



Alison's  
LETTERLAND

Child  
are  
entre

International Kindergarten

# Unique International Pre-School / Kindergarten

Hong Kong



## Elephant Group Information

[www.letter-land.com](http://www.letter-land.com)



**International pre-school**

**Address:**

Flat C/2 Floor, Marco Polo Mansions, No. 10 Cleveland Street, Causeway Bay, Hong Kong

**Phone:**

(+852) 2504 1978

**Fax:**

(+852) 2577 4836

**Email:**

info@letter-land.com

**Website:**

www.letter-land.com

**Age:**

2-6 Years Old

**Class Time:**

Morning – 9:00-12:00 noon

Afternoon – 2:00-5:00pm

**Programme:**

Foundation Stage, a distinct phase of education

Key Stage One .

**Teaching Medium:**

English

**Owner:**

Miss Alison Pope, Qualified N.N.E.B. 1989





**Introduction**

**I would like to welcome** you and your child to Alison’s Letterland Child Care Centre. We have been operating since September 1996 and have built up an excellent reputation for being an extremely caring and friendly international pre-school. All of our students have been accepted to international primary school, reflecting the excellent standard of teaching, care, love and devotion each individual student receives at Alison’s Letterland Child Care Centre. Letters from previous parents are available for your viewing in the classroom, giving you some idea of their views and feelings about the Centre.

**At Alison’s Letterland Child Care Centre**, you will find a room full of happy, busy children taking part in activities to develop their skills. The Centre is an open plan school, divided into three classroom areas:

**Minnie Mouse Group** – Nursery Class 2-2.8 years old. There are eight children in the group supervised by one teacher.

**Mouse Group** - K1– 2.8– 3.6 years old. There are eight children in the group supervised by one teacher.

**Elephant Group** - K2 and K3 3.6 -6 years old. There are fourteen children in the group supervised by one teacher.

**I am lucky to be able to share my beliefs**, qualifications and experience in education with you and your child. I teach from my heart and the same standards are passed on to my staff. I would like to welcome you and your child to the very best possible start in pre-school education.

Alison





## The curriculum

### Key Stage One

**The curriculum followed** for the elephant group children is related to the Key Stage One activities. The Key Stage one curriculum is related to the UK 'National curriculum' and comprises the following areas of learning:

Language and Literacy

Maths

Science

ICT ( Information, communications, Technology)

RE– Religious Education

Art and design and Technology

Music

History and Geography

Physical Education

Personal, social, Health and citizenship

**Throughout the weeks classes**, we provide activities to develop all of the above skills through fun, confidence, choice and encouragement.

**Your child will be supervised** by caring, qualified and experienced pre-school teachers. They will encourage your child by praising effort made to take part in all the activities at Alison's Letterland Children Care Centre.

**We follow our very own assertive discipline** plan at Alison's Letterland Child Care Centre, rewarding your child for positive efforts made in class and certificates are handed out for any special achievements. This also includes a small group assertive discipline plan such as collecting marbles, stars and stickers.

**Detailed topic plans** and are presented to you at the beginning of each week; displayed in the classroom and on our website [www.letter-land.com](http://www.letter-land.com), for your viewing.

**We have an open door policy at Alison's Letterland Child Care Centre.** My teachers and I are always available to discuss your child's progress or any problems you may have, no matter how small they may be. Open evenings and days are held twice a year. You are invited to attend the event to discuss your child's progress, related to the 'Play in Early Childhood' reports by Mary D Sheridan and their Key Stage One developments with his/her class teacher.





**The Timetable**

The Elephant Group time table offers a challenging syllabus for your child to prepare him/her for International primary school.

To ensure that your child will have a solid foundation of both social and academic skills to have the perfect transit from Alison’s Letterland Child Care Centre to the International pre-school of their choice.

During each class your child will work in a small, coded-group. Your child will be set tasks, to complete during each class, related to the Key Stage one curriculum.

We also have two very special friends in our Elephant Group ‘Ellie the elephant’ and ‘Eddie the elephant’. Ellie and Eddie are soft toys that represent the Elephant Group mascots!

Your child will have the opportunity to take Ellie or Eddie home to share your family weekend events. The timetable and activities that your child will be participating in are as follows:

**Free Play - Monday-Friday A.M and P.M Class**

**Personal, Social, Health and Citizenship**

At the beginning of each class a wide variety of activities will be attractively set up for your child to choose from to develop their fine motor skills and social skills. It is a nice quiet time for your child to spend with their class teacher and recall any past or future experiences with them.

The fine motor skills activities include weekend book, creative writing book, textile experiences, name tracing, topic colouring sheets, construction sets, jigsaws and board games, computer activities.

All of the activities will aid your child’s future reading, writing and mathematical skills, and are also fabulous language and social skill opportunities.

**Introduction to Lesson Plan – Monday-Friday Class**

**Language and Literacy/ Personal, Social, Health and Citizenship**

The introduction to the lesson plan is a large group activity and your child will be introduced to the daily topic and divided into their coded-group.

Other fun and traditional songs will always be sung during the introduction to the lesson plan, along with the class register, allowing your child to be greeted individually by their class teacher and peers.

The class teacher will use a variety of visual teaching aids to introduce the lesson plan, such as story books, flashcards, singing, visual objects, musical CDs and day board.

I cannot emphasise enough how important singing activities are for young children, particularly those learning English as a second language. Singing is the very first introduction to your child’s reading skills, and what a fun way to start!





**Snack Time Monday- Friday A.M and P.M Class  
Personal, Social, Health and Citizenship**

A drink of juice or water and snack consisting of fruit and a small biscuit will be provided for your child. Snack time is a social activity, and your child will be encouraged to give out the snack to their peers and tidy away by themselves.

For special events and parties you are requested to provide your child with a small party snack to share with their peers. We love to taste any home made cooking, however please do ensure that any snacks do not contain peanuts.

You are also welcome to provide your child with a cake for their birthday or last day, you will be presented with a reminder slip from your child's class teacher.

Please ensure that you inform your child's class teacher about any food allergies when you register with the Centre. There may be occasions when alternative snacks are served at parties and special events.

**Academic and Practical Activities**

The academic and practical activities are all related to the Key Stage One curriculum.

To ensure that your child has a balance in all areas of their developmental skills they will be participating in the following activities: **mathematics, problem solving and science. , creative writing, Oxford reading tree and letter recognition, ,topic-based, Religious Education, Geography, History, Write Dance, Mandarin; and activities to share at home.**

We do provide academic workbooks related to our academic syllabus. However, you must remember that it is the time and effort put into anything a child produces on paper, not the end result that matters. We must also remember at all times that a child of such a young age must not be forced to participate in any academic activities. They will learn just as much, if not more, from all of the practical activities on offer.

All of the creative and practical activities available for your child work in conjunction with all of the academic activities.

Once again I would like to state how important creative and practical activities are for pre-school children. They allow your child the opportunity to express him/herself freely and imaginatively. There is no wrong or right way for your child to complete an art and craft activity, each piece of work represents each individual's creative mind and personality. It is always extremely important to remember that it is the time and effort your child has put into the activity, not the end result that matters.

All of our academic activities are always followed through with practical activities. Practical activities will give your child the opportunity to share his/her learning experiences with peers, experiment with different materials and learning tools, and put into practice whatever he/she has learnt from the academic activity.



**Maths****Monday A.M Class****Monday and Thursday P.M Class****Nursery Numbers/ Problem solving/ Science and texture themes and Cooking**

**There are endless activities** related to mathematics and scientific development for the pre-school child. You can always refer to the enclosed 'learning through play' booklet for further information.

**Your child will have their** Nursery Numbers or Problem solving activity books to work through which includes, early mathematical skills such as adding and subtracting, telling the time, weighing and measurements, times tables and problem solving.

**Our science themes** are related to activities such as, natural materials, life cycle, our world, our bodies, senses and seasons. There are always lots of interesting experiments throughout our science classes, which are a joy to observe.

**A different theme is introduced** each term and your child's work will be attractively presented around the classroom and group topic books.

**Mathematical skills** are not just related to numbers, they are also part of almost every activity your child takes part in during each class.

**The practical activities** for mathematics include science and cookery topics. These will include water and sand trays, play dough, shaving foam, corn flour, dry and wet pasta, and many more interesting textile experiences.

**Textile experiences are also a wonderful** way to advance your child's self-esteem, as there is no right or wrong way to achieve the correct result.

**Your child will have so much** fun getting into a lot of mess, but also learning so many mathematical concepts.

**The cookery activities** are related to special occasions such as Mother's Day and also to our topic for the term.



## Language and Literacy

**Tuesday A.M Class– Creative writing, Oxford reading tree and letter recognition**

**Friday A.M Class- Write Dance, ,**

**Tuesday and Friday P.M Class- Creative writing, Oxford reading tree and letter recognition / Write Dance- alternate weeks**

After a great introduction to the Letterland syllabus in the Minnie Mouse and Mouse group your child will move onto more advanced language and literacy activities in the elephant group. We will encourage your child to put pencil to paper during activities in their creative writing books with emergent writing skills. The emergent writing allows your child to create their own writing and begin to sound out words by themselves. The work may not look as impressive as words copied from a work sheet, but believe me your child is learning so much more and thinking about the letters and words that they are putting onto paper. Most importantly they will have fun and will be rewarded for their hard efforts.

Each week your child's class teacher will introduce a letter from our very special 'Letter tree'. Your child will learn to recognize the letter and also join in group discussions about objects that begin with the pacific letter sound.

Your child will be issued with their own individual Oxford Reading Tree story book to share with you every weekend and also participate in academic work sheets during the class. Please do note that your child is not expected to read the book independently so make sure that you both have fun learning all about the friendly characters such as Biff/ Chip and kipper!

### **Write Dance ( Also Physical Education and music)**

The Write Dance programme we follow is a music and movement activity used in pre-schools and primary schools all over Europe. This fabulous music and movement activity, not only develops gross motor skills and imaginary skills, it will also aid your child's hand writing skills and encourage him/her to write spontaneously with confidence and flare.

The end results produced from the write dance programme are always very interesting!. At the end of each topic, the pictures are presented in your child's 'Topic bag'

The programme is divided into three steps:

1. Listening to the music, related to a theme, along with imaginary commentary from the class teacher.
2. Music and movement activities related to the theme.
3. Creative art activities related to the theme.

**The second step of the Write Dance** programme will be conducted during the academic activity time. Your child will have already been introduced to the musical theme during the introduction to the lesson plan.

**The second step is the physical** music and movement activity. Your child will listen to the music, related to the theme, along with instructions from the class teacher. Then your child will be encouraged to move around the room, responding to the music and instructions, allowing their imagination to run wild!

**Creative art and crafts** are the last step of the Write Dance programme. Your child will once again listen to the Write Dance music and produce their own individual imaginary creation onto a large piece of paper, using a variety of textile materials, and often with large chalks and crayons in each hand.

I can ensure you the end results are always very interesting!



## **Personal, Social, Health and Citizenship**

### **Topic based**

#### **Wednesday A.M and P.M Class— alternate weeks**

**Topic-based activities** are related to our topic themes, which include many different learning opportunities for your child.

To ensure that your child has a sound knowledge of the topic a huge variety of activities will be on offer to stimulate their learning.

The academic activities will include colouring sheets, creative writing books, stories, poems and rhymes, songs, group discussions, and tabletop toys Creative work related to the topic will be attractively presented around the classroom and filed into your child's topic bag.

The practical topic events will include outdoor visits, special events, such as farm day for the farm topic or Christmas party for Christmas festivities or just simple conversations, related to the topic, with the class teacher.

## **Religious Education**

### **Wednesday A.M and P.M Class– alternate weeks**

The religious education activities will introduce your child to many different religions around the world, festivities and celebrations. In a International setting such as Hong Kong it is a wonderful experience for children from different Nationalities to share their cultures and beliefs.

The activities also emphasize on humanitarian and moral issues, such as tolerance, honesty and concern for others.

Please do inform your class teacher if there are any areas of religious education that you do not wish your child to participate in.

## **Geography**

### **Thursday A.M– alternate weeks**

A globe and a map of the world are on display in the elephant group classroom to encourage your child to observe the different countries of the world. It is wonderful to observe the children calling out the names of their country of origin and those that they have visited on holidays.

Every two months your child will be introduced to a new theme such as our local area, where we live, Maps directions and locations and around the world. The themes always involve lots of group discussions and practical experiences too.

## **History**


### **Thursday A.M– alternate weeks**

Introducing History to young children is a great experience for them to understand where they originated from and how they live today.

The activities for History are theme based and related to practical experiences that your child can understand and relate to. We will introduce your child to themes such as

'Famous people' and 'History of schools'. The activities are always a lot of fun and very interesting too, including activities for you to participate in with your child at home.





## **Language and Literacy**

### **Mandarin**

#### **Friday A.M Class**

The pre-school years are an excellent time for your child to learn another language. Children are able to pick up the different tunes and language skills at great speed and have lots of fun doing so!

We chose Mandarin as our second language at the Centre for two reasons. First, Mandarin is being learnt in many parts of the world. Second, your child will also be participating in Mandarin activities once they commence their education at international primary school.


Mandarin topic activities include songs, stories, art and crafts, flashcards, recognition of course, numbers and character recognition and writing.

Your child will have lots of fun learning a new language and will be highly praised for all of his/her positive achievements!

## **Language and Literacy**

### **Singing and Story Time – Monday-Friday Class**

After a fun and stimulating morning it is time to go home. Songs and stories, related to the daily topic, will be shared with your child. At the end of each class we sing our traditional 'Goodbye' song and your child will be rewarded with a star for the positive efforts he/she has achieved during the class. Group assertive discipline efforts will be rewarded and for any special individual achievements your child will be rewarded with a certificate.





## Activities for You and Your Child at Home

### News Book

Your child will have his/her own individual news book to complete with you at home every weekend. The news book is an activity for you to share at home with your child, and we are sure that you will have lots of fun doing so.

Your child can draw a picture and use his/her emergent writing skills to record weekend family events. The news book must be returned to your child's class teacher every Monday. Your child will have the opportunity to share their interesting news with their peers and class teacher during free play and group activity times.

### Book Bags

Every Thursday A.M class, Tuesday and Friday P.M class your child will have the opportunity to choose an Oxford Reading Tree book, to take home. Story times are such a valuable experience for you to share with your child.

Your child must return their book bag to their class teacher every week, ready to exchange for a new one on Friday.

### Topic Bag

At the end of every topic your child's wonderful art and crafts will be presented to you in their own individual 'Topic bag'. It is a great opportunity for you to share all of your child's work and to praise your child for all of their achievements. Your child will be able to recall certain art works and relate them to topic themes they have participated in.

The empty 'Topic bag' is to be returned to your child's class teacher ready to be filled with all of their new exciting art work.


### Singing

Topic songs will be presented to you at the beginning of each new topic and are available for your viewing on our web site [www.letter-land.com](http://www.letter-land.com) . Have fun singing at home together!

### Elephant Class Mascot

Ellie and Eddie are the elephant group class mascot and he/she is lucky enough to share weekends and holidays with the children from the Elephant Group.

Your child will have the opportunity to take Ellie or Eddie home and record his/her special activities in his/her weekend book or present their class teacher with photographs and text of their events.



## Extra Curriculum

### Imaginary Play

The imaginary play area will be on offer to your child during each week, allowing them to venture into their own make believe world. Your child will have the opportunity to act out different roles and become someone of a different age, sex or culture.

Your child will be able to engage in many different play modes and there will be certain times when the imaginary play area is changed into a different theme, related to our topic for the term. All imaginary play opportunities are also great for language skills development.

### Music and Movement

Young children love to sing and dance to music. Music and movement activities are a wonderful experience for all involved and are also fantastic learning opportunities. Your child will be learning posture and large movement skills, space awareness and rhythm, and also listening to and following instructions.

The music and movement classes include action songs and games, dancing, movements to different types of music, musical instruments, obstacle courses, parachute activities, activity sets and ball games.

### Art and design and Technology

There are always art and design and technology activities available for your child to participate in; from free art, easel painting to structured topic and festival work.

Model making with different materials and textile experiments

Please always remember that your child's creative development is their own individual work. It is a chance for them to express themselves onto paper and produce their own creativity.

There are sure to be lots of creative inventions related to primary topics and wall displays around the class room.

### Book bags and News books

As an additional activity your child will have the opportunity to choose his/her storybook to take home and their own individual news book. Information about the storybooks and news books is enclosed for your viewing.

### ICT (Information, Communications, Technology)

Your child will have the opportunity to use the computer during academic activity times. We provide work programmes, Letterland syllabus and educational software. Some of your child's work will be printed out and presented to you at the end of each term in their profile.

Your child's class teacher will also introduce your child into searching the internet for interesting news related to topic activities.

### Outdoor Visits

Alison's Letterland Child Care Centre is conveniently located opposite Victoria Park and near the Hong Kong Library.

Your child will visit Hong Kong Library and Victoria Park once a month. The events are held on a Friday and the date that your child will be attending the outdoor visit will be clearly stated in the newsletter presented to you at the beginning of each term.

Your child must be accompanied by yourself or your helper and wear his/her Alison's Letterland Child Care Centre Polo shirt for the visit. You must also provide your child with their own fluids; the centre will provide biscuits only.

### The time table for our outdoor visits is as follows:

9.45 A.M- Register at Hong Kong Library

10-11 A.M- Activities in Hong Kong library

11 A.M – 12 Noon- Activities in Victoria Park

### The above outdoor visits are for the A.M class students only

You and your child will also have the opportunity to join in alternative outdoor visits related to topic work. These will include visits to places such as museums and parks.

The alternative outdoor visits are for the A.M and P.M class students

### School Photographs

Once a year, a professional photographer visits Alison's Letterland Child Care Centre. The photographer takes professional individual and group photographs. These are available for you to purchase.



### **Yearbook**

The Elephant Group yearbook is completed at the end of each month, including special pieces of work, photographs of daily activities and special events. The captions and text are written from a child's point of view, which are very amusing to read. The yearbook is very attractively presented and may be taken home, but must be returned to the Centre.

### **Parent Involvement**

Our communication with parents is something that we pride ourselves on at the centre. We do ensure that you receive at least one photograph of your child each month, by email and it is great for us to see parents daily at the centre.

Each group has their own individual 'parent communication book' for parents to share any comments or ideas with other parents. Your child will have the opportunity to take the 'parent communication book' home for you to contribute to.


We also love to have parental involvement during the classes. If you are interested in attending any of our classes, to help with an activity, please inform your class teacher and we will arrange a date for you to attend. Don't forget Dad's are included too!

### **Website**

[www.letter-land.com](http://www.letter-land.com)

Our colourful and interesting web site is designed by Mr Sven Euler and is always full of new activities and up to date information.

The website includes:

- News letters
  - Topic songs
  - Teaching plans
  - Special events and reminders
  - Photographs of your child in action- you are requested to inform us if you do not want your child's image to be viewed on our web site when you register with the centre.
  - You can also contact your child's class teacher through our website
- 



**Interesting Reading**

**Every two months your** child's class teacher will have an 'interesting reading' article to share with you.

**The article will be** related to your child's peer group and will include subjects such as social skill developments and up to date educational matters from the UK.

If you come across any interesting articles please do not hesitate to share them with your child's class teacher.

**Summer School**

Alison's Letterland Child Care Centre operates a ' Summer School programme' for which information will be given to you in March of each school year.

**Baby Buddies**

**Tin Hau and Tuen Mun**

Baby Buddies/Step 2 is an introduction to pre-school life for children aged 6 months to one year old and 2-3 years old. Baby Buddies/Step 2 is also owned by Miss Alison Pope and Mr Sven Euler. If you have a younger child at home, please ask for a Baby Buddies brochure at the Centre. If your child is 2 years old and you would rather accompany them to school, please obtain information about the Baby Buddies Step 2 Programme. You and your child will follow the same syllabus as the Minnie Mouse Group at Alison's Letterland Child Care Centre



## Time Table and syllabus

### Elephant Group

#### A.M Class

09:00/09:30	Free Play Time
09:30/10:00	Good morning and introduction to lesson plan
10:00/10:30	Practical activities
10:30/10:45	Story time and action games
10:45/11:00	Snacks and toilet time
11:00/11:45	Academic activities
11:45/12:00	Follow through lesson plan and discharge

#### Syllabus

Monday:Mathematics- Nursery Numbers/ Problem solving/ Science and cooking– alternate weeks

Tuesday:-Language and literacy– Oxford reading tree and letter recognition

Wednesday:- Primary topic and Religious education—alternate weeks

Thursday: - Geography and History—alternate weeks

Friday: Mandarin first session /Write Dance second session

Once a month outdoor visits

### Elephant Group

#### P.M Class

02:00/02:30	Free Play Time
02:30/03:00	'Good afternoon' and introduction to lesson plan
03:00/03:30	Practical activities
03:30/03:45	Story time and action games
03:45/04:00	Snacks and toilet time
04:00/04:45	Academic activities
04:45/05:00	Follow through lesson plan and discharge

#### Syllabus

Monday:Mathematics- Nursery Numbers/ problem solving/ Science and cooking– alternate weeks

Tuesday:-Language and literacy- Oxford reading tree and letter recognition and Write Dance–

Wednesday:-Primary topic and Religious education—alternate weeks

Thursday:-Nursery Numbers/ science/ problem solving and cooking– alternate weeks

Friday:Language and literacy- Oxford reading tree and letter recognition and Write Dance– alternate weeks



## **Regulations at Alison's Letterland Child Care Centre**

All of the regulations at Alison's Letterland Child Care Centre are for your child's benefit and safety. There are forms that must be completed before your child registers with the centre. All of the forms are required by the Government of Hong Kong. Thank you for your co-operation.

### **Absence and Arrival**

If your child will not be attending class at Alison's Letterland Child Care Centre, you must inform the Centre by phone.

Please ensure that your child arrives at the Centre before

- 09:30am
- 02:30pm

The front door will be open for the morning class at 8:30am and 1:45pm for the afternoon class. On registration, you are required to record your ID card number and your child's guardians. If at any time another person, not recorded on the registration form, collects your child, you must inform the Centre. If we are not informed, for safety reasons, we cannot allow your child to leave the Centre.

### **Clothing**

#### **Polo Shirts**

Our Polo shirts are available for you to purchase and cost HK\$75.

You must buy a Polo shirt for your child when you register with the centre and they must be worn for special events and outdoor visits.

Your child can also wear their polo shirt to their class; it can be used as a great teaching aid when your child first starts at the centre, relating their polo shirt to attending the centre.


#### **Indoor Shoes**

You are required to provide your child with a pair of indoor shoes, which must be clearly labelled and have backs to them. The indoor shoes are to be kept at the Centre.

It is sensible to provide your child with a small bag with a change of clothes inside, in case they have any accidents at the centre.

#### **Book Bags and News Books**

The Centre provides your child with a book to share with you once a week and a news book. However, if the books are damaged or misplaced, you must replace the book or pay for a new one.



**Toys**

Your child is not allowed to bring toys to the Centre, unless he/she is required to bring them for topic work.

**Key Stage One Profile**

Your child will be presented with their Key Stage One Profile twice a year. It must be signed and returned to the Centre.

You will be able to keep your child's Key Stage One Profile at home, at the end of the school year.

**Early Milestones**

The early milestones are to give your child's class teacher more knowledge and information about your child. Please complete the early milestones when you register your child at the centre.

**Typhoon and Rainstorm Warnings**

Alison's Letterland Child Care Centre does not operate during the following weather conditions:

- Typhoon No. 3 and No. 8
- Rainstorm warnings – Red and Black.

Please observe weather conditions before leaving home. If the above signals are hoisted during the class, you will be contacted to come and collect your child from the Centre.

**Forms to be completed**

You are required by the Government of Hong Kong to complete the following forms before you register with Alison's Letterland Child Care Centre.

- Registration Form
- Medical treatment
- Medical form

Photocopies provided by yourself

- Birth certificate
- Immunisation card

Thank you for your co-operation.





## Payment

You are required to pay your child's school fee at the beginning of each month or as from when your child starts at Alison's Letterland Child Care Centre.

You are still required to pay your child's fee when your child is absent and when Alison's Letterland Child Care Centre is closed for holidays.

The school fee includes all teaching materials and daily snacks at the centre

## Fee

Morning/afternoon: HK\$3,350 per month

Monday–Friday: 09:00am-12:00 noon  
02:00pm-05:00pm

Afternoon sessions: HK\$170 per session to be paid by the month

Monday-Friday: 02:00-05:00pm


Saturday class: HK\$1,000 per month  
09:00am-12:00 noon

## Holidays

- One week October half term
- Two weeks Christmas
- One week Chinese New Year
- Two Weeks Easter
- All Public Holidays

## Summer School

Alison's Letterland Child Care Centre operates throughout July and August. However, the summer school is optional. You are only required to pay for the dates that your child is attending the Centre. All school fees must be paid at the beginning of the summer school.





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NOTES:



