

Respect • Responsibility • Resilience



PARENT HANDBOOK

JINGILI PRESCHOOL

'Putting the Child First'



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WELCOME TO JINGILI PRESCHOOL

OUR ACKNOWLEDGMENT OF COUNTRY

Here is the land
Here is the Sky
Here are my friends
And here am I
We thank the
Larrakia people
for the land on
which we play
and learn.



Welcome to Jingili Preschool. Jingili Preschool is a part of the Jingili School Community, which includes the Primary School and Preschool.

We are excited that you have chosen Jingili Preschool for your child's early education and we look forward to working together to give your child the best possible Preschool experience.

Please take the time to read the information in this handbook and contact us if you have any questions or concerns.

We anticipate a happy start to your child's Preschool journey, and are here to help in any way we can.



GENERAL INFORMATION

PRESCHOOL STAFF

Tara Metcalf

Teacher in Charge and Morning Group Teacher
tara.metcalf@education.nt.gov.au

Abby Neighbour

Two and a half Day Group Teacher
abby.neighbour@education.nt.gov.au

Linda Hakala

Morning Group Assistant

Grace Cranley

Two and a Half Day Group Assistant

PRIMARY SCHOOL STAFF

Jemma Rust

Principal

Di Sullivan

Assistant Principal

Larelle Gilbert

Senior Teacher – Inclusion and Wellbeing

PRESCHOOL PHILOSOPHY

At Jingili Preschool, we believe.....

- Preschool is a child's community; a place where they will feel safe, respected and have a strong sense of belonging
- in working in close partnership with families to ensure the best possible learning outcomes for each child
- in maintaining respectful relationships with all staff, children, families and the wider school community
- that children learn best through play and Preschool education must be fun and engaging
- in providing rich and meaningful play-based experiences that respond to the individual needs, differences and interests of each child
- that cultural diversity is acknowledged, embraced and embedded in our program
- that children have agency; children are valued as thinkers and encouraged to make choices.
- in providing a child-centred and child-initiated approach to learning
- in fostering the school values of Respect, Resilience and Responsibility



GENERAL INFORMATION

SCHOOL VALUES

MISSION STATEMENT

Jingili Primary School is committed to creating a school community with a safe, supportive and challenging learning environment responsive to the needs and interests of our students. We aim to motivate students to achieve their potential to be productive members of a continually changing society where academic achievement, positive self-esteem and the rights of others are valued and respected.

OUR VISION

Jingili Primary School will strive to:

- Create an enthusiastic and engaging environment for learning for students and staff
- Provide a quality education with pathways to academic excellence
- Encourage the concept of life-long learning
- Nurture and celebrate Cultural Diversity, Individuality and Personal Achievements
- Challenge our students to be creative problem solvers and independent thinkers by providing innovative programs that incorporate ICT and meet the diverse needs of all students to prepare them for the future
- Nurture a safe and happy environment that supports the wellbeing of all members of the school community
- Support transitions and foster links across the Jingili School Community and different stages of schooling.
- Emphasise the importance of ongoing professional growth for staff
- Be a hub for the Jingili community where all will feel welcome

MOTTO

Putting the Child First



POLICY AND PROCEDURES

The foundation for all Jingili Preschool policies and procedures is drawn from the following:

- NT Department of Education – <http://staff.det.nt.gov.au/>
- Quality Education and Care – <http://www.education.nt.gov.au/teachers-educators/quality-education-and-care-nt>
- Early Years National Quality Framework – <http://acecqa.gov.au/national-quality-framework>
- NT Government – <http://www.nt.gov.au>
- Office for the Commissioner for Public Employment – <http://www.ocpe.nt.gov.au>

In addition, Jingili Preschool has compiled a number of procedures to guide staff through the legal, logistical and ethical requirements of the National Quality Framework. All policies and procedures are available to parents (in hard copy or electronic form via email). If you have any questions or issues with a policy or procedure, please do not hesitate to speak with the Teacher in Charge of Preschool or the Principal of Jingili Primary School.

The Education and Care Services National Law and The Education and Care Services National Regulations are available electronically for parents to access at Preschool.

GENERAL INFORMATION

THE PRESCHOOL PROGRAM

Our Preschool program is guided by the National Curriculum document, 'The Early Years Learning Framework' (EYLF). The Learning Framework focuses on fostering child development through Belonging, Being and Becoming. Our Preschool routines and program support and focus on learning outcomes linked to the EYLF. We also base our program on a developmental play-based approach called the Walker Learning Approach (WLA).

Getting to know each child is extremely important to us and we strive to build positive relationships with every child and their family. We engage children in learning in authentic and meaningful ways that respect the uniqueness of culture, family and relationships. We use play-based and personalised learning and we also include explicit teaching of literacy and numeracy at an age-appropriate level. We have a strong emphasis on developing children's dispositions for learning, literacy, numeracy and social skills. We strive to foster a love of literature, an understanding of the elements of print, and encourage confident speaking and good listening skills. The development of early maths and science concepts is also a strong focus of our program.

We believe that the physical learning environment is extremely important, as it helps to engage, motivate and create opportunities for children to learn and develop skills. At Preschool children have the opportunity to explore, experiment, create and imagine. Our indoor learning centres give children the opportunity to develop their small muscle skills through painting, writing, pasting, cutting, constructing, threading, colouring, moulding and printing. The programmed experiences are based on the children's needs and interests. This means that each child's skills develop in a more positive and natural manner. Children are given the opportunity to select the activities they wish to do, and can develop their own time-management skills.

Learning Centres within the environment are part of the choice structure; including dramatic play, sensory, collage, reading, construction, literacy resource, numeracy resource, science nature, painting, drawing, tinkering, and outdoor learning. A wide variety of 'provocations' and learning experiences are available for children to engage with and actively explore.

Outside learning centres are also based on the children's skills and interests with a particular emphasis on big muscle skills, problem solving, and cooperation. We value the children's right to play. Outside learning centres include climbing, sand-play, water-play, bikes, swimming in the wading pool, sensory experiences, dramatic play and opportunities for relaxation and quiet play.

Music is also an important part of the daily program, and includes singing, listening, percussion, dance, movement and rhymes.

At all times children are encouraged to be confident, caring, positive group members. We regularly re-state the Preschool expectations with the children.



GENERAL INFORMATION

ENROLMENTS

Children who are turning four (4) years of age by before June 30 are eligible to commence at Jingili Preschool from the beginning of the year. Children who turn four (4) after July 1 are eligible to commence after their 4th birthday in Term 3 **provided there is a position available**. If no positions are available after July 1st, children will be able to access a full year of Preschool the following year. Preschool is not compulsory, but all four year old children are eligible to access 15 hours of Preschool education per week. It provides a strong base and valuable experience in educational skills such as effective interaction and communication, the ability to collaborate, problem solving skills and play based learning.

We ask parents of prospective students to contact the School Principal or Preschool Teacher in Charge to discuss enrolment. Where possible, we like to meet with parents prior to your child's commencement at Preschool to discuss your child's abilities and needs. Important areas such as independent toileting may mean later entry to Preschool. A Preschool 'Open Day' is held for new families late in Term 3, and orientation sessions for the following year are held in Term 4. These provide opportunities to view the Preschool, meet the teachers and find out more about the fabulous program we offer.

To enrol your child at Preschool, parent/s are required to complete Jingili Primary School enrolment forms (available from the front office of the Primary School). Parent/s are also required to supply a copy of:

- A copy of the child's birth certificate, passport or other proof of age
- record of up-to-date immunization from health clinic or doctor
- visa details if arriving from overseas
- any Asthma, Anaphylactic or other medical plans from your GP/Medical Specialist

Children will enjoy their Preschool experience most if they are able to:

- Independently use the toilet (please note that children cannot come to Preschool in nappies and must be fully toilet trained).
- Experience minimal stress when apart from familiar adults e.g. children need to feel comfortable away from familiar adults for extended periods of time
- Interact with a range of adults around them e.g. carers, neighbours, extended family members
- Show curiosity in new activities and enjoy new experiences.

BACK TO SCHOOL VOUCHER

The NT Government provides \$150 for each child enrolled at a public Preschool/School to help families cover school costs. At the start of each school year you will be able to redeem Preschool uniforms and other school items to the value of \$150 from the Primary School or Preschool

PRESCHOOL TIMES

In 2021 children are able to attend a morning session or a two and a half day program.

MORNING SESSION:

One teacher and one educator work together in the morning with one group of children to accommodate a total of 22 positions. On days which coincide with the Two and a half day program there will be some interaction between both groups of children.

The morning session begins at **8:15am** and finishes at **11:15am** from **Monday to Friday**.

TWO AND A HALF DAY SESSION:

One teacher and one educator work for a whole day with one group of children to accommodate a total of 22 students (The class teacher and educators are released by the AM staff for meal breaks.

The two and a half day session begins at **8.15am** and finishes at **2.15pm** on **Wednesday and Thursday and includes a Friday morning session from 8.15am to 11.15am**.

Preschool positions will be confirmed (where possible) on the completion of enrolment documents. Priority will be given to families who live in Jingili and children with siblings who attend Jingili Primary School. We have many requests for placements and would be very grateful if you could let us know of any preferences you may have. Every effort will be made to cater to your family's needs but please be aware that we may not be able to accommodate your first preference of session.

Please contact us on 89837555, by email at jingili.school@education.nt.gov.au or simply drop in to see the principal.

GENERAL INFORMATION

SIGN IN BOOK

Parents and Carers are required to sign your child in and out of preschool each day – on arrival and departure. Please also make a note of who will be collecting your child if it is someone other than the usual parent or carer. The sign in/out sheets are located at the front entrance to preschool.

OPEN DOOR APPROACH

Our Preschool offers an "Open Door" approach to all parents and carers and you are welcome to visit at any time. Please be mindful of current COVID 19 requirements such as signing in, sanitising your hands and maintaining physical distancing and good hygiene. Children really enjoy seeing their parents/carers at Preschool and we appreciate your support.

ABORIGINAL AND TORRES STRAIT ISLANDER CHILDREN

Narelle Rosas is our Aboriginal and Islander Education Worker (AIEW) at Jingili Primary School and provides support for families from Aboriginal and TI backgrounds. Parents are welcome to drop into the Primary School at any time to talk to the AIEW or to organise a meeting there with the Principal. The AIEW visits the Preschool each week when possible.



ATTENDANCE / ABSENCES

It is a requirement of all teachers to record the daily attendance of children using specific attendance codes provided by the Department of Education. If a child is absent, then the child is recorded as an un-notified absence until a reason for the absence is forthcoming. In this instance, the Preschool staff may phone you to clarify the reason for your child's absence.

We would greatly appreciate you notifying the Preschool of your child's absence by telephone (8985 3495) or email. This information is recorded on the school's Student Administration and Management (SAMS) database. Please note that absences of more than 3 days require a medical certificate.

PRESCHOOL PARENT ADVISORY GROUP

Our Parent Advisory Group is a subcommittee of the Jingili School Community Council. Meetings are held at least once per term at the Preschool and are short, interesting, and a great way to meet other parents. Additionally, it gives you the opportunity to have input into your child's education. All parents are informed of the date and time of each meeting, and everyone is always welcome to attend. Please consider being a part of this parent group. It is possible to join the Parent Advisory Group at any time during the year.

GENERAL INFORMATION

VOLUNTARY CONTRIBUTIONS

Preschool education is readily available in urban areas in the Northern Territory, and is not compulsory. A **voluntary contribution** towards your child's non-compulsory preschool education can be made each term, each semester or annually. A **suggested contribution of up to \$100 per semester would be greatly appreciated**. Voluntary contributions made to the preschool assist us in continuing to provide a high quality, enriched program for your child. Financial contributions supplement our preschool programs and contribute to the purchase of additional resources such as art and craft supplies, educational play equipment, educational software and library books for the preschool children.

JINGILI SCHOOL COMMUNITY COUNCIL

The Jingili School Community Council is incorporated under the Education Act. It is made up of representatives of the whole school community who are committed to the school and to involving more parents and teachers in the decision making process.

The council has responsibilities in the areas of:

- advising the principal about the educational needs of the community through the action planning process
- building links between parents, the community and the school
- determining community use of facilities
- budgeting
- maintenance of buildings and grounds
- representation on the selection of senior school staff.

The council meets on the last Tuesday evening of every month. All parents are welcome to attend meetings although only Council members have voting rights. The council puts in place 'project teams' as the need arises. A Preschool Parent Representative is elected annually to be on the Jingili School Community Council.

'SPOT' THE PRESCHOOL DOG

Spot is a knitted dog that helps to strengthen the links between Preschool and home. He is amazingly popular. Individual children take Spot home for two night *sleep overs*. They have their own book to record his adventures, as well as other books to read. We have had Spot for several years now, and he continues to be the most loved staff member at Preschool.

ROAD SAFETY

For the safety of your children, Parents are requested to accompany children to the front door and wait with their child until the Preschool session begins. Please use the School Crossing when walking your child to Preschool. Encourage them to wait and make sure the traffic stops before crossing. If you are parking in the car park please watch for vehicles entering and leaving the Preschool. Please **DO NOT** park in the **STAFF CAR PARK** at the entrance of Preschool. There is ample parking behind the shops if the first car park beside the shops is full.



EXPECTATIONS AND RESPONSIBILITIES

PARENTS AND GUARDIANS

You can help to make Preschool a happy, secure and safe environment for your child by assisting in the following areas;

Communicating:

- Advising of absent child/ren
- Advising teachers of any changes in the child's life.
- Talking through any problems or difficulties your child/family is having at any time.
- Providing accurate and current emergency contact information.
- Signing your child 'in' and 'out' each day.

Being prepared for school:

- Providing suitable 'sun smart' clothing, closed or secure footwear and a hat each day.
- Providing healthy food and a water bottle daily
- Keeping your child at home when s/he is unwell.
- Arriving/Departing on time each Preschool day.

Taking an interest in your child's learning:

- Join in school activities where possible.
- Talk to the teacher about their learning.

STAFF

Expectations

All staff work together with parents, guardians, families and students to build positive and collaborative school and classroom atmospheres with a challenging, yet appropriate program. This is based on well planned and organised teaching and learning in conjunction with positive reinforcement of appropriate behaviours.

Responsibilities

- Safety of students in their care.
- Response to students' concerns.
- Cater for individual differences in learning and behaviours.
- Provide well thought out teaching and learning programs.
- Teach the students about expectations and responsibilities and negotiate according to the needs of the children.
- Have consistency as well as flexibility.
- Be seen to be fair and just for all.
- Support children to learn appropriate behaviours in a range of situations.
- As supervising teacher in any school day context, be responsible for dealing with incidents that occur so that a satisfactory conclusion is achieved.

CHILDREN

Expectations

Academic – All children are expected to participate in learning to the best of their ability and develop a positive attitude to learning.

Social – All children will be supported to cooperate and work with other children and adults in the Preschool.

Safety – That actions are well thought out and children act according to their surroundings

Responsibilities

- Respect and care for own and other's property.
- Keep our Preschool clean and tidy.
- Allow others to learn as well optimising their own learning opportunities.
- Actively participate in the learning opportunities and activities provided.
- Classroom- Maintain a safe, happy and collaborative learning environment.
- Playground – look after each other, share equipment and play areas fairly.

WELLBEING AND GUIDANCE

At Jingili Preschool we have an inclusive approach to wellbeing, designed so all children feel safe. This takes into account children's social development, developmental stages, cultural needs and environmental needs. It is also flexible in order to cater for the individual needs of each child.

Our approach supports children to learn acceptable behaviours through positive reinforcement, role modelling, co-regulation and the intentional teaching of safe and respectful behaviours.

At Jingili Preschool, we aim to:

- Actively listen to each child
- Support each child to manage their feelings, emotions and actions
- Help to develop problem solving and negotiation skills
- Establish a familiar and predictable routine
- Give child-appropriate reasons for 'rules' and consequences
- Model and encourage a caring attitude towards others
- Develop each child's autonomy by offering choices
- Involve children in decision making
- Celebrate small steps towards success

Inappropriate Behaviours

- Interfering with other's learning
- Non-compliance with simple instructions
- Physical conflicts with peers and staff
- Disrespecting Preschool property

TEACHER RESPONSE TO INAPPROPRIATE BEHAVIOUR

- Reminder of acceptable behaviour
- Warning of consequence
- Teacher supported time for short period

Unsatisfactory Response to "Teacher Time" or Continued Behaviour

- Teacher to record events/behaviour
- Keep child close with the Teacher until they can calmly re-join others.

Unsatisfactory Response to "Teacher Time" or Continued Behaviour

- Parents notified
- If extreme, Principal or Assistant Principal called for support



GENERAL INFORMATION

FOCUS CHILD

To foster the development of strong relationships, learning dispositions and oral language, Preschool children are rostered on as a 'Focus Child' as part of the Walker Learning Approach during Investigations (from Term 2). The 'Focus Child' is involved in one-on-one interactions with the teacher to maintain knowledge of each individual child's development, interests and motivations.

LEARNING JOURNEYS

Your child's Learning Journey will be available for viewing at all times. The Learning Journeys are a record of children learning through play while at preschool. It will contain photos or samples of your child's work linked to outcomes that they have demonstrated from the Early Years Learning Framework. Parents/guardians have an opportunity to respond to the Learning Journeys using a parent feedback form. These are of great value both to staff, children and parents.

COMMUNICATION WITH FAMILIES

PARENT INFORMATION BOARD

Information on the Parent Information board is updated daily so please take the time to read it on arrival each day.

NOTES

Regular notes, information and reminders are emailed or sent home – families can request to receive written correspondence via paper copy.

CLASS DOJO

You will be asked to join ClassDojo when your child starts Preschool to allow us to communicate news and events and share children's learning experiences with you.

FACEBOOK PAGE

Jingili Primary School has a Facebook page which regularly shares photos and information from across the school.

NEWSLETTERS

Fortnightly school newsletters are emailed (or sent) home each Thursday and the newsletter includes a section for Preschool news. Preschool-specific Newsletters are also distributed at the start of each term Please check your child's bag or your email account regularly for Preschool correspondence.

PARENT CHATS

The Preschool Teachers offer the opportunity for 'Parent Chats' at the end of Term 1 so that we can discuss how your child is settling in and share information. You are also welcome to make another time to meet with your child's teacher during the year if you have any questions or concerns regarding your child's progress. We can be contacted in person or by phone or email and appointments can be made outside of regular Preschool hours if required.

LEARNING JOURNEY

Your child's 'learning journey' folder provides a good snapshot of what and how they have been learning each term at Preschool. These are added to regularly and are available for viewing at any time.

LIBRARY

Borrowing from the Preschool library is available during session time each day except Friday. Children are able to select a book to take home, with the support of the Preschool Assistants. Books can be changed daily, weekly or fortnightly – it is up to you and your child. Our library helps to foster a love of reading and we hope you will enjoy sharing the books with your child at home. Each child needs a cloth library bag in order to borrow as this helps to protect the books.

ASSEMBLY

From Term 2 we gradually begin to attend assemblies at Jingili Primary School on Fridays. We start with Early Childhood Assemblies on odd weeks and in Term 3 we also attend Primary School Assemblies on even weeks. Assembly commences at 8:35am, so the Preschoolers need to leave the preschool by 8:20am to walk there (it's a long way for little legs!). This interaction with "Big" School makes the move to Transition less daunting as children are already familiar with the environment and teaching staff.

GENERAL INFORMATION

SWIMMING

On Thursdays during the Preschool session (weather and COVID 19 protocols permitting), children are able to swim in our wading pool if they wish. Please apply sunscreen to your child prior to attending preschool. Children must bring a towel, a 'sun smart' swim shirt/rashie and/or bathers to wear in the pool, then change back into their clothes afterwards. We do not provide plastic bags, so please also provide a bag for your child's wet swimmers and towel. The pool is shallow, has a large shade-cloth cover and is fenced. There may be times when children are unable to swim for health or safety reasons.

The Preschool offers an annual Swim and Survive program run by Royal Life Saving at Nightcliff Aquatic Centre. This is a fantastic opportunity for the children to learn more about water awareness and safety. This is booked for first semester in 2021.

HATS

We value the Sun Smart ethos at Jingili School. As part of school policy, we expect every child to wear a Sun Smart hat (wide brimmed, bucket or legionnaires' style) to Preschool every day (clearly named/labelled). Please note that baseball style caps do not meet our school Sun Safe Policy.

CLOTHING / UNIFORM REQUIREMENTS



Please ensure that your child is dressed in their Preschool shirt or clothing that they can manage independently, and that they have appropriate footwear. Runners, sandals and crocs are suitable shoes for Preschool, thongs and high-heeled shoes are not. Clothing must cover children's shoulders to ensure maximum protection from the sun. Old clothes are ideal for the children so that 'good' clothes don't get ruined. Preschool is fun and can be very messy! There are smocks available for use at Preschool for painting and particularly messy experiences. Please pack a change of clothes each day for your child, as despite our best efforts they sometimes can get wet or dirty. Children also need a school bag. Please label your child's possessions including their bag, shoes and socks, underwear, pants, shirts etc. with their name.

SUNSCREEN

The current recommendation from the Cancer Council is for sunscreen to be routinely applied every 2 hours if children will be exposed to sun. Please apply sunscreen to your child BEFORE they attend Preschool ('sunscreen station' is set up at the Preschool door in case you forget at home). If your child will be attending the 2.5 Day session we will reapply sunscreen after at regular intervals if you have given us signed permission to do so.

WASHING

Every Friday we ask a parent to take a bag of Preschool items for laundering. This is mainly towels, cloths and other items used during the week. At the end of each term we also send home the dress up clothes and pillowslips. We really appreciate your help with this responsibility.

SICK CHILDREN

Please DO NOT send your child to Preschool if they are unwell. Normal procedure for children becoming ill or being involved in an accident is to refer them in the first instance to a staff member who holds a current First Aid Certificate. If it would benefit the child to go home, the parent or care giver will be contacted. You may be also be asked to sign relevant documentation related to an accident or illness. A reminder that a *booster* injection is required when a child is four years old to update immunisation. If your child requires medication eg. Antibiotics, while at Preschool, you will need to complete paperwork to authorise Preschool staff to administer medication. Medical action plans are required for Asthma and allergy medications. Risk inimisation/communication plans are required to be filled out collaboratively between parents and Preschool staff for any children who have identified medical conditions.

GENERAL INFORMATION

HANDWRITING

It would be helpful for your child if you could use the Victorian Cursive Handwriting used in all NT schools when modelling writing your child's name. A sample is included at the back of this booklet. This is just for your information – There is no expectation that children write their own names on entry to Preschool.

MORNING TEA AND LUNCH

Children are required to bring a packed snack (AM group) and lunch (Two and a half day group) to Preschool each day. All containers will be stored in the fridge to maintain food safety so insulated lunch bags are not required. Small lunch containers are more easily stored in the fridge. Please ensure that all food meets healthy eating guidelines and please be allergy aware - we would appreciate it if all food is nut free at the beginning of the Preschool year (in case we have any severe allergies).

Please also provide your child with a drink bottle filled with water. Cold water for re-filling water bottles is available from indoor and outdoor drink bubblers.

PRESCHOOL PHOTOGRAPHS

Each year student photographs are taken. Parents are informed of the date well in advance to help with organisation and payment.



JINGILI CHILDCARE

Jingili Childcare is a long day care centre which is operated by YMCA Top End. It is located next to Jingili Preschool and children of preschool age who attend the Childcare Centre can attend the preschool program if a position is available Preschool enrolment has been completed. Further information about Jingili Kindergarten can be obtained by contacting them directly on 89853696 or director.jingilikindy@ymca.org.au



DENTAL CLINIC

Provisions have been made for the children of Jingili School Community to attend the dental clinic at Anula Primary School where the full range assessment and treatment services are available. Please ring 8945 3173 to make an appointment. If this is not convenient, or in the case of an emergency, parents can contact the Darwin Dental Clinic on 8922 6475.

CARES – TRANSITION TO SCHOOL

Jingili Primary School has a proud tradition of ensuring children have a smooth and successful start to Transition. We have a CARES programme for Children Almost Ready to Enter School. The programme involves a series of visits to the Primary School to familiarise the children with the environment, teachers and older children. Preschool children already visit classrooms, garden and library and we join in on special Primary School events. However, the CARES programme is an intensive programme that builds confidence, familiarity and excitement at the prospect of starting school. Parent information sessions are conducted at the primary school to give further information.

WRITING SAMPLES

VICTORIAN MODERN CURSIVE

a b c d e f g h i j k l m n o p

q r s t u v w x y z

LETTER FORMATION

a b c d e f g h i j k l m

n o p q r s t u v w x y z

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z