



**The Bilingual Schoolhouse**  
Full-Immersion Spanish Preschool

**Parent Handbook**

[www.bilingualschoolhouse.com](http://www.bilingualschoolhouse.com)



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# Parent Handbook

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## ¡Bienvenidos!

Welcome to The Bilingual Schoolhouse! We welcome you and your child to our Spanish language immersion school. Your child will be provided with an outstanding early childhood education enriched with the Spanish language.

\*Thank you for giving your child the gift of language!

## Who we Are

At The Bilingual Schoolhouse we strive to prepare our students, ages 2-5 for formal schooling through developing intellectual, cognitive, social and motor skills. Our learning philosophy is based on the principle that children learn best when they are enjoying what they are doing. We implement this philosophy by creating an active learning environment. Children are taught in a loving and caring environment where individuality and creativity are fostered.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers- a partnership for the benefit of the child. Daily communication between parents and school staff is encouraged. We consistently work to earn the trust placed in us. We strive each day to provide the best early childhood educational services possible.

Children engaged in an active learning environment construct their own knowledge through their interactions with the world and the people around them. In a Spanish immersion program, these interactions are driven by the Spanish language. Children experience and interpret the world around them in Spanish and eventually, with significant exposure, take ownership of the second language.

Preschool Director: Sandra Hurtado, [shurtado@bilingualschoolhouse.com](mailto:shurtado@bilingualschoolhouse.com), 405-476-1344

TBS FEIN: 81-2488141

TBS facility number with OK DHS is K830053199

## State Requirements Regarding Child Abuse

The Oklahoma Department of Human Services requires licensed facilities to state:

*Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse.* The Bilingual Schoolhouse is a

mandated abuse reporter and if any employee suspects that there is an abusive situation we are required by law to report it. We document all things that are out of the ordinary, either in our facilities or out.

## Hours of Operation

We are located at Mayfair Heights United Methodist Church, 3131 NW 50th St, Oklahoma City, OK, 73112. We open Mondays through Fridays from 9:00 am - 2:00 pm.

### **School Hours**

Our schedule is Monday - Friday

**Full Day Program:** 9 am - 2 pm

**Half Day Program:** 9 am - 11:30 am or 11:30 am - 2 pm (ages 3 -5)

The doors remain locked except during drop off and pick up times. Drop off and pick up times are 9:00 am - 9:15 am, 11:25 am - 11:35 am and 1:50 pm - 2:00 pm. Please pick up or drop off your child at those times. If you will be arriving at a time other than those listed, please let us know ahead of time via the Remind app. You may call or text (405) 476-1344 (classroom cell phone). At any other times, our teachers are engaged with students. It can take as long as ten minutes for a teacher to secure her students and come to unlock the door.

Our school calendar is similar to the surrounding schools. Please see our online calendar for exact dates.

### **After School Care (Mayfair United Methodist Church location ONLY)**

After School Care is currently offered at our Mayfair Heights location ONLY from 2:00 pm until 3:00 pm Mondays through Fridays. **\*\*As of 8/1/2023 we are not offering after care. We will update when that changes.**

Cost is \$15 per stay, per student. If you would like to have your kiddo attend on any said day, please let their teacher know at drop off OR text us via the Remind App if something comes up and you need to add after care for that day. Payment for after care can be paid per use or added to the following months tuition (you will receive an invoice at the end of the month for drop ins).

Failure to pay for after care or continuous late pick up of child, will result in your child no longer being able to attend after care.

## **Enrollment**

### **Nondiscrimination Policy**

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin.

### **Confidentiality**

Information regarding your child is confidential and will not be released unless a parent or legal guardian provides written authorization. An exception will be made in the event of suspected child abuse.

### **Available openings**

Children are admitted on a space available basis. A waiting list is maintained by the Director and Assistant Director and will be used when an opening presents itself. Priority will be given to siblings of families currently enrolled.

### **Forms**

The school must have all necessary forms read, completed and on file before the child will be admitted. These forms include reading of our Parent Handbook, completion of our Enrollment Form, Authorization for Pick Up form, Acceptance of Policies and Procedures form, and submission of a copy of a current vaccination schedule or signed vaccination waiver. ALL OF THESE FORMS can be found on our website, [www.bilingualschoolhouse.com](http://www.bilingualschoolhouse.com).

Completion of these will help us comply with state regulations and provides us important information about who is allowed to pick up your child and any known allergies he or she may have. Please keep this information updated for your child's safety.

### **Registration Fee**

A \$55 registration fee will be due upon enrollment for each school semester (Fall and Spring). A \$25 registration fee will be due for enrollment in summer preschool. Registration fees are not refundable and do not count towards tuition. Fees can be paid via our website at [www.bilingualschoolhouse.com](http://www.bilingualschoolhouse.com).

### **Withdrawal Procedure and or Termination of Enrollment**

Should you wish to withdraw your child from our program, we require a written notice 30 days prior to the withdrawal date. This allows us time to fill your child's spot. If this notice is not given, you will be expected to pay for your child's last month's tuition, regardless of his or her expected attendance.

In some circumstances, it may be necessary to discontinue a child's enrollment at The Bilingual Schoolhouse. This decision will not be taken lightly and will be based on the best interest for children and staff. The school has the right to terminate the enrollment of a child for ANY reason, including, but not limited to the following:

- Non-payment of tuition.
- Abusive, destructive, and/or dangerous behavior to children, staff, or property by a child, parent, or family member (also see Behavioral Management section).
- Failure to follow our Parent Handbook policies and procedures.
- Inability of staff to meet the parent or child's emotional or physical needs.

## **Food**

We will accommodate special diets and food allergies as needed – we are **Allergy Aware and no nuts or tree nuts are permitted in the building. We also ask that no popcorn is brought to school.** If a child is sent to school with nuts in their lunch, they will not be permitted to eat that particular item in their lunch and will be given an item off of the snack menu as a substitute. We do have seriously allergic children in the building and thank you in advance for helping us protect their health and safety.

## **Snack Time**

Snack time is around 10:15 am. The responsibility of providing snack will be shared between TBS and the parents. A snack calendar will be sent home with your child's assigned snack day. Parents may choose to bring non-perishable snacks prior to their scheduled day. If you wish to personally provide your child's snack due to food allergies, etc., please let us know and include their snack in their backpack each day.

Prior to their scheduled snack date, parents may pay \$10 to TBS in lieu of purchasing the snacks themselves. TBS will use this money to purchase snacks for that day.

## **Lunch Time**

Lunch is at 11:50 pm. We ask that parents provide lunch for their child if the child is attending full day or afternoon half days. If sending perishable items, please place an ice pack in their lunch, as we are not able to refrigerate or heat lunches. The school is not responsible for the nutritional value of the lunch provided by the parent. We ask that you provide a spill proof water cup for your child each day. Please label their cup.

## **Birthdays**

A birthday is a very special day for children. To celebrate your child's birthday, you may bring in birthday treats. Please consult with your child's teacher.

The Bilingual Schoolhouse, on special occasions such as parties, etc., may offer food items. We will remind parents of upcoming special events via remind and post information at school.

## **Arrival & Departure**

### **Sign In & Out**

Please remember to always sign your kiddo in upon arrival. We must have a reliable and readable phone number where we can reach you in the event that your child has an emergency or becomes ill during the day.

### **Saying Goodbye**

It is our policy that parents are highly encouraged to say “goodbye” to their children before leaving, and not sneak away without the child’s knowledge. We also know that a “a shorter goodbye, leads to a shorter cry”. We know from experience that this transition will become easier, with little to no fuss at all.

### **Authorization for Pick Up Form**

Please indicate on the "Authorization for Pickup" page of the enrollment form who may pick up your child from school. Unfamiliar parents or caregivers will need to show an ID before the child can be released to them. If you need to authorize an additional person to pick up your child, please let us know in writing.

## **In the Classroom**

### **General Schedule of Activities**

The classrooms follow a schedule every day. A daily routine helps the children feel more comfortable at school because they know what to expect. The daily routine varies slightly between class groups, but all daily routines are flexible, predictable and balance loud/quiet, indoor/outdoor, child-led/teacher-led, and structured/free play. Bathroom breaks and water breaks are taken throughout the day.

### **Our Teachers**

We take pride in being a child- and family-centered program. The strength of our program is the experience, expertise, and dedication of our staff. Our teachers are supported with training, resources, and the freedom to create a unique learning space that works for their students. Our teachers are loving and enthusiastic about sharing their language and culture. They understand and relate to what you as a parent seek for your child while in our care. All staff at TBS location have

current CPR and First Aid certifications. OSBI background checks and DHS background checks, including fingerprints, are completed on all staff. Our primary preschool teachers are fluent in both Spanish and English. Assistant teachers may not be bilingual, but are experienced child care personnel who are trained in our policies, procedures and our method of teaching in a bilingual setting.

### **Behavioral Management**

Our discipline policy consists of positive reinforcement and guidance. We emphasize “choices” for the child to make concerning their own behavior. The use of physical punishment is never permitted. If needed, verbal behavioral guidance will be in English, to ensure the child understands.

If your child is experiencing a change in the home environment that may result in changes in behavior at school, please let us know. The director or teacher will quickly notify a parent in the event of a change in behavior that coexists with such changes at home.

If a child exhibits behavior that may be harmful to themselves or to another child (i.e. biting, hitting with an object, etc...) we will promptly notify a parent/caregiver. We will work with parents and diligently support and encourage children to express themselves in a more appropriate manner. However, for the safety of students, repeated harmful behavior will result in a child not being able to continue attending school.

If the behavior occurs twice in one day, we will ask that the child be picked up from school as soon as possible. Three incidences of this type of aggression will result in a child's dismissal from school, without a refund for the current month's tuition and enrollment fee. All incidences are reported to parents of both the child causing harm, and to the child that was harmed.

### **School Attire**

Students must wear play clothes that are practical and comfortable. Please dress your children for active play. We will go outdoors for large muscle activities, weather permitting. Be sure your student is dressed adequately so that they can enjoy the outdoor activities. We also ask that all students wear tennis shoes to school. We also ask that if you prefer your child to have sunscreen, please apply sunscreen before your child arrives at school.

*We ask that you provide an extra set of clothing, appropriate for the season, including socks. We can keep this set at school or it can stay in your child's backpack.*

We have a very limited supply of extra clothing items at the school that may be used when necessary. If your child does not have extra clothing in their cubby, this clothing will be used. Please launder and return any school clothing to your child's teacher the following day.

Please label everything you bring to avoid confusion! If your child's items are not labeled, our teachers may use a permanent marker to label them as needed. The school cannot be responsible for personal items.

### **Diapers and Toilet Training**

Parents must provide an adequate supply of diapers or velcro side opening pull ups and wipes for any child not yet toilet trained. Your child's classroom teacher will notify you when your child's supply of diapers or pull ups needs to be replenished. Cloth diapers are welcomed, but cannot be cleaned on-site due to licensing regulations. Due to licensing constraints, we are unable to accommodate individual potty chairs.

The Bilingual Schoolhouse works with our families and students for appropriate toilet-learning time. We make the potty available to those interested but do not pressure for use. Communication will be open daily or weekly about a student's potty progress between guardians and teachers. You must send velcro side opening pull ups (if you are using them to start), extra clothing, socks, undies and shoes when your child is in the process of toilet training. Please label all items. We will do our best to support your at home initiatives.

### **Rest-time and Nap Time**

Children are given the opportunity to rest in the afternoon or any time a child requests/seems to need a rest time. Scheduled rest time occurs after lunchtime, or on demand for children in our youngest classroom (age 2) while quiet music plays. Children who have outgrown napping will rest in a darkened room, on an individual mat, for at least 30 minutes. The duration of rest time ranges from 1 - 1.5 hours typically. Children who are awake may choose to read or play quietly until all friends are awake.

## **Other Information**

### **Summer Sessions**

Please refer to our website for our updated Summer Session options.

### **Field Trips and Transportation**

The Bilingual Schoolhouse does not provide field trip opportunities to our students. Our school does not transport children.



## **Conferences**

Parent/Teacher conferences will be held as needed or requested by the parents and/or teacher.

## **Home - School Communication**

We provide cubbies to all our students to hold backpacks, lunches, and written communication to our parents. Daily artwork and projects can be found in your child's cubby or file folder in the Art box, at the hall entrance of the school, alongside the lost and found and coat racks.

## **Family Tours**

We encourage families to schedule tours before enrolling. Please contact the Program Director in advance in order to schedule a tour.

## **Toys from home**

Please do not bring toys from home, unless it is part of your child's "mostrar y contar". It is very challenging for teachers to keep track of these items and it often creates conflict in the classroom.

## **Lovey's**

If a parent feels a child would more comfortably integrate into their new school by bringing a comfort item (lovey) from home, we will do our best to track its whereabouts. A lovey is allowed as long as it is one regular item (for example, a special blanket or stuffed animal). A lovey implies that the child is emotionally soothed at home and school by this object. As a child transitions into this program, the lovey will likely be needed less and less for comforting. After the transition period this item can be kept at home or it will be stored in a backpack and taken out during rest or quiet time.

## **Videos**

We may show short videos in relation to a lesson plan theme. All videos are pre-screened and pre-approved by the Director/Assistant Director.

## **Tuition**

### **Tuition Policy**

Tuition is calculated by taking the total semester tuition and dividing it by the number of months in the semester. Thus, tuition is the same every month regardless of how many weeks or days the children are attending school in any particular month. Some months have less weeks of school than others. Children can attend a mix of half and full days.

Tuition should be paid via our website at [www.bilingualschoolhouse.com](http://www.bilingualschoolhouse.com).

## TUITION RATES

Updated August 2023

### Non-Potty Trained

|               | Half Days | Full Days |
|---------------|-----------|-----------|
| <b>2 days</b> | 183       | 359       |
| <b>3 days</b> | 262       | 491       |
| <b>4 days</b> | 332       | 599       |
| <b>5 days</b> | 391       | 675       |

### Potty-Trained

|               | Half Days | Full Days |
|---------------|-----------|-----------|
| <b>2 days</b> | 157       | 312       |
| <b>3 days</b> | 231       | 417       |
| <b>4 days</b> | 286       | 520       |
| <b>5 days</b> | 343       | 597       |

Tuition is paid monthly and is due the first day of the month. Tuition not paid before the 5th will result in a late charge of \$25 per child. If tuition is not paid by the 15th of the month your child will not be permitted to attend school until full payment, including late fees, is made.

- *If tuition is not paid for a particular month, we will consider the child to be no longer enrolled and will offer the child's spot to a family on the wait list. We do not allow families to "skip" a month. A spot will **not** be held if tuition is not paid for that month, even if the child does not attend that month. Tuition is required each month school is in session, or the child will be considered to be no longer enrolled and will lose their spot.*
- *Individual **make up days** are not available. If a child misses school, we are not able to allow children to come on a different day to make up missed school days. On most days, we are at full capacity and do not have the available space to allow this option.*

### Returned Checks

If tuition was paid via a check that was returned, there will be a \$30 charge for all returned checks. Please pick up the check and replace it with a money order or cashier's check within 2 business days of being notified of its return. Your account will be put on a money order or cashier's check basis after two returned checks.

## **Drop Ins**

Current students can "drop in" on unscheduled days if space allows. Tuition is \$50 per full day and \$30 per half day, due the day of the drop in attendance. Please contact us via our Remind App, in advance to ensure we have availability.

## **After Care**

Payment for after care must be paid per use or added to the following months tuition.

## **Health/Medical Information**

Our students' health is of great importance. Because of that, the following guidelines have been established. We appreciate your cooperation in complying with these guidelines; Children who are ill will NOT be accepted into care at The Bilingual Schoolhouse.

In the event that your child becomes sick while at school, you will be promptly notified. We expect that you will come to the center as quickly as possible to take your child home. In the event that there is a delay in pick up longer than 30 minutes, we will contact the next person on your emergency contact list. In all cases, the school reserves the right to send home a child with suspicious or prolonged symptoms. It is the responsibility of the teacher and the Director to make that determination based on their best judgment. When a child is absent due to illness, the parent is asked to notify the school as early as possible.

Your child will not be accepted for care if he/she has any of the following symptoms:

- Fever of 100 degrees or above or any fever accompanied by
  - A deep cough
  - Ear ache or drainage from ear
  - Coughing
  - Sore throat
- Contagious skin or eye irritation
- Unexplained rash or sore
- Discharge from eye, nose, or ears
- Red, runny, or matting eyes.
  - This may be conjunctivitis (pink eye). Please call your doctor; children must have treatment before returning to care.
- Vomiting and or Diarrhea, more than 3 times in two hours (diarrhea is defined by the City County Health Department as a liquid stool) or vomiting the previous evening or before school in the morning. The child must be free from vomiting or diarrhea for 24 hours before returning to school.

- Early colds, coughing, sneezing, or very bad colds with purulent discharge
- Cough lasting more than 1 week without a doctor's note
- Bronchitis- if your child is coughing frequently.
- Excessive crying, with the inability to be consoled
- Any illness that keeps a child from participating in regular activity
- Students who are diagnosed with live head lice: if found while at school, child will need to be picked up; they will need to be treated, and return to class after appropriate treatment has begun.

If a child leaves our center ill they must have a signed doctor's note before they will be allowed to return to care. If the symptoms do not require a doctor's visit the director must approve the child attending the following day. If your child leaves the center after 12:00 they will not be permitted to return the next day, regardless of 24 hour policy.

Your child must be symptom and fever free for 24 hours before returning to school (24 hours fever free without fever reducing medication).

A child who is not well does not benefit from our program and can adversely affect the health of our other children. If your child is ill, for the wellbeing of his/her classmates please do not bring your child to class or to a special event such as a family lunch or holiday party. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

If at any time The Bilingual Schoolhouse has reason to believe that your child has a communicable disease, either mentioned above or such as chicken pox, COVID-19, Influenza, Hand Foot and Mouth Disease (HFMD), etc., we can request that he/she be seen by a doctor and that a note be provided from the doctor stating that your child is not contagious, is able to attend, and participate in a group care facility.

If your child has been diagnosed with a contagious illness, you need to notify The Bilingual Schoolhouse so we can notify other families.

OK DHS approved First Aid Kits are kept at the school.

### **Medication**

A written statement from a physician and/or parent must authorize all medication administered to a child at the school. If the medication requires a medical device (syringe and needle, nebulizer, inhaler) to administer a medication, the parents will be asked to provide proper instruction and demonstration prior to a child care provider administering such medication.

The medication log will be signed each time a teacher gives a child medication. All medication must be in the original container, indicating the child's name, prescriber name, medication type, date medication was prescribed, dosage amount. Such medications will be stored according to the instructions on the label, kept beyond children's reach and returned to the parent once treatment has ended. The school will only give medication that has been previously administered to the child and no adverse reactions were noted.

The Bilingual Schoolhouse will not dispense or administer over the counter medications. Special circumstances will be made for teething gel, teething tablets, and diaper rash ointment. All must be accompanied by a signed medication form and should be labeled with the child's name.

### **First Aid, Accidents and Injury**

All of our staff members are trained in infant and child CPR as well as first aid.

In case of a minor injury, insect sting (wasp, bee, hornet), is bitten by another child, etc. we will administer basic first aid. We will document via an incident form. We will notify the parent, either by phone or at pick up of the injury. The parent will receive a copy of the incident report and a second copy will be placed in the child's file.

In case of a minor injury in which an ambulance is not needed but immediate medical attention is required, TBS Staff will contact the parents. If parents cannot be reached, emergency contacts will be notified.

In the event of a severe injury or acute illness, the child will be transported by ambulance to the nearest hospital, or to the hospital listed on by family on the enrollment form (if circumstances allow). Every effort will be made to contact the family prior to emergency medical transportation. If a parent cannot be reached, we will contact persons listed as emergency medical contacts for your child. A TBS staff member will accompany the child to the hospital and remain with the child until a parent arrives and is informed of the situation.

## **Weather Aware and Evacuations**

### **Bad Weather Policy**

There will be times when the school must close due to inclement weather or road conditions. There may also be times when we must close early to ensure that the children and staff arrive home safely. Families will be advised via a text on the Remind App. You are also welcome to contact Sandra Hurtado, Director, (405) 476-1344.

### **Fire and Tornado Drills**

We strive to make sure our children are safe at school everyday.

Specific procedures are provided to school staff and children to follow in case of a fire. Monthly fire drills are held. Exit route maps are posted in each classroom and hallways.

Specific procedures are provided for school staff and children for severe weather alerts, and are practiced quarterly. Children are escorted to the stairwell at the end of our school hallway and will remain there until it is deemed safe to return to the classrooms.

To help alleviate concern, we explain to the students prior to the event that these drills are for practice in case of an emergency.

### **Evacuation Plans**

In the event that the school or church would need to be evacuated for any reason, children will be walked eastward, past our east parking lot, across the small apartment complex to Drexel St. (if needed we will continue to move further east, trying to stay on the north side of NW 50th St.). If we need to evacuate westward, children will cross our west parking lot to Hamilton St. and into the Vintage Apartments parking lot on NW 50th (if needed we will continue to move further west, trying to stay on the north side of NW 50th St.)

The children will remain in that area until an all clear has been established. Examples of evacuation event might include “electrical outages in the building, a threat called into the school or Church, plumbing leaks, etc.” Children will remain in the supervision of The Bilingual Schoolhouse staff until all parents are notified and arrive to pick up the children.

### **Babysitting/Nannying Policy**

At The Bilingual Schoolhouse (“TBS”) we develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit or nanny for them outside of school working hours. This policy clarifies key points and procedures regarding private arrangements between staff and parents.

- Individual staff members or volunteers are NOT allowed to babysit/nanny for children outside of school hours.
- It crosses from the professional to the personal and has far reaching consequences in terms of safeguarding, public liability and confidentiality.
- If an employee or volunteer engages in caring for a child enrolled at TBS outside of school hours, that person would be in breach of their contract and this could result in disciplinary action.

**Exception:** If the employee or volunteer has a pre-existing relationship prior to the child's enrollment at TBS with the child and his/her family (i.e relative, family friend etc), babysitting is not forbidden. But the following strict policies and procedures apply:

- o The relationship must be disclosed at the time the child is enrollment at TBS.
- o If this member of staff collects a child from the setting, they must be authorized to do so and written permission must be provided by the parents. This can be a note in their child's enrollment form.
- o TBS is not responsible for any such private arrangements or agreements made between individual staff members and families
- o Confidentiality of employment must be adhered to and respected at all times. Any breach of confidentiality by a member of staff regarding TBS, other staff members, parents or other children will be treated as a disciplinary offense.
- o TBS has a duty to safeguard all children whilst on our premises and in the care of our staff. To this end, we have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff. This procedure includes interviews, vetting, such as fingerprinting & background checks, and checks on references and qualifications. Furthermore, whilst in our employment, all staff members are subject to ongoing supervision, observation and assessment, to ensure that standards of work and behavior are maintained in accordance with our policies. We have no control over the conduct of staff outside of their position of employment, and consequently our duty to safeguard children as above does not extend to private arrangements between staff and parents outside of school hours.
- o Staff do, however, have a duty to report any safeguarding concerns in and outside of work.
- o TBS will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.
- o Any such out of hours work babysitting/nannyng must not interfere with staff members' working hours or affect their relationship with the child or other children.
- o Staff should be aware that an incident whilst babysitting/nannyng could have an impact on their suitability to work at TBS.

The Bilingual Schoolhouse may amend the policies with a one-week written notice. Parents will be notified via email of any policy changes. New policies will be published to [www.bilingualschoolhouse.com](http://www.bilingualschoolhouse.com).

### **Policies and Procedures File**

This document is also notification that our licensing notebook is available at any time during business hours. Parents can review the Parent Handbook at any time at school. In the event of a policy change, a document will be sent home explaining the new policy. If you have any questions or concerns about a policy or procedure, please feel free to discuss this with Sandra Hurtado, Director, (405) 476-1344, [shurtado@bilingualschoolhouse.com](mailto:shurtado@bilingualschoolhouse.com)

**Thank you for choosing The Bilingual Schoolhouse!  
We are so excited you are joining our family!  
We will love, teach and respect your child.  
We will help them grow and develop  
emotionally, socially, physically, academically  
and we will do so in Spanish! ❤️**