell us that your child has a doctor appointment and you bring a doctor note. **DO NOT** send food/ drinks with your child. They will not be able to eat/drink it unless they are in an infant toddler room.

SNACK:

We will provide afternoon snack at 2:00 PM daily or 4:00 PM if your child is returning from school.

NOTE: Weekly food program Menus will be posted on the bulletin board in the kitchen.

Our program provides whole grains, fresh fruits and vegetables at least four times a week. We also limit fat, sugar, and salt in the food that is prepared. If food is brought from home, we will monitor its contents and supplement as needed in order to meet CACTP food program guidelines. As per CACTP guidelines unflavored milk is offered at breakfast and lunch and water is available at all times.

____(Initials)

PHYSICAL FITNESS POLICY:

We encourage children to be active a minimum of 60 minutes per day and provide activities both inside and outside to promote physical fitness and gross motor development. Please dress you child accordingly because we go outside, weather permitting.

____(Initials)

ACCIDENTS:

If your child is hurt at the Center, we will follow these steps:

- cut, scrape or bruise: we will wash the area with soap and water and, apply a band aide and ice as needed.
- any mark/or hit to the face or head – one staff member will attend to the child and another staff member will contact you and send a picture (if applicable) from the center’s cell phone. We will inform you of what happened and let you decide if you want to pick up your child, to take them to the Hospital/Doctor or if the child will remain at the Center until you arrive at the end of the day.

If you take your child to the Hospital/Doctor, we will need a copy of the report. We are required to notify the Office of Child Care within 24 hours of hospital or doctor/dentist care. You will always receive an accident report from the Center.

EMERGENCY MEDICAL PERMISSION:

If a parent/guardian cannot be reached, we will obtain Emergency Medical Care (only in extreme medical emergency) The parent/guardian gives *Eastern Shore Early Learning* permission to do whatever is deemed necessary at the time of the accident/incident.

The staff will do the following:

- Call parent/guardian, the child’s physician and anyone listed on the emergency card.
- If we cannot reach anyone who is listed on the emergency card, we will do the following:
 1. Call the Centers physician or 911
 2. Have the child transported to a hospital either by a staff member in the center van, an employee’s car or by calling 911.
 3. A staff member will accompany the child at all times.
- Expenses incurred are the responsibility of the parent/guardian.
- *Eastern Shore Early Learning Academy* will not be responsible for any false information given by the parent/guardian.

____(Initials)

ILLNESS:

You will be called if your child becomes ill while at the Center. You will be required to pick your child up within one (1) hour of being called. If your child is sent home with a fever or vomiting/diarrhea, they must stay home symptom free without medication for 24 hours. If your child requires medication, you must give them the first dose and keep them home until it is time for the second dose. If your child requires medicine to be given to them while at the Center, we will supply a form that you and your child’s doctor will need to fill out. All medicine must be in the original container with the pharmacy label, child’s name, medicine name, dosage, and issue date. A child with a diagnosed communicable disease may not return to the Center for 24 hours. We will require a written note from the doctor to readmit your child.

____(Initials)

NORMAL CENTER CLOSINGS:

Our center is permitted to have the following paid holidays along with two (2) professional days (TBA) annually:

Unusually circumstances

A two (2) week notice of days closed.

New Year’s Day Memorial Day Good Friday Easter Monday

Independence Day Labor Day Thanksgiving Day

The day after Thanksgiving Christmas Eve at 1:00 pm Christmas Day

The day after Christmas New Year’s Eve close at 1:00 pm

2 Professional Days – for staff education – TBA

Unusually circumstances, examples: snow closings, staff illness, etc.

A two (2) week notice of days closed will be given.

_____(Initials)

SNOW/ICE: (NOT VALID FOR FOG DELAYS)

Eastern Shore Early Learning will follow Worcester County Public Schools closing for snow and ice for the first day of each occurrence, after the first day be on the lookout for a text message, phone call, or Facebook for a post for further instructions. We will follow the Worcester County Public School system’s decision for the one (1) or two (2) hour delay.

If the public schools close early, we will close one (1) hour later then the school or at 4:00pm whichever comes first. For the parents with non-school age children please be on the lookout for a text message or phone call from the administration/director for the closing time of the center. Please make arrangements for your child to be picked up at the determined time. If the child is not picked up by the closing time late fees are doubled.

No change to hours of operation due to fog delays.

_____(Initials)

BABYSITTING:

If you require a staff member to babysit after hours, you will need to provide us with a written letter stating you give permission for the staff member to take your child from the center to your house to babysit.

____(Initials)

LICE:

We will check for lice. If your child has lice, they will be sent home and must be nit free for 24 hours before they may return to the Center.

____(Initials)

PARENT TERMINATION:

We require a two- week written notice to terminate your childcare service contract. If you do not give a two-week notice, you are responsible for payment of the two weeks and all late fees incurred.

____(Initials)

REASONS FOR TERMINATION BY EASTERN SHORE EARLY LEARNING:

- _____ 1. As noted in the Discipline Policy
- _____ 2. One-week non-payment of tuition or continually late payment
- _____ 3. Any inappropriate situation that may occur
- _____ 4. Excessive late pick up
- _____ 5. We have a three (3) bite policy. After third bite, we will send home a one-week notice of termination.
- _____ 6. State mandated guidelines are not met by parent/guardian.
- _____ 7. Refusal or inability to follow our policies.
- _____ 8. If the administration/director deems a child’s behavior is threatening the physical or mental well- being of other children or the staff.

_____(Initials)

MISCELLANEOUS:

- Child abuse policy is posted in the lobby
- **WE ARE REQUIRED BY LAW TO REPORT ALL SUSPECTED CHILD ABUSE OR NEGLECT.**
- We will provide you with a tax receipt at the end of the year, upon request.
- We will provide copies of contract and policies upon request
- Two times a year we will ask parents to evaluate our program. Evaluations assist us in providing you and your child with quality care. Your input is very important to us. Sometimes a small suggestion from a parent makes a big difference. Do not assume some other parent will answer the way you would. All suggestions are helpful to us, to improve our programs. Please remember to return your evaluations.
- Our screen time policy is as follows: we will only watch educational interactive programs 5 minutes a day or 30 minutes a week for ages 2 and up.
- We participate in the Food Program which we will provide one nutritional snack and two nutritional meals a day. Breakfast and Lunch
- **For consumer information about Regulated Child Care go to State website [Maryland PublicSchools.org](http://MarylandPublicSchools.org).**
- If enrollment is terminated by either Eastern Shore Early Learning or by the parent/guardian, you will NOT receive a refund of weekly tuition
- The premises are subject to video surveillance at all times. Individuals entering and exiting the premises are captured by video and recorded. There is no voice monitoring.

____ (Initials)

*******Copies of Policies upon request*******

DISCIPLINE:

What is discipline? It is the way a caregiver encourages and supports children who are trying to achieve self-control and acceptance. Helping children to understand there are limits and why certain behavior is more desirable than other behavior. Most of all it is giving, sharing, teaching and loving.

The caregiver is the key to the effectiveness of discipline. If the relationship between the caregiver and the child is based on affection and respect, the effectiveness will be greater. A caregiver needs to be firm, gentle, patient, and understanding. Remember, we model the behavior we want the children to achieve.

The best way to have a well-organized and happy classroom is by keeping the children busy at all times. Having and keeping to a daily schedule will help to prevent misunderstandings for the children. All rules are clear and consistent and as age and developmentally appropriate can contain input from your children. Introduce rules slowly to give them time to remember them. Explain why we have the rules and let them know what will happen if they do not follow the rules.

Additional positive guidance used by our staff are providing the child choices through out the day, using redirection to another toy or area in room, model and encourage problem solving as age and developmentally appropriate. My feelings chart and/or a choice chart.

We use "Taking a Break" or "Cozy Corner" if the child is having a hard time with the rules. The "Cozy Corner" is a place the child can go to until they calm down, there are items in the "Cozy Corner" for the child to manipulate until they calm down. This is a calming period for the child to think about what they have done and ways to redirect their behavior. The children are allowed to stay in the "Cozy Corner" as long as they want to.

Refection Policy

If "refection" is an appropriate form of discipline for a given situation, the child is to be away from the other children, although they will be in full view of the teacher at all times and sitting so the child is able to see the classroom. This is an opportunity for the child to reflect on their behavior and can reenter the group when they feel ready. The caregiver will talk to the child about what they did and a more positive choice next time.

There are a few behaviors that will require the teacher or director to speak with the parents. Examples of these behaviors are; if a child hits or spits on or at the staff or another child, or if the child becomes disruptive and hurting the children or staff. Once these behaviors are displayed, we will have a meeting with the parents to go over the Discipline procedures.

Discipline Procedures are as follows:

- We will ask the parent for some ideas as to why the child is showing these behaviors and if they can suggest ideas for us to help the child.
- We will work with the child for five (5) days documenting the child's behavior.
- After the five (5) days we will meet with the parents to go over the documentation.
- We will suggest Early Intervention with the parent's consent.

_____(Initials)

2021 Covid Changes to Parent Handbook

PAYMENT:

We will no longer accept credit cards.
You will need to pay with check, money order or cash.
Hand tuition to the staff at the door.

PARENT INVOLVEMENT:

Covid restrictions permit one parent in the building during drop off and pick up. This is subject

ABSENCES:

If your child goes to the doctor, we require a note from the doctor's office stating the date and what your child was being seen for.

Covid Related Absences:

If a staff, child or parent feels ill they should not enter the center.

Eastern Shore Early Learning will follow the following procedures in the event a staff, child, or household member of staff or child has been confirmed to have COVID-19

- Contact the health department at 410-629-0164
- Close the center for 2-5 days as needed.
- Send out a message on the center cell and Himama about the confirmed case.
- Clean and disinfect the entire center according to CDC guidelines.
- Center closed will be determined by Health Department and Office of Child Care.
- Anyone who was exposed to the confirmed person should monitor themselves for symptoms and quarantine for 5 days.
- Staff or child may return to the center after they meet the CDC criteria for discontinuation of home isolation.
 1. 72 hours (3 days) with no fever without fever-reducing medication and respiratory symptoms have improved.
 2. 7 days has passed since symptoms first appeared.

Eastern Shore Early Learning will follow the following procedures in the event a staff or child becomes ill while at the center.

- If the staff or child has been in the center 48 hours before becoming ill the center will close.
- Safely remove the person and put a mask on them if applicable.
- Clean and disinfect the center as CDC recommends.
- Notify parents and staff that someone has become ill at the center.
- Encourage parents and staff to monitor for symptoms daily.

- Talk with health department and OCC as to how long center must remain closed based amount of contact/exposure to the ill person.

In the event Eastern Shore Early Learning must close due to possible COVID-19 exposure we will remain closed until:

1. The entire center is cleaned, sanitized, and disinfected.
2. We will contact the health department and OCC to find out when we can reopen.

If a person is in quarantine due to possible exposure to COVID-19 we will do the following:

- Contact the health department providing the following information.
 1. When person was last in the center.
 2. What interactions they may have had with anyone in the center and in what rooms.
 3. How long they were in the building.
 4. Does the person have symptoms now?
 5. Additional information.

PARENT TEACHER CONFERENCES:

Until the Covid restrictions are lifted we cannot have in person parent teacher conferences.

NAP TIME:

Please send your child's bedding and clothes in a plastic reusable bag, grocery bag or backpack

Arrival/Departure:

Parents MUST wear a mask when coming up to the door to drop off or pick up your child. One parent is permitted in the building during drop off or pick up

FIELD TRIPS:

We will not be going on field trips until the Covid restrictions are lifted.

COLLEGE & WORCESTER PUBLIC SCHOOL STUDENTS:

Due to Covid restrictions we cannot allow students into the building.

Parent Signature and Date