

sample letter for child care leave Complete Guide

Sample letter for child care leave is a vital document for employees who need to take time off work to care for their young children. Whether you're a new parent or caring for a sick child, submitting a well-crafted leave application ensures your employer understands your situation and can process your leave request smoothly. In this article, we will explore various aspects of writing an effective sample letter for child care leave, including its importance, key components, different formats, and tips to make your application stand out.

Understanding Child Care Leave

What is Child Care Leave?

Child Care Leave (CCL) is a special leave granted to employees to take care of their children due to various reasons such as illness, birth, or other personal needs. The leave is typically granted for a specific duration, often ranging from a few days to several months, depending on company policies and government regulations.

Eligibility and Regulations

Eligibility for child care leave varies across countries and organizations, but generally includes:

- Employees with a certain period of continuous service (e.g., 1 year or more)
- Employees working full-time or part-time
- Specific provisions for mothers, fathers, or guardians

Regulations may also specify the maximum duration, documentation required, and whether the leave is paid or unpaid.

Importance of a Well-Written Sample Letter for Child Care Leave

A clear, professional, and courteous leave application helps:

- Ensure smooth processing of your leave request
- Maintain good employer-employee relations

- Provide official documentation for record-keeping
- Clarify the reason and duration of leave

An effective letter minimizes misunderstandings and demonstrates your responsibility as an employee.

Components of an Effective Sample Letter for Child Care Leave

A well-structured leave letter should include the following elements:

1. Proper Salutation

Address the letter to your immediate supervisor, HR manager, or designated authority.

2. Clear Subject Line (if email)

For email applications, include a concise subject line such as "Application for Child Care Leave."

3. Introduction

State your intention clearly, including the type of leave and the reason if comfortable.

4. Details of Leave

Specify the start date, end date, and total duration of leave requested.

5. Reason for Leave (Optional)

Briefly mention the reason, such as caring for a sick child or parental leave, if appropriate.

6. Assurance of Responsibilities

Mention any arrangements made to cover your duties or ensure work continuity.

7. Contact Information

Provide your contact details during the leave period for emergencies or queries.

8. Polite Closing

End with a courteous closing remark and your signature.

Sample Format for Child Care Leave Application

Formal Letter Format

[Your Name]

[Your Designation]

[Department Name]

[Date]

To,

[Recipient's Name]

[Designation]

[Organization Name]

[Address]

Subject: Application for Child Care Leave

Dear [Recipient's Name],

I am writing to formally request child care leave starting from [Start Date] to [End Date], totaling [Number of Days/Weeks]. The reason for this leave is to take care of my [son/daughter], who is currently unwell / requires my attention due to [brief reason, e.g., birth of a child, ongoing medical treatment].

During my absence, I have arranged for [colleague's name or team] to handle my responsibilities and ensure that ongoing tasks are managed efficiently. I will be accessible at [your contact details] in case of any urgent matters.

I kindly request you to approve my leave application. Please let me know if any further documentation or formalities are required.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Employee ID]

[Signature (if submitting a hard copy)]

Tips for Writing an Effective Child Care Leave Letter

To ensure your leave application is professional and effective, consider the following tips:

- **Be Clear and Concise:** Clearly state the purpose, dates, and reason for leave without unnecessary details.
- **Use Formal Language:** Maintain professionalism throughout the letter.
- **Follow Organizational Policies:** Adhere to your company's specific format, documentation requirements, and leave policies.
- **Provide Adequate Notice:** Submit your leave application well in advance to allow proper planning.
- **Include Contact Details:** Ensure your supervisor can reach you if needed during your leave.
- **Express Gratitude:** End your letter politely, thanking your employer for their understanding.

Sample Child Care Leave Application for Different Scenarios

1. Leave for Child Illness

Subject: Application for Child Care Leave Due to Child Illness

Dear [Manager's Name],

I am writing to request child care leave from [Start Date] to [End Date] as my [son/daughter] has fallen ill and requires my attention and care. I have arranged for [colleague's name] to oversee my responsibilities during this period.

Please approve my leave, and feel free to contact me at [your phone number] if necessary.

Thank you for your understanding.

Sincerely,

[Your Name]

2. Parental Leave for New Birth

Subject: Application for Parental Child Care Leave

Dear [HR Manager's Name],

I am pleased to inform you of the birth of my child on [Date]. I would like to request parental child care leave starting from [Start Date] for a duration of [Number of Days/weeks]. This time will allow me to support my family and care for my newborn.

I appreciate your consideration and support, and I am happy to discuss any arrangements needed to ensure work continuity.

Best regards,

[Your Name]

Legal and Organizational Guidelines for Child Care Leave

It's important to understand the legal framework governing child care leave in your country or organization. These guidelines may include:

- Maximum duration of leave allowed
- Paid vs. unpaid leave provisions
- Documentation requirements such as medical certificates or birth certificates
- Renewal or extension procedures

Always check your company's employee handbook or consult HR to ensure compliance.

Conclusion

A well-drafted sample letter for child care leave is essential for a smooth and hassle-free leave application process. By including all necessary details, maintaining professionalism, and adhering to organizational policies, you can effectively communicate your needs while demonstrating responsibility and respect for your workplace. Remember, the key to a successful leave request lies in clarity, timeliness, and courtesy.

Whether you are caring for a sick child, bonding after childbirth, or managing other personal responsibilities related to your child's well-being, a thoughtful and professional leave application helps you balance your family needs with your professional commitments. Use the sample formats

and tips provided in this guide to craft your own effective child care leave letter today.

Sample Letter for Child Care Leave: A Comprehensive Guide to Crafting the Perfect Request

When it comes to requesting child care leave, crafting a well-structured, professional, and respectful letter is essential. Whether you're a new parent or need time off to care for a sick child, submitting a clear and concise sample letter for child care leave can facilitate a smooth approval process. This guide will walk you through the key components of such a letter, provide sample formats, and offer tips to ensure your request is effective and professional.

Understanding Child Care Leave and Its Importance

Child care leave is a special type of leave granted to employees to enable them to take care of their young children during critical times?such as illness, emergencies, or early childhood development needs. Many organizations have policies and provisions aligned with local labor laws or company policies to accommodate such needs.

A sample letter for child care leave serves as a formal request to your employer. It communicates your intentions clearly, provides necessary details, and helps avoid misunderstandings.

Why a Formal Letter Matters

While some organizations may accept informal requests, a formal letter has several advantages:

- Professionalism: Demonstrates respect and seriousness about your request.
- Documentation: Acts as a formal record for HR and management.
- Clarity: Ensures all essential information is conveyed.
- Facilitation: Increases likelihood of timely approval.

Key Components of a Sample Letter for Child Care Leave

When drafting your letter, ensure it includes the following elements:

- Recipient Details
- Addressed to your immediate supervisor, manager, or HR department.
- Use official titles and designations.

- Subject Line (Optional)

- Clearly states the purpose, e.g., "Application for Child Care Leave."

- Salutation

- A polite greeting, e.g., "Dear Mr./Ms. [Last Name],"

- Introduction
 - Briefly introduce yourself.
 - Mention your position and department.

- Purpose of the Letter
 - Clearly state that you are applying for child care leave.
 - Provide the reason if necessary (though often not required).

- Details of the Leave
 - Specify the start and end dates.
 - Mention the total duration.
 - Clarify if the leave is paid, unpaid, or as per policy.

- Reason for Leave (Optional)
 - You may include a brief reason, such as caring for a sick child or attending to childcare needs.

- Transition Plan

- Indicate how your responsibilities will be managed during your absence.
- Mention if you will delegate work or complete pending tasks beforehand.

- Contact Details

- Offer contact information for urgent communication, if applicable.

- Appreciation and Closing

- Thank the management for their consideration.
- Sign off professionally with your name and designation.

Sample Formats of Child Care Leave Application Letters

Below are three sample formats varying in tone and detail to suit different organizational cultures.

Sample Letter 1: Formal and Concise

Subject: Application for Child Care Leave

Dear Mr. Sharma,

I am writing to formally request child care leave from March 10, 2024, to March 24, 2024, for a total of 15 days. During this period, I need to care for my young child due to health reasons.

I have ensured that my current projects are on schedule, and I will delegate any pending responsibilities to my colleague, Mr. Rajesh Kumar, during my absence. I am reachable via email for any urgent matters.

I kindly request you to approve my leave application. Thank you for your understanding and support.

Sincerely,

Anjali Verma

Marketing Executive

Sample Letter 2: Slightly Informal but Professional

Subject: Request for Child Care Leave

Dear Ms. Patel,

I hope this message finds you well. I am writing to request child care leave from April 1, 2024, to April 14, 2024. My child requires my attention due to health concerns, and I need this time to provide necessary care.

I have coordinated with the team to ensure my responsibilities are covered during my absence. Please let me know if any further information is required.

Thank you very much for your understanding.

Best regards,

Rohan Singh

Sales Associate

Sample Letter 3: Detailed and Formal

Subject: Application for Child Care Leave for Medical Reasons

Dear Mr. Joshi,

I am writing to formally apply for child care leave from May 5, 2024, to May 19, 2024, totaling 15 days. This leave is necessary for me to attend to my child's medical needs, which require my presence and support.

I have taken steps to ensure my ongoing tasks are managed efficiently. I have briefed my team and handed over urgent responsibilities to my colleague, Ms. Priya Sharma. I will remain available via email for any critical issues that may arise.

I kindly request the approval of this leave and look forward to your positive response. Thank you for your consideration and support during this time.

Sincerely,

Vikram Patel

Senior Analyst

Tips for Writing an Effective Child Care Leave Application

- Be Clear and Precise: State your leave dates and reasons unambiguously.
- Follow Company Policy: Check your organization's leave policy to ensure compliance.
- Provide Adequate Notice: Submit your request well in advance, especially if the leave is planned.
- Maintain a Professional Tone: Keep the language respectful and formal.
- Offer Solutions: Mention how your work will be managed during your absence.
- Attach Supporting Documents: If required, include medical certificates or other relevant documents.

Additional Considerations

Legal and Policy Aspects

Different organizations and countries have specific rules regarding child care leave. For example:

- Many companies offer paid or unpaid leave as per local labor laws.
- Some organizations have dedicated child care leave policies with stipulated durations.
- Certain countries recognize maternity, paternity, or parental leave that can be used for child care.

Always review your employment contract or HR policies before drafting your letter.

Communicating with HR

In some cases, it might be beneficial to have a face-to-face discussion or phone call with HR before submitting your formal application. This can help clarify policies and set expectations.

Final Thoughts: Crafting Your Child Care Leave Letter

A well-written sample letter for child care leave can make the process smoother and increase the likelihood of approval. Remember to be courteous, clear, and professional. Tailor your letter to suit the organizational culture and policy requirements, and ensure you provide sufficient notice.

By following the guidelines and sample formats provided in this guide, you can confidently draft your own leave application, allowing you to focus on your family needs without unnecessary stress or

complications.

Empathetic and professional communication is key when requesting child care leave. Your employer will appreciate your clarity and responsibility, making it easier for both parties to navigate this important aspect of work-life balance.

Question What is a sample letter for child care leave? A sample letter for child care leave is a template or example letter that an employee can use to formally request leave from their employer to take care of their child due to personal or family reasons. What details should be included in a child care leave application? The letter should include the employee's name and designation, the date of the request, the reason for leave (child care), the duration of leave, and any supporting documentation if required, along with a polite request for approval. Can I use a formal email as a child care leave letter? Yes, a formal email can serve as a child care leave request, but it should contain all necessary details and be written professionally, similar to a traditional letter. How long can I typically take child care leave? The duration of child care leave varies depending on company policies and local labor laws, but it commonly ranges from a few days to several weeks or months, often with options for unpaid leave if needed. Is it necessary to attach proof of child care need with the leave letter? Depending on company policy, you may need to attach documents such as a birth certificate, medical certificate, or other proof to support your leave request. Can I request child care leave in advance? Yes, it is advisable to request child care leave in advance to allow your employer to plan for your absence and ensure smooth workflow. Are there any specific formats for a child care leave letter? While formats may vary, a professional and clear format that includes all relevant details is recommended. Many organizations provide official templates for such requests. What should I do if my child care leave request is denied? If your request is denied, you can discuss alternative arrangements with your employer, such as flexible work hours or unpaid leave, and seek guidance on company policies or labor laws. Can I extend my child care leave after it has been approved? Extensions may be possible with prior approval from your employer. You should formally request an extension in writing, providing valid reasons and supporting documentation if required.

Related keywords: child care leave application, leave letter for parents, employee leave request, parental leave letter, childcare leave format, work leave notification, leave of absence letter, employee leave sample, formal leave application, leave request template

child labour slogans

Understanding the Power of Child Labour Slogans

Child labour slogans serve as powerful tools in raising awareness and mobilizing action against

the exploitation of children in various industries around the world. They are concise, memorable phrases designed to evoke emotion, inspire change, and bring attention to the urgent need to eliminate child labour. These slogans are often used in campaigns, protests, educational programs, and social media to spread messages that highlight the injustices faced by child workers and advocate for their rights.

In this article, we delve into the significance of child labour slogans, explore their features, and provide a collection of impactful slogans to help you understand how words can make a difference in the fight against child exploitation.

The Importance of Child Labour Slogans

Raising Awareness

Child labour remains a pressing issue affecting millions of children worldwide. Slogans serve as a quick and effective way to draw attention to this problem, making it accessible and understandable to a wide audience. They distill complex issues into simple, compelling messages that are easy to remember and share.

Mobilizing Action

A well-crafted slogan can motivate individuals and communities to take action—whether it's participating in campaigns, spreading awareness, or supporting policies that protect children's rights. They act as rallying cries that unify people around a common cause.

Influencing Policy and Public Opinion

Slogans can influence policymakers by highlighting the urgency of the issue. When they go viral or are widely adopted, they can pressure governments and organizations to implement stricter laws and better enforcement against child labour.

Educational Impact

Using slogans in educational settings helps inculcate values of childhood innocence, education, and human rights. They serve as important tools for teachers and activists to discuss the importance of ending child labour.

Characteristics of Effective Child Labour Slogans

Concise and Memorable

Good slogans are short, catchy, and easy to recall. They leave a lasting impression on the audience.

Emotionally Appealing

They evoke feelings such as empathy, outrage, or hope to motivate action.

Clear and Direct

Effective slogans clearly communicate the core message without ambiguity.

Positive and Empowering

While some slogans highlight the problem, the most impactful ones also inspire hope and solutions.

Universal Relevance

They should resonate across different cultures and languages to maximize impact.

Examples of Powerful Child Labour Slogans

Below are some compelling slogans that have been used in campaigns worldwide. These examples demonstrate how impactful words can be in the fight against child labour.

General Child Labour Slogans

- "Children are not for sale."
- "Stop child labour now."
- "Give childhood back to children."
- "Every child deserves education, not exploitation."
- "End child labour, empower future."
- "Childhood is a right, not a privilege."
- "Say no to child labour."
- "Protect childhood, abolish child labour."
- "Children should play, not work."
- "Eliminate child labour, embrace education."

Slogans Focused on Education and Hope

- "Education is their right, child labour is their fight."
- "Help children learn, not earn."
- "Give a child a future, end child labour."
- "Build a world where children learn, not work."
- "Every child deserves a classroom, not a factory."

Slogans Highlighting the Impact of Child Labour

- "Child labour steals childhood and education."
- "Childhood lost to labour is a future lost."
- "Child labour destroys dreams."
- "Children working today, losing tomorrow."
- "Stop child labour before it stops a child's future."

Slogans for Advocacy and Policy Change

- "Enforce laws, end child labour."
- "Policy change saves children."
- "Support laws that protect children."
- "Justice for child workers."
- "Create safe environments for children."

How to Create Your Own Child Labour Slogans

Creating effective slogans requires creativity and understanding of the core message. Here are some tips to help you craft your own impactful slogans:

Identify the Core Message

Decide what aspect of child labour you want to focus on?awareness, education, policy change, or moral obligation.

Use Powerful Words

Incorporate words that evoke emotion, such as ?protect,? ?save,? ?end,? ?childhood,? ?future,? and ?rights.?

Keep It Short and Simple

Aim for brevity to ensure your message is easily remembered and shared.

Make It Rhyme or Alliterate

Rhyming or alliteration makes slogans catchy, e.g., "Stop child labour, save childhood."

Be Positive and Hopeful

While emphasizing the seriousness of the issue, inspire hope for change and a better future.

Test Your Slogan

Share it with others to see if it resonates and evokes the intended response.

Using Child Labour Slogans Effectively

In Campaigns and Rallies

Display slogans prominently on banners, posters, and placards during protests or awareness drives.

On Social Media

Share slogans with hashtags to reach a broader audience and create viral campaigns.

In Educational Programs

Use slogans to initiate discussions in classrooms and community groups about the importance of ending child labour.

Collaborate with Influencers and Organizations

Partner with NGOs, celebrities, and social activists to amplify the message.

The Role of Slogans in the Global Fight Against Child Labour

Slogans are more than just catchy phrases; they are catalysts for change. They condense complex issues into simple messages that can be disseminated widely, influencing attitudes and behaviors. When combined with action, education, and policy reforms, slogans help to:

- Raise global awareness about the prevalence and consequences of child labour.

- Mobilize communities to advocate for children's rights.
- Push governments and organizations to enforce laws against child exploitation.
- Encourage children themselves to speak out and seek help.
- Build a movement that prioritizes education and childhood protection.

Conclusion

Child labour slogans are vital tools in the ongoing battle to eradicate child exploitation worldwide. They serve to educate, inspire, and unite individuals and communities in the pursuit of justice and children's rights. By crafting powerful messages and disseminating them effectively, we can create a global environment where every child is free from the shackles of child labour and has access to education, safety, and a bright future.

Remember, a single slogan can spark a movement, so choose your words carefully, speak out boldly, and be part of the change. Let's work together to ensure that childhood remains a time of innocence, learning, and hope for every child across the globe.

Child Labour Slogans: Raising Awareness and Inspiring Action Against Child Labour

Child labour remains one of the most pressing social issues worldwide, impacting millions of young lives and hindering their development, education, and future prospects. Child labour slogans serve as powerful tools to raise awareness, evoke emotional responses, and motivate collective action to eradicate this injustice. These succinct, memorable phrases distill complex issues into impactful messages, making them essential in campaigns, protests, school programs, and social media movements aimed at ending child exploitation.

In this comprehensive guide, we'll explore the significance of child labour slogans, their role in advocacy, and how to craft effective slogans that resonate with audiences. We'll also provide inspiring examples and tips on leveraging slogans to create meaningful change.

The Importance of Child Labour Slogans in Advocacy

Child labour slogans are more than just catchy phrases; they are vital instruments in the fight against child exploitation. Their importance can be understood through several key roles:

- **Raising Awareness:** Slogans quickly communicate the severity of child labour issues to the public, drawing attention to the plight of vulnerable children.
- **Mobilizing Support:** Memorable slogans inspire individuals and communities to participate in campaigns, protests, or donations.
- **Influencing Policy:** Well-crafted slogans can influence policymakers by highlighting the urgency

of enacting or enforcing laws against child labour.

- Creating Emotional Impact: Short, powerful slogans evoke empathy and motivate action by appealing to moral and emotional sensibilities.
- Education and Outreach: Slogans serve as educational tools in schools and community programs to inform children and adults about their rights and the importance of education.

Characteristics of Effective Child Labour Slogans

To craft slogans that resonate and inspire action, it's essential to understand what makes a slogan effective. Here are key characteristics:

- Concise and Memorable: Short phrases that are easy to remember and repeat.
- Emotionally Engaging: Use of words that evoke feelings of empathy, justice, and urgency.
- Clear and Focused: Directly address the core issue—child labour—and its negative impacts.
- Positive and Hopeful: While highlighting problems, effective slogans often inspire hope and a call for change.
- Universal Appeal: Language that transcends cultural and language barriers to reach a broad audience.

Types of Child Labour Slogans

Child labour slogans can be categorized based on their focus and tone:

- Awareness Slogans

These slogans aim to inform the public about the realities of child labour.

- "Stop Child Labour, Start Child Education!"
- "Every Child Deserves a Childhood."
- "Child Labour Steals Childhood and Future."

- Advocacy Slogans

Designed to motivate action and support for anti-child labour policies.

- "Say No to Child Labour, Say Yes to Education!"

- "Protect Childhood, End Child Labour."
- "Join the Fight, End Child Labour Today."

- Emotional and Moral Slogans

Focus on evoking empathy and moral responsibility.

- "Children Should Play, Not Work."
- "Children Are Not Tools for Labour."
- "Give Children Their Childhood Back."

- Inspirational Slogans

Encourage hope and collective responsibility.

- "Together We Can End Child Labour."
- "A Future Free of Child Labour Starts Now."
- "Educate a Child, Change the World."

Crafting Impactful Child Labour Slogans: Tips and Techniques

Creating slogans that truly make an impact involves understanding your audience and message. Here are some practical tips:

Know Your Audience

- Tailor slogans to resonate with children, parents, teachers, policymakers, or the general public.
- Use language that appeals to their values and concerns.

Focus on Positivity and Hope

- While addressing serious issues, incorporate hopeful messages to inspire action.

Use Rhyme, Alliteration, and Repetition

- These literary devices make slogans more memorable.
- Example: "Stop Child Labour, Support Education."

Keep It Simple

- Avoid complex words; aim for clarity and brevity.

Incorporate Powerful Words

- Words like "Protect," "End," "Save," "Childhood," "Future," and "Education" evoke strong emotions.

Make It Visual

- Pair slogans with impactful visuals for greater effect in campaigns and posters.

Examples of Effective Child Labour Slogans

Here are some compelling slogans that have been used in campaigns worldwide:

- "Children Need Education, Not Exploitation."
- "Child Labour is a Crime; Education is a Right."
- "Children Should Be Playing, Not Working."
- "Say No to Child Labour, Say Yes to Childhood."
- "Every Child Has the Right to Learn."
- "End Child Labour, Empower Future Generations."
- "Stop Child Labour Now? Educate, Elevate, Empower."
- "Children's Childhood Is a Fundamental Right."
- "Child Labour Kills Dreams. Support Education."
- "No More Child Labour? Build a Better Future."

Leveraging Slogans in Campaigns and Movements

To maximize the impact of child labour slogans, they should be integrated into broader strategies:

- Social Media Campaigns: Use hashtags and share slogans alongside images and stories.

- School Programs: Incorporate slogans into classroom activities, posters, and awareness drives.
- Protests and Rallies: Display slogans on banners, placards, and T-shirts.
- Community Outreach: Distribute flyers with powerful slogans to educate local populations.
- Policy Advocacy: Use slogans in petitions, letters, and meetings with policymakers to emphasize key messages.

The Power of Collective Action: How Slogans Can Drive Change

While slogans alone cannot end child labour, they are vital in fostering collective consciousness and action. When communities, governments, NGOs, and individuals unite under shared messages, their combined voice becomes a formidable force against exploitation.

Effective slogans can:

- Spark conversations and debates.
- Mobilize resources and volunteers.
- Influence legislation and enforcement.
- Create a cultural shift that values children's rights.

Conclusion

Child labour slogans are essential tools in the ongoing battle to eliminate child exploitation and promote children's rights to safety, education, and childhood. Their simplicity, emotional appeal, and memorability make them powerful in raising awareness and inspiring action across diverse audiences. By crafting impactful slogans and integrating them into broader advocacy efforts, individuals and organizations can contribute to creating a world where every child is free from labour and has the opportunity to learn, play, and grow in dignity and safety.

Remember, every word counts. A well-chosen slogan can be the spark that ignites change, so let your words stand for the voiceless children who deserve a better future.

Question What is the importance of child labour slogans in raising awareness? Child labour slogans play a vital role in raising awareness by highlighting the injustices faced by children, encouraging societal action, and inspiring change to eliminate child labour practices. **Can you give examples of effective child labour slogans?** Examples include 'Stop Child Labour, Give Kids a Chance,' 'Children Should Play, Not Work,' and 'End Child Labour, Ensure Bright Futures.' These slogans are simple, impactful, and memorable. **How can slogans help in the fight against child labour?** Slogans can mobilize communities, influence policymakers, and spread awareness quickly, thus fostering collective efforts to end child labour and promote children's rights. **What are some key messages conveyed by child labour slogans?** They often emphasize children's right to education,

the harmful effects of child labour, and the need for societal and governmental action to protect children. How should child labour slogans be designed to be most effective? Effective slogans should be concise, emotionally impactful, easy to remember, and capable of inspiring action or empathy among audiences. Why is it important to spread child labour slogans widely? Wide dissemination helps to raise global awareness, creates pressure for policy change, and encourages communities to actively oppose child labour and support children's rights.

Related keywords: child labour awareness, stop child exploitation, education for children, child rights, end child slavery, protect children's future, child labour prevention, raise awareness, children's rights slogans, end child labor

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