



GECAC EXPANDED LEARNING PROGRAMS

PARENT/GUARDIAN HANDBOOK



Program Office Hours:

Monday - Friday

9:30am – 5:30pm

(Hours may vary depending on holidays and intersession program hours)

322 Sun West Place

Manteca, CA 95337

Phone:(209)825-7003 Fax:(209)823-6255

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Welcome to the Expanded Learning Program provided by River Islands Academies and facilitated by Give Every Child A Chance (GECAC)! The Expanded Learning Program parent/guardian handbook serves as a comprehensive guide for parents and guardians, offering a detailed overview of the program's mission, structure, and key components. It provides essential information about daily activities, academic support, physical activities, snacks, enrichment programs, and operational hours at various school sites. The handbook also outlines emergency contacts, authorized pick-up procedures, attendance and early release policies. Additionally, it communicates expectations for parent communication, highlights the discipline policy, and provides contact information for program leads and administrators. Overall, the handbook aims to ensure a shared understanding of program expectations, safety measures, and collaborative communication between parents, staff, and students.

MISSION STATEMENT

We believe every child should be given a chance to be successful. We further believe that community volunteers; working as academic mentors and tutors, together with the school districts will provide assistance to children struggling in school the opportunity to improve academically and become successful lifelong learners. It is our mission to give every child a chance!

VISION STATEMENT

Give Every Child A Chance will be recognized as a premier youth-serving organization that is dedicated to the growth and development of our young people. We are committed to delivering superior, responsive programs that are supported by dedicated volunteers, staff and our Board of Directors.

As an organization:

- We will build a stronger foundation with strong executive leadership, motivated staff and dedicated members of the board of directors.
- We will engage networks and welcome partnerships that open new doors and opportunities to our youth.
- Create a unified, passionate voice that is influential and captures the attention of all.
- We will honor and recognize volunteers who offer positive and memorable experiences to our young people.
- Our presence will be visible in communities and be held in the highest regard.
- We will continue our efforts to reach and serve youth who need us most. We believe all youth can learn and grow academically, socially and emotionally in order to achieve at their highest potential.

Program Overview

Since October 1997, our programs have been dedicated to providing enriching opportunities for student growth and development. We are thrilled to offer the Expanded Learning Programs at EPIC, River Islands and STEAM Academies catering to students from TK to 6th grade.

At GECAC, we utilize various space on campus, including classrooms and multi-purpose rooms, to host a diverse range of engaging activities as part of our Expanded Learning Program. While each program is tailored to the specific needs of its school site, they all share fundamental components that prioritize student growth and social-emotional learning. Our aim is to provide a safe and supportive environment that fosters holistic development for all our students.

Enrollment: Student enrollment will be pending until space is available.

Fee/Payment Policy: All payments can be made on your ELEYO Portal at:

https://sso.reg.eleyo.com/authorize?client_id=TCE&redirect_uri=https://gecac.ce.eleyo.com/account/login/via/sb&district=gecac

Late Pick-Up Fees: For the After-School program, pick-up time is no later than 6:00 pm. A late fee of \$5.00 per child will be charged to any parent/guardian who arrives between 6:05PM-6:15PM, \$5.00 per child from 6:16-6:30PM, and \$5.00 per child from 6:31-6:45PM.

If your child has not been picked up from the site by 6:05 pm, and the staff have not been notified of your late arrival, someone on your Emergency Contact list will be contacted and asked to pick up your child. **If no one can be reached and you have not picked up your child by 6:30 pm, program staff will contact the Lathrop Police Department.**

Payment Due Dates: The payment due date/time will depend upon when invoices are processed, holidays, school closures, etc. They will be sent out to all accounts regardless of a "\$0.00" balance.

Priority Enrollment: Pursuant to California Ed Code, priority enrollment will be granted to homeless students and foster youth:

(c) (1) Priority for enrollment of pupils in an after-school program shall be as follows:

(A) First priority shall go to pupils who are identified by the program as homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a), at the time that they apply for enrollment or at any time during the school year, to pupils who are identified by the program as being in foster care.

LEAs that receive Expanded Learning Program funding at the lower funding rate under EC Section 46120(d)(1)(C) will be required to offer the ELO Program to all TK/K-6 classroom-based unduplicated pupils and provide program access to any TK/ K-6 classroom-based unduplicated pupil upon parent/guardian request.

Unduplicated pupils are students who (1) are English learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program, or (3) are foster youth. "Unduplicated count" means that each pupil is counted only once even if the pupil meets more than one of these criteria (EC sections 2574(b)(2) and 42238.02(b)(1)).

Before School Program Components: The before school program provides a safe place for students to be where they can complete homework, socialize with their peers, or participate in enrichment activities before the start of the school day. This program is available Monday through Friday starting at 6am until students are released to be on campus, typically 15 minutes before the start of the school day.

After School Program Components: Creating a safe and supportive environment is our top priority as we strive to cultivate both academic excellence and personal growth. With this objective in mind, we offer a rich array of educational and enrichment programs meticulously designed to enhance student success. These programs work together harmoniously, nurturing the growth and development of every student. The after school program is available Monday through Friday from school dismissal until 6pm. The key components of our after school program include:

a. *Sign-In:*

After school dismissal, students proceed directly to the Expanded Learning Program to check-in, ensuring a smooth transition from their regular school day to our program. This process maintains an organized and structured environment while prioritizing safety. By having students report directly to the program, we can effectively track attendance, ensuring that all students are accounted for and promoting their safety and well-being. Additionally, it allows us to promptly address any safety concerns or emergencies that may arise as we have an accurate record of all students present in the program.

b. *Homework:*

We recognize the importance of academic support. That's why our Expanded Learning Program dedicates a minimum of 45 minutes each day to help students with their homework. Our dedicated Site Assistants, along with ELP Tutors, are available to provide individual assistance and guidance in a quiet and welcoming environment. They support students with their assignments and academic needs, ensuring that each student receives the necessary help to succeed academically. We strive to accommodate the unique learning needs of every student and foster a positive attitude towards learning. Please note, we do not guarantee all homework will be completed or correct. You and your child should review their homework at home.

c. *Physical Activity:*

Our comprehensive program incorporates physical activity into our daily schedule. We believe in the holistic development of our students, which is why we dedicate 45 to 60 minutes of moderate to vigorous physical activity each day. These activities are thoughtfully designed to engage students in fun and active experiences that promote physical fitness, coordination, teamwork, and overall well-being. Our structured physical activities, including active play, sports, and exercises, are carefully planned and organized to ensure that students have the opportunity to actively participate, learn new skills, and develop their physical fitness. By providing regular physical activity, we not only offer a refreshing break for students who have been engaged in academic work all day but also foster healthy lifestyles, promote active learning, and facilitate the building of positive relationships with their peers. Our goal is to encourage a healthy and active lifestyle among our students, supporting their physical development alongside their academic and personal growth.

d. *Snack:*

We understand the significance of proper nourishment for optimal learning, which is why we provide a snack directly after school. Our carefully selected snack options are designed to promote health and well-being, prioritizing nutritious choices that support healthy eating habits and the overall well-being of our students.

e. *Enrichment:*

Our Expanded Learning Program offers a minimum of 45 minutes of daily enriching activities across various subjects, including STEAM, project-based learning, literacy, and citizen science. We prioritize hands-on learning to foster creativity, critical thinking, collaboration, and communication skills. Through real-world challenges and group projects, students enhance their academic knowledge and life skills. Our program integrates STEAM initiatives, encouraging interdisciplinary thinking through hands-on experiments, coding, art, and engineering. Our holistic approach caters to each student's needs, fostering academic and social growth. Our goal is to promote collaboration, creativity, critical thinking, and

communication skills through meaningful enrichment activities, expanding horizons, and cultivating a lifelong love for learning.

Wellness/Health Policy: GECAC recognizes that health and wellness are fundamental to student learning. Children who are physically and emotionally healthy are ready to grow, learn, and achieve success. In accordance with its mission, GECAC is dedicated to actively promoting healthy lifestyle choices to support the physical and emotional health of staff, students, families, and the greater community which it serves. GECAC is committed to implementing activities, practices, and policies which support these and other healthy behaviors:

- Increased consumption of fresh fruits and vegetables
- Increased amount of physical activity
- Reduced consumption of foods and beverages which are high in salt, fat, and/or sugar
- Increased knowledge and skills to make healthier choices.

GECAC intends that staff, students and community partners will understand health matters!

Program Hours & Days of Operation: The Expanded Learning Program will operate every school day and 30 intersession/non-school days (Fall, Winter, Spring & Summer) 9 hours a day, with intersession days varying annually. Intersession days are at the discretion of River Islands Academies and are subject to change.

Please refer to the following schedule for the Expanded Learning Program timings at each school site:

School Site	Before School	After School	Minimum Day
EPIC	6:00 – 8:05am TK 6:00am – 12pm	2:50 – 6:00pm TK 12:00 – 6:00pm	12:00 – 6:00pm
RiTechA	6:00 – 8:15am	3:00 - 6:00pm	12:00 – 6:00pm
STEAM	6:00 – 7:45am TK 6:00 – 11:40am	2:35 – 6:00pm TK 11:40 – 6:00pm	11:45am – 6:00pm

Emergency Contacts & Authorized Pick-Up: Students must be picked up by a parent/guardian or a parent-authorized adult listed in the student's ELP enrollment forms and electronic sign-in/out platform.

- Individuals not listed in the enrollment forms and electronic platform, those under 18, or those unable to provide proper identification will not be permitted to pick up a child.
- Parent-authorized contacts must be 18 years of age or older.
- All parent-authorized contacts must be prepared to provide valid identification at the time of pick-up.

- Parents/guardians and parent-authorized contacts are required to sign out students from the ELP and provide a reason for their early release, as indicated in Section 4 of the ELP Parent Handbook.
- It is the responsibility of the parent/guardian to confirm the ages of all parent-authorized contacts before adding them to the ELP enrollment forms and electronic sign-in/out platform.
- Any additions, removals, or changes to the parent-authorized contacts list should be communicated to the program site lead.

Attendance & Early Release Policy: Per Education Code Section 8483(a)(1), the After School Education and Safety funded programs in elementary schools shall commence immediately upon conclusion of the regular school day, operate a minimum of 15 hours per week, and remain open until at least 6 p.m. on every regular school day. Every program shall establish a policy regarding reasonable early daily release of pupils from the program.

Per Education Code Section 8483(a)(2), it is the intent of the Legislature that elementary school pupils participate in the full day of the program every day during which pupils participate.

1. **Attendance Requirement:**

Students are required to attend the Expanded Learning Program daily from school dismissal until 6:00pm.

2. **Early Release Policy:**

We recognize that families may have specific needs for early release from the program. Linden Unified School District's Expanded Learning Programs will encourage students to participate from school dismissal until 6:00pm. Release after attending for a minimum of 90 minutes will be permitted for those families who express a transportation or safety need. In addition, early release may be granted prior to the 90-minute minimum under the specific circumstances outlined below:

- Participation in a parallel program (i.e., sports, dance, religious education classes, etc.).
- Documented medical, dental, or counseling appointments (requires a note from the physician).
- Family Obligation, Custodial Matters, or Family Emergencies (requires court documents or in case of a family emergency).
- Sent home from the program due to injury, illness, or behavioral issues (with parent/guardian notification).
- Safety or transportation considerations (applicable only after attending for a minimum of 90 minutes), including restricted transportation or other safety considerations (as assessed by the Program Director).

3. **Non-Compliance:**

Students must adhere to the attendance and early release policy and maintain regular participation. Students who have three or more unexcused or unverified absences will be removed from the program. Similarly, students who are picked up after 6:00pm will be removed from the program after their third late pick-up.

Communication:

- When communicating with staff, parents/guardians and all parent-authorized adults are expected to maintain a tone that is polite, considerate, and free of loud, vulgar, threatening, aggressive and disrespectful verbal language or body language.

- Respond promptly to communications from the program, acknowledging receipt and addressing any concerns or questions in a timely manner.
- Provide feedback in a constructive manner, focusing on solutions and improvements rather than solely pointing out problems.
- Adhere to scheduled meeting times, arrive punctually, and engage in a focused and respectful manner during discussions.
- In the event of a disagreement or conflict, please communicate directly with the site lead to seek resolution in a calm and constructive manner.
- Familiarize yourself with and adhere to the policies outlined in the handbook to ensure a shared understanding of expectations.

Discipline Policy: At the GECAC Expanded Learning Programs, we are committed to maintaining a safe and respectful environment for all participants. To address behavioral issues, we follow a structured step process that includes interventions and supports before considering disciplinary actions. Our goal is to help students understand and learn from their behavior while ensuring a positive experience for all.

Step 1: Initial Intervention and Support

We initiate our approach to addressing behavioral issues by tailoring various supportive strategies to meet the unique needs of our students. Our dedicated staff is dedicated to creating a safe and respectful environment. When a behavioral issue arises, we respond by implementing a range of techniques. These strategies encompass visual schedules, rewards, one-on-one support, alternative seating arrangements, redirection, structured breaks, and other personalized approaches designed to address the specific challenges faced by each student.

Step 2: Actions Taken to Address Behavior

If the initial interventions do not yield the desired results, our staff takes additional steps to address behavior effectively. This involves providing instruction to teach or reteach correct behavior and, in some cases, implementing restorative solutions. Temporary adjustments, such as the temporary loss of participation in specific activities, may be considered as deemed appropriate. Communication plays a vital role in this process, with staff engaging in conferences with students to facilitate problem-solving and address the behavioral concerns. Parents or guardians are also contacted to discuss the situation and seek their input, fostering a collaborative approach to resolving issues.

Step 3: Discipline Considerations and Referral System

In situations where repeated interventions and actions fail to produce the desired improvements in behavior, we carefully assess more serious consequences, including the possibility of removing a student from the Expanded Learning Program. The specific actions taken are determined by evaluating the nature and severity of the behavior. Importantly, these decisions are communicated transparently and clearly to both the student and their parents or guardians. The ultimate decision regarding removal from the program is made jointly by the Program Director and the Site Lead, always with a focus on the overall well-being and safety of all program participants.

Safety

Accidents & Injuries: Expanded Learning Staff will handle minor accidents/injuries sustained in the program, and are only allowed to use soap, water, and Band-Aids. Parents will be notified of

these incidents via phone call or in-person. If there is a serious injury to a child, the parent will be contacted immediately. If we cannot reach a parent, 911 will be called and the child may be transported to the designated emergency center.

The Parent will agree to indemnify and hold harmless River Islands Technology Academies, GECAC, board of directors, employees/volunteers and all presenters and parties affiliated with the organization/program of any incident occurrence, injury or loss of property while attending and participating in GECAC programs no matter how the injury or loss was occurred. The aforementioned shall not be held responsible for the liability or expense for legal cost or medical treatment for my child; however, I do authorize the organizers, staff, EMT, physician, or hospital to administer emergency treatment or transport to a medical facility in the event of an accident, illness, or injury. I understand that every attempt will be made to contact the parents in case of treatment. I am solely financially responsible for any cost and/or all indebtedness incurred as a result of any emergency and/or routine medical and/or surgical treatment and services prescribed by the attending physician for my child/ward, including all charges not covered by insurance.

Emergency Procedures: Reasonable measures will be taken to safeguard the health and safety of all after-school participants. If, however, an accident does occur, the parent or guardian will be notified ASAP. For this reason, it is imperative that the after-school staff always have current emergency contact information. *If your contact information changes, you must notify your child's Site Lead or the GECAC Program Office immediately.* Please be aware there is **not** a nurse or health aid on duty during the before or after-school hours. If your student has a specific medical need that requires a nurse, please communicate with the Site Lead. Nursing staff are not guaranteed.

Release of Student to Walk Home Alone: Students that have permission to walk home must turn in a walkers-permission slip. For safety reasons, we discourage allowing students to walk home unattended. Students who walk home must walk directly home after being released from the program. *Be advised that the Expanded Learning personnel are NOT responsible for students who walk home.*

Child Abuse Reporting: All staff are required by law to report cases of known or suspected child abuse and neglect whenever staff has a reasonable suspicion the child has been the victim of abuse. Reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Medical Conditions & Vulnerable/High Risk Group Guidelines: Children with allergies, medical conditions, disabilities, or other pertinent health-related information should be given to Give Every Child A Chance at the time of enrollment. Any medical conditions and/or vulnerabilities can also be disclosed in the contract answers. It is your responsibility to keep us updated on any changes regarding your child's medical information. It is strongly encouraged that you also inform the school of any changes to your child's medical information to better support.

Medicine Policy: If your child has a medical need or condition, please carefully read the following information and our procedures with regard to Incidental Medical Services and medical emergencies.

Parents/Guardians are required to:

1. Indicate on the Give Every Child contract that your child has a medical condition that may require medication to be with them onsite.
2. Please provide our office a doctor's note stating that the medication is needed on site/taken regularly for us to be able to hold it at the school site. *(Please note: We cannot hold it at the program without this letter of confirmation.)*
3. We do not administer medication. With respect to children who desire to participate in our programs but otherwise may not be able to because of a need for medically necessary medications during program hours, *child must be able to give self-administer medication included but not limited to inhalers, Epi-Pen, etc.*

A minimum of two staff members are CPR/First Aid Certified and can perform actions that fall under this certification: Bandaging, CPR for unconscious persons, etc. Medications and related supplies that must be stored on behalf of the participant shall be done so in a secured, controlled & accessible manner, by staff.

- Parent/guardian is responsible for providing all necessary information regarding dietary restrictions, food allergies, or special diet considerations to staff.
- Participants and parent/guardians shall be advised and reminded that it is the student's responsibility to self-administer the medication.
- It is the responsibility of the parent/guardian to pick up any medication that remains at the conclusion of the program. Any medications not picked up will be disposed of in a safe manner.

Student Confidentiality: In the event of an accident or incident between students, all student information will remain confidential to all parties involved. 9-Hour Day staff will only answer questions and share information with parents regarding their own child.

Parent Conduct Policy: Give Every Child A Chance reserves the right to refuse to provide services to families who willfully violate program policies and procedures.

Parent/Guardian Under the Influence of Drugs or Alcohol: Program staff will not release a child to any person who appears to be under the influence of drugs or alcohol. Another parent/guardian or someone listed on the emergency contact list will be called to pick up the child from the program.

Parent/Staff Interaction: Parents are welcome in our programs at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children. Arrangements can be made for lengthier discussion at a mutually agreeable time for parents and program staff. Staff are to handle problems or issues in a courteous, professional manner. If a parent/guardian behaves in an inappropriate manner towards a staff member, participant, or another parent, the child may be removed from the program.

Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Examples of inappropriate behavior include, but does not limit to:

1. Disrupting rotations and sessions
2. Approaching or questioning other students
3. Intimidating or threatening staff
4. Badmouthing, insulting, and or swearing at another parent, student or staff

Divorced/Separated Parents: It is our objective to support parents and promote positive development for children. We recognize that many families are in transition and may experience issues with divorce and separation.

Give Every Child A Chance will remain neutral in all custody situations by maintaining positive relationships with all parties involved.

To clarify student enrollment in custody situations: The “Account Owner” filling out the online Give Every Child A Chance Eleyo Contract is solely responsible for payment of all fees and/or charges.

Only the “Account Owner” may designate and authorize others to pick up children from Give Every Child A Chance programs.

If only one “Account Owner” submits the application as the main contact, his or her written approval will be required before adding a second contracting parent.

Please contact the office at (209)825-7003 if the “Account Owner” would like a co-owner added to the account.

If there is a custody agreement, please provide that at the time of enrollment as stated on the contract. In an effort to minimize uncomfortable situations for you, your child, and program staff, we ask parents to refrain from talking about custody issues, visitation disputes and problems, or talking negatively about the other parent in front of the child(ren) in the program. To be clear, to the extent a parent, step-parent, and/or guardian/designee is not listed on an application to pick up children,

Give Every Child A Chance cannot add an individual as an authorized person to pick up children unless:

- 1) the parent/guardian who filled out the application agrees in writing, to add the individual;
- 2) the individual is listed with such responsibility, permissions, and/or obligations in a custody agreement;
- 3) it is mandated by a judicial order.

Personal Items: Participants’ personal items (backpacks, water bottles, jackets, lunch boxes, etc.) should be labeled with their name. Other personal items (cell phones, video gaming devices, gum, etc.) will NOT be allowed at the program. Staff are not responsible for lost, stolen, and/or damaged items. Supervised use of school tablets and/or electronic devices may be allowed at the discretion of staff during designated times. If issues arise with personal items, staff may hold onto the item(s) until parent/guardian arrives.

Suspension/Removal From Program: Temporary suspension or permanent removal of your child (or an entire family) from the program may occur for the following reasons:

- 1) Child’s behavior is having an adverse effect on other children in the program
- 2) Parent/guardian’s continued lateness in picking up the child
- 3) Failure of child’s parent/guardian to cooperate GECAC staff
- 4) Ongoing, unresolved problems with the child and/or parent/guardian
- 5) Causing serious physical injury to another person, except in self-defense.
- 6) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 7) Unlawful sale or possession of any controlled substance Schedule 1,2 and 3
Example: Schedule 1: Marijuana, Heroin, LSD, and Ecstasy. Schedule 2: Cocaine, Morphine, Oxycodone, Adderall, Ritalin, and Vicodin. Schedule 3: Tylenol with codeine, anabolic steroids, and testosterone. Schedule 4: Xanax, Soma, Valium, and Ambien.
- 8) Robbery or extortion.

- 9) Assault or battery upon any school employee.

Voluntary Withdrawal: If you choose to withdraw your child from the program, we would appreciate a few minutes of your time to let us know if it is due to personal reasons, or because the program is not meeting the needs of you and/or your child.

Program Contact Information:

School Name	Before School	After School
EPIC	209-482-3495 bspepic@gecac.net	209-482-3495 epicasap@gecac.net
RiTechA	209-456-1871 bspritech@gecac.net	209-456-1871 ritechaasap@gecac.net
STEAM	209-483-8812 bspsteam@gecac.net	209-483-8812 steamasap@gecac.net

Program Director Contact

Josh Addon, Before School Program Director
Phone: 209-441-6144
Email: jaddon@gecac.net

Taliea Smith, After School Program Director
Phone: 209-825-7003
Email: tsmith@gecac.net

River Islands Academies Contacts

Jessica Kreiger, Compliance Coordinator
Phone: (209) 717-6702
Email: jkreiger@riacademies.net

Lori Corral, Assistant Director of Student Services & Compliance
Phone: (209) 717-6700
Email: lcorral@riacademies.net

**ACKNOWLEDGMENT OF PARENT HANDBOOK REVIEW &
UNDERSTANDING OF PROGRAM GUIDELINES**

I _____ understand that the Expanded Learning Program Parent
(Print Parent/Guardian First & Last Name)

Handbook is meant to inform families about the policies, procedures and operational guidelines of the expanded learning program. I recognize the importance of these guidelines for the achievement, safety and well-being of my student(s) and the corresponding parent/guardian responsibilities. I affirm it is my responsibility to read the provided GECAC Expanded Learning Program Parent Handbook. Failure to adhere to the outlined responsibilities, policies, procedures and operational guidelines may result in the removal of my child for the Expanded Learning Program.

BY SIGNING BELOW, YOU INDICATE YOU HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY OUR PROGRAM GUIDELINES.

Signature: _____ ☐ Parent ☐ Legal Guardian

Print First & Last Name: _____ Date: _____

Please print the child(ren)'s name(s) who are registered for program:
