

Bellbrook-Sugarcreek Preschool Program



Parent Handbook

2022-2023



Learning Knows No Bounds



Operated through the Greene County Educational Service Center

WELCOME

Welcome to a new school year! The purpose of this handbook is to acquaint students and parents with our policies and procedures. Hopefully, this handbook will maintain open and effective communications between school, students, and parents.

Open communication between home and school is extremely valuable in planning a positive and caring educational environment for each pupil. If you have a concern or question pertaining to your child feel free to contact his/her teacher. In the event further consultation is warranted, notify the Preschool Supervisor, Traci Womack, 848-5001 or 848-6251, ext. 6922, or School Psychologist Katie Weber, 848-5001, ext. 6921 and a conference will be arranged.

Providing a team approach is crucial for our kids' successes!

LOCATION

St. Pierre Education Center
3757 Upper Bellbrook Road
Bellbrook OH 45305
(937) 848-6251



STAFF

- Director of Preschool Services—Traci Womack
- Psychologist—Katie Weber
- Teachers—Heather Gaskill, Karen Moulton, Kendra Ripberger, Stefanie Siemen, Brandi VanderYacht, and Kaitlin Wright
- Teacher Assistants—Amanda Arnold, Molly Hofacker, Cheryl Oglesbee, Julie Papi, and Cindi Pettit, Andrea Chaffin, & Lisa Steiner
- Speech Pathologists—Julie Carlton and Kayleigh Izor
- Occupational Therapists—Ellie McHugh and Shawna Reed
- Adapted Physical Education Specialist—Vicki Pauley
- Physical Therapist—Dawn Koesters
- Special education Administrative Assistant—Jennifer McClure
- Preschool Administrative Assistant/Receptionist – Jennifer Dreischarf

Greene County Educational Service Center

MISSION STATEMENT

The MISSION of the Greene County ESC is to promote widespread success for our students by providing essential, effective, specialized and innovative services that foster collaborative, valued partnerships amongst all stakeholders.

Bellbrook-Sugarcreek School District

VISION

Bellbrook-Sugarcreek Schools will lead by providing a world-class education within a caring, supportive, and responsive community.

MISSION

The Bellbrook-Sugarcreek School District empowers our learning community to . . .

- be responsible decision-makers and effective problem-solvers
- persevere in the achievement of life goals
- contribute to communities locally and beyond
- embrace learning as a lifelong process

PROGRAM OVERVIEW

Bellbrook-Sugarcreek Schools, in conjunction with the Greene County Educational Service Center, operates our preschool program. The program is open to all children, ages 3-5, who are residents of the school district. Children who have developmental delays are also accepted with free therapy services provided to children who qualify.

The program is state licensed and follows criteria developed by the state. Children learn best through meaningful play; therefore, a developmentally appropriate play-based curriculum is followed along with state preschool standards to foster intellectual, social, physical and emotional growth. An integrated program allows children who have many types of strengths and needs, to model various skills for each other, to interact with a variety of children and to establish friendships with one another. The program is designed to meet the individual needs of all students.

There may be a maximum of sixteen (16) children in each class, a preschool teacher and up to two (2) assistants per classroom. A developmentally appropriate, play-based curriculum will

be implemented along with preschool standards set by the state. Children will receive both individual and small group instruction. The children benefit from both the individual attention the small group can provide and the more informal experiences offered in a larger situation. These interactions also foster the development of friendships and social skills.

The preschool class meets Monday/Tuesday and Thursday/Friday for 2 1/2 hours, morning or afternoon. The hours are as follows: 8:35-11:05 a.m. and 12:10-2:40 p.m. Typically there are no classes on Wednesday. This allows the staff to conduct preschool screenings, assessments, Individualized Educational Programs (IEP) meetings, team meetings, program planning/development, home visits, parent conferences, and staff development activities. The program follows a similar calendar schedule as all other programs operated by the Bellbrook-Sugarcreek School District but will have a preschool specific calendar for families.

Communication between home and school is an essential part of the preschool program. You are encouraged to contact your child's teacher or related service provider if you have any questions, concerns, or compliments about your child's progress in school.

Home-to-School and Back-Again Notebooks

Communication folders will be sent home daily that include information about the weekly activities, theme and vocabulary. The teachers and/or related service providers will also include information about your child's individual progress as often as possible. Space is provided for you to tell us about things that happen to your child outside of school, even as small as what he/she ate for breakfast. It helps to have items to talk about with your child, particularly if your child has delayed speech or language.

Parent-Teacher Conferences / Annual IEP Meeting

Parent-teacher conferences provide opportunities for teachers to share information with parents about their child's progress in school. These conferences are scheduled two times each year. An annual IEP (Individualized Education Program) meeting for children with special needs will be held to update goals and objectives and/or begin the transition to Kindergarten. Additional conferences and/or IEP meetings may be held throughout the year at the request of the parent or teacher.

Progress Reports

Progress reports based on the Individualized Education Program (IEP) goals and objectives will be sent home quarterly for students with special needs. A progress report based on the skills per Ohio Learning Standards will be sent home at the end of each semester for all students.

Parent Roster

Rosters of names and telephone numbers of students and parents attending the early childhood education classes are available upon request for arrangements such as birthday parties and/or play dates. Parents are asked to sign a statement authorizing the inclusion of their information on the roster.

Our educational staff is very diligent concerning adherence to the Preschool Rules under the Ohio Administrative Code. Please feel free to review the most recent written compliance report as well as other important compliance information posted in the main hallway. The Division of Early Childhood Education may be contacted to report any suspected violations of the Rules of Preschool Programs, Chapter 3301.37. Call the Ombudsman Office at (937) 223-4613.

PRESCHOOL CURRICULUM

Ohio's **Early Learning and Development Standards** describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children.

These five domains include:

- Social and Emotional Development
- Physical Well-being, and Motor Development
- Approaches Toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

Ohio's Early Learning and Development Standards (birth to kindergarten entry) are the basis for the Kindergarten Readiness Assessment (KRA), which is currently administered in the fall for incoming kindergarten students at Stephen Bell. This is a state required assessment. The Kindergarten Readiness Assessment is used to assess four areas of early learning:

- Social Foundations- including social and emotional development, and approaches toward learning
- Mathematics
- Language and literacy
- Physical well-being and motor development

You may find additional information by going to:
<http://education.ohio.gov/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment>

The Bellbrook Preschool Program uses “Access Curriculum”. ACCESS is a curriculum that includes a framework for intentional decision-making about what to teach and how to teach it. It was developed and implemented at the University of Dayton's Bombeck Family Learning Center (Bombeck Center) and with other partner preschool, kindergarten and primary grade settings. The curriculum reflects 15 years of work by UD early childhood faculty and the Bombeck Center curriculum specialist, teachers and administrators who developed, field tested and implemented the curriculum. This curriculum has been approved by the Ohio Department of Early Learning. You may find additional information at <https://www.accesscurriculum.com/overview.html>.

ELIGIBILITY / ENROLLMENT

Children are determined to be eligible for the program according to one of the following criteria:

Preschool Children Not Receiving Special Services

- The program is open to preschool children who are residents of the Bellbrook-Sugarcreek School District.
- Enrollment is on a first-come, first-serve basis. A waiting list for students without special needs will be kept to determine the order in which to place students.
- Your child’s classroom assignment is based on many factors such as the educational needs of the child, therapy needs, transportation and parent input. Our staff meets as a team to determine appropriate placement taking into account the needs of all students. Although parents may prefer a certain teacher or time slot, please remember that many factors influence the decision-making process. Please understand that our goal is to create a positive learning environment for your child. Once classroom assignments have been established, it is unlikely that changes will be made.
- **Tuition is a monthly fee of \$200.00.** Payment is due at the beginning of each month or may be made in one lump sum at the beginning of the school year. Should you choose to pay the full tuition at the beginning of the school year, a five percent (5%) reduction in the overall cost for the school year will be given. Checks should be made payable to Bellbrook-Sugarcreek Schools and mailed or delivered to the office: St.Pierre Education Center, Attn. Angi McAlister, 3757 Upper Bellbrook Road, Bellbrook OH 45305, 848-5001 ext. 6110.
- The school does offer a free and reduced tuition option for those who qualify. If a student qualifies for Free school lunch, preschool tuition will be free. If they qualify

for reduced school lunch, preschool tuition will be reduced to \$100. If you need an application, please contact Jenny Dreischarf at jennifer.dreischarf@bss.k12.oh.us OR 937-848-5001 ext. 6902.

- Payments not received by the 7th of the month may receive a reminder letter that payment is past due. Payments that are delinquent on a consistent basis may forfeit the preschool spot.
- Determination of which class (a.m. or p.m.) your child will attend will be made based upon enrollment numbers.
- Transportation is the responsibility of the parent/guardian and is not provided by the school district.
- **Children who do not receive special services must be potty trained.**

Children With Delays/Disabilities

Eligibility for early childhood services is composed of two parts: 1) documentation of deficit functioning in the area(s) of suspected delay, and 2) determination that the deficit(s) have an adverse effect on the child's normal development and functioning. Each student must meet eligibility requirements as established by the Ohio Department of Education. The tuition fee is waived for children identified as having developmental delays. However, students being dismissed from services prior to March 15th will be expected to pay the monthly \$175 tuition for the balance of their school year. Transportation may/may not be provided.

An Individualized Education Program (IEP) is written for each child that attends the preschool with an identified delay or disability. The IEP is a plan that outlines services that the child will receive while enrolled in the preschool program. Goals are developed by the IEP team which consists of the parent, teacher and other pertinent team members such as school psychologist, speech and language therapist, occupational therapist, etc. These goals are based on observations and other assessment information that may be gathered throughout the school year. An IEP will be created on a yearly basis and provide new or updated goals that will be attended to in the following school year.

Activities/Services

Transition students who will be moving from preschool to kindergarten will have transition activities provided. Examples of the types of activities include:

1. Field trips for students to Stephen Bell;
2. Parent meeting held one evening during the school year with preschool and Stephen Bell staff;
3. Students who are currently receiving special education services in preschool who will be transitioning to kindergarten will meet with preschool staff to explain the process that will occur with the possible change in services.

School Fees

All students are charged an annual student fee as approved by the Board of Education. The fees are based upon the quoted cost of materials and instructional supplies. **The established preschool fee is \$65.00 year (excluding tuition fees).** Fees will be collected in the fall. Checks should be made payable to the Bellbrook-Sugarcreek Schools. (REFER: Board of Education Policy #6152.01)



Snacks

Children will receive a snack each day. Children are permitted and encouraged to bring in treats to share with their classmates on their birthday. We ask that you notify your child's teacher in advance if you plan to send treats.

If your child should have any dietary restrictions and/or **food allergies**, please inform the teacher. We ask that you provide daily snacks for your child if he/she will be unable to eat what the teacher provides. We have a limited number of choices.

Clothing

Children should be dressed in comfortable clothes and shoes. Students may be climbing, jumping, and running on any given day. We discourage any type of shoe that may easily slip off or cause your child to fall. Children should bring an extra change of clothing which can be kept at school. **Please label any items that your child may be bringing to school such as toys or clothing items.** Students are encouraged to bring a backpack each day. This will allow them to carry daily items to and from home.

Attendance

In order for your child to grow and be successful, it is imperative that they attend school on a regular basis. **Parents are REQUIRED to call the school attendance line at 848-5001, Option #1, and the Transportation Department (848-4029) if the district provides transportation.**

It is important that your child come to school on a consistent basis. If you feel that your son or daughter is not quite ready for school after enrollment you may withdraw them at any time; otherwise, attendance will be documented per Ohio Department of Education guidelines and reported to the state. Students who are habitually absent may be withdrawn from the program.

Inclement Weather

School is closed when it is determined that it may be unsafe to transport the children to and from school. In the event the school district is on a two-hour delay, the a.m. (morning) preschool session WILL BE CANCELLED. Please continue to watch and listen for updates regarding the p.m. (afternoon) session. You may also receive a telephone call or text from our automated "*Instant Connect*" notification system. This information will be broadcast on local television stations, radio stations, and the Bellbrook-Sugarcreek School District webpage @ www.sugarcreek.k12.oh.us .

School Security/Safety

In order for students and staff members to be prepared in the event of an emergency, security drills will be employed throughout the school year. The Crisis Management Plan is on file in both the Superintendent's office and the school office for your review. In the event of an emergency, the "*Instant Connect*" notification system will be utilized.

For the safety of our students, all individuals visiting the school who are not either a district employee or student, **must report to the office and wear the appropriate badge/tag as a visitor, volunteer, or substitute teacher.**

Children shall be allowed to leave the classroom only with parents and designated persons. If someone other than the individual(s) listed on the form filed in the school office is to pick up the child, the school must have written permission from the parent. Proper identification may be asked for by school staff to verify identity. Proper identification may be requested by school staff to verify information regarding identity.

Fire/Tornado Drills

Procedures for disaster drills are posted in each classroom. Fire and tornado drills are held throughout the year. We also periodically practice a building lockdown and evacuation drills.

Student Safety / Behavior Management

Per the Ohio Positive Behavioral Interventions and Support (PBIS) model, Bellbrook-Sugarcreek Preschool has adopted the following school rules:

1. Be kind.
2. Be helpful.
3. Be safe.

PBIS is a proactive approach that schools use to improve school safety and promote positive behaviors. The focus of PBIS is prevention and not punishment. Appropriate and expected behavior is taught just like any other school subject. Everyone learns what is considered to be appropriate behavior and then uses common language to talk about it.

Our goal is to help children -

- develop a positive self-image;
- to become self-directed; and
- to exhibit self-control

Our staff strives to actively engage the children in developmentally appropriate activities which assist the children in making good choices concerning their actions and language. A predictable routine with cues to indicate upcoming transitions and activities also gives children a sense of security. These approaches promote positive social/emotional development.

If a child, however, is engaging in behaviors that are not considered to be good choices for a classroom environment, the following strategies may be utilized by the school staff:

- Modeling of appropriate behavior
- Redirecting toward desired outcomes
- Providing clear, simple limits in positive terms (young children have a difficult time understanding the words “don’t” and “no”)
- Encouraging children to work together to solve problems
- Encouraging children to use their words (signs or pictures) to express their feelings (providing assistance in verbalizing of feelings as necessary)
- Providing logical and natural consequences
- Giving children choices between two appropriate alternatives
- Removing children from the situation, explaining the rules in clear, simple language and giving the child the chance to try again; repeating if necessary
- Use of a “quiet area” in the classroom for children who need a place to become calm and gain back their self-control

The staff member in charge of a student or group is responsible for the discipline of the students and will utilize the above named strategies. All persons on the school premises must comply with these strategies.

For children who need additional support to make progress with overall emotional development, the classroom team along with the parent will develop a plan which targets the behavior or concern and focuses on consistent interaction from all members of the team on how to address the behavior to be eliminated and/or replaced by one or more positive behaviors in which to reinforce. Please see Ohio Preschool Licensing Rule 3301-37-10.

In compliance with Ohio Preschool Licensing Rule 3301-37-10 there will be:

- No cruel, harsh, corporal punishment or any unusual punishments.

- No discipline shall be delegated to any other children.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, should he/she be a danger to self or others, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- No discipline imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.

Health Services

The goal of school health service is to promote an understanding of positive health practices with the desired outcome of maintaining and improving the state of health in the school community. This goal will be accomplished through a program of providing minor emergency care, monitoring contagious diseases, identifying health needs through screening programs, enforcement of state rules and regulations regarding immunizations and providing current information about diseases, illnesses, and health practices. The preschool staff is trained in first aid and communicable disease identification.

We now offer numerous pamphlets and brochures for our preschool families that outline the many community and health resources available. Stop by the information display hanging outside the main office.

Since the school nurses also serve other buildings in the district, the clinic is primarily under the jurisdiction of school office personnel. However, the school nurse is always available for consultations and emergencies regardless of the building she serves that particular day.



If a student should become ill or injured at school, the child informs the teacher. The teacher will determine if further attention is necessary and may have a staff member escort the child to the office/clinic for treatment and/or assistance. Depending upon the extent of the injury or illness, the student will be given only necessary and immediate first aid. Thus, after an initial assessment of the illness or injury, the student will either be sent back to class, kept in the clinic for short rest time and/or sent home with a parent, guardian or other parent designated individual.

HEALTH INFORMATION

(in compliance with Ohio Licensing Rule 3301-37-11)

Sick Child Procedure

Bellbrook-Sugarcreek Schools Early Childhood Education classes attempt to provide a healthy environment for all children and staff. Although regular attendance is encouraged, if your child is sick and needs to stay home, **please call the school office (848-5001, Option #1) and leave a message regarding the nature of the illness.** If your child receives transportation services, please also call the transportation department to inform them of your child's absence (848-4029). Please remember to call if your child will not be in school—we worry when we do not see your child's smiling face.

Parents should keep children home if they have any of the following:

- Diarrhea (more than one abnormally loose stool within a 24-hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
- Untreated infected skin patch(s);
- Unusually dark urine and/or grey or white stool;
- Stiff neck;
- Lice, bed bugs, or other parasitic infestation; or
- Scabies (contagious skin disease)

Sick Child at School Procedure

If a child displays any of the above symptoms during the school day, a parent/guardian will be contacted and expected to pick up their child immediately from school in order to avoid the spread of contagious disease. The child will be isolated under supervision and carefully observed for worsening conditions. A cot will be provided until the parent arrives, at which time the cot will be cleaned with soap and water and disinfected with an appropriate germicidal agent. Any linens used will be laundered and disinfected prior to the next use.

A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged, immediately or at some other time during the day, shall be determined by the Supervisor and the school nurse. The child, while isolated at the program, shall be watched carefully for symptoms as well as the following:

- Unusual spots or rashes;
- Sore throat or difficulty in swallowing;
- Elevated temperature; or



- Vomiting

For a child who is “mildly ill” (defined by slight cold symptoms or not feeling well enough for full participation in preschool programming but not displaying any symptoms which require isolation and exclusion from the program), the staff will closely observe the child for worsening of symptoms that would require immediate isolation. The parents would be notified, and with the teacher, determine if the child should be discharged.

Returning to School Following An Illness

- Children must be free of symptoms for a 24-hour period, including fever before returning to school.
- If your child has had emergency treatment, hospitalization, surgery, communicable disease or is absent a week due to illness, a written authorization (medical release) to return to the program from your child’s physician is required. Please ask the physician to include any special instructions the staff might need to know (e.g. activity level, eating, change in medications, etc.).

Communicable Diseases

If a child is exposed to a communicable disease at school, written notification will be sent home on that same day. The staff is trained in communicable disease identification, first aid, CPR and child abuse identification.



Health Examination

As required by Section 3301-37 of the Ohio Revised Code, a medical/physical examination by the family physician is required for each child prior to admission to school and annually from the date of the physical thereafter. The required medical form is included in the enrollment packet as well as can be obtained in the school office. The medical form may be completed by a physician, medical assistant or registered nurse.

Emergency Medical Authorization Form

Each parent/guardian is asked to sign an Emergency Medical Authorization Form. This form must be completed annually granting parental consent for staff to administer first aid, obtain emergency services and/or transport your child in the event of an emergency. SAFETY is a definite priority with our children. They will be supervised at all times. In the event of a serious

accident or injury, the parent/guardian will be contacted as soon as possible and any instructions listed on the emergency authorization form will be followed. For your child's safety, it is critical that you keep emergency names and numbers up-to-date with at least three (3) different names and phone numbers. If your child needs you, we want to be able to contact you or your designated emergency contact as soon as possible.

WRITTEN NOTIFICATION of change in address or phone number is required in the school office.

Immunizations

State law requires enrollees 20 months or older to be immunized as follows:

Polio	3 doses
DTP/DT	4 doses
MMR	1 dose on or after 1st birthday; 2 doses by age 5 (measles, mumps, rubella)
Hib	1 dose given on or after 15 months or 3-4 doses depending on type and age when the child began the 1st dose and the last dose is to be after 12 months of age
Hepatitis B	3 doses

Medications

Medications of any kind including over-the-counter medications such as Tylenol, vitamins, or special diets are administered only if instructions to do so are written, signed, and dated by a licensed physician and prescribed for a specific child. Forms are available in the office. The permission form will be kept on file in the office.

Medications need to be contained in the original packaging. A written log of medication that is administered will be kept on file for a year with name of child, dosage, date and time administered.

Vision and Hearing Screenings

Per state law, each child has a vision and hearing screening yearly by the school nurse. Parents are notified by letter if results indicate a possible concern.

Physical Education/Adapted Physical Education/Physical Therapy:

A medical release from a physician is required to return to participation in physical education/adapted physical education and physical therapy after a moderate injury, significant medical illness, stitches, fracture or surgery.

If your student has been under the care of a physician for an injury or illness and/or has had physical restrictions assigned to them from a doctor, they will require a release prior to them being able to participate.

Changes at Home

To help us give your child the most successful experience possible, we need you to inform us of any changes in your family life. Sometimes changes that adults adjust to easily are more difficult for your children. Please let us know of changes even if they seem minor to you such as Grandma visiting, a remodel of your home, your child has a new babysitter or daycare, you or your spouse leave for a few days on a business trip, etc.

Transportation

Transportation services may be provided for children on an Individualized Education Program (IEP). Staff members or a responsible adult must escort students to and from the bus. The bus operates on a time schedule. This schedule does not permit the bus to wait if the student is late or to change drop off/pick up points without advance written notice. Due to time restrictions, please do not detain the bus driver and aide with questions and/or concerns—call the Transportation Department, 848-4029.

All school rules are to be followed on the school bus. The bus driver has complete authority while students are in his/her care. Any student who repeatedly violates the safety precautions and/or bus conduct expectations may have a parent meeting scheduled and/or result in a suspended or loss of transportation services.



Student Drop-off/Pickup

Parents who drop off and/or pick up their student by private vehicle must do so by utilizing the drop zone. Drop-off time begins at 8:30 a.m. or 12:05 p.m. Pick-up time begins at 11:00

a.m. or 2:35 p.m.

Additional information will be provided closer to the start of the school year with regards to the “Drop Off” and “Pick Up” procedures.

NOTE: *Please understand that teachers do not have time allotted during the drop off and pick up times to conference with parents. If you have questions/concerns regarding issues related to your child’s progress, please make an appointment with the teacher so that they may give you the time needed.*

Parent Responsibilities

Send your child to school:

- with a smile on his/her face;
- a hug from you;
- a good breakfast/lunch;
- appropriate clothing for the weather and any forecast changes; and
- enough sleep so that he/she is eager to start the day

QUESTIONS OR CONCERNS

Parents requesting copies of inspection reports or those who desire to file a complaint may do the following:

First Contact: Child’s preschool teacher (848-6251 or 848-5001) - - -

Mrs. Gaskill: heather.gaskill@bss.k12.oh.us

Mrs. Moulton: karen.moulton@bss.k12.oh.us

Ms. Ripberger: kendra.ripberger@bss.k12.oh.us

Mrs. Siemen: stefanie.siemer@bss.k12.oh.us

Ms. VanderYacht: brandi.vanderyacht@bss.k12.oh.us

Mrs. Wright: kaitlin.wright@bss.k12.oh.us

St.Pierre Education Center

3757 Upper Bellbrook Rd

Bellbrook OH 45305

Second Contact: Traci Womack, Director of Preschool Services (848-5001, ext. # 6922)
Katie Weber, Preschool Psychologist (848-5001, ext. 6921)

Bellbrook-Sugarcreek Schools
3757 Upper Bellbrook Rd
Bellbrook OH 45305

Third Contact: Ms. Barbara Weinberg
Ombudsman Customer Service
Barbara.Weinberg@education.ohio.gov

***The preschool staff hopes that you and your child
have a pleasant school experience this year!***

(rev. 4/2022)