# EARLY LEARNING CENTER

<table>
<thead>
<tr>
<th>Name</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Faculty Contact</td>
<td>Course Number</td>
</tr>
</tbody>
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## Request for Program Use

We appreciate your interest in the Early Learning Center. By taking the time to complete this form, you are helping us effectively coordinate the services the ELC has to offer, and improve the communication between the staff and faculty, students, and the community. Please include as much information as possible (along with a class roster) and assist us by completing the form **at least two weeks prior** to your need for use of the childcare facilities.

*The Early Learning Center does not allow photographs or videos of any kind to be taken of the children. By signing below, I acknowledge this and will verbally discuss this policy with my students.*

________________________________________   __________________________
Signature
Date

Return this form with your name and telephone number to:
Early Learning Center for Research & Practice
College of Education, Health & Human Sciences
The University of Tennessee
1206 White Avenue
Knoxville, TN 37996-1900
(865) 974-4062

1. Nature of Request

- [ ] Student observation from booth *Please submit a list of student names*
  
  Number of Students __________

- [ ] Student participation with child in the classroom*
  
  *Please meet with the Director to schedule students and discuss goals for student participation*

  Number of Students __________

  _____ Tour of facilities (number in group __________)   _____ Special project

  _____ Staff speaking to class   _____ Research project

  _____ Other (Please describe)
2. Semester services are requested:  
   Fall _____ Spring _____ Summer _____

3. Purpose (please describe):

4. Will this project involve the children?  
   _____ Yes _____ No  
   If yes, in what way?

5. Will this project involve the staff?  
   _____ Yes _____ No  
   If yes, in what way?

6. Will this project involve the facilities?  
   _____ Yes _____ No  
   If yes, in what way?

7. Please estimate how much time this project will involve.  
   _____ Number of hours per student _____ Total number of hours

8. This project will involve:

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Total Group</th>
<th>Individuals (Specify Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1206 White Avenue*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Preschool (ages 3, 4 and 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Preschool (ages 3, 4 and 5)</td>
<td></td>
<td></td>
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<tr>
<td>Kindergarten</td>
<td></td>
<td></td>
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<tr>
<td>2016 Lake Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool (ages 3, 4 and 5)</td>
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<tr>
<td>Older Toddlers</td>
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<tr>
<td>Older Toddlers</td>
<td></td>
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<tr>
<td>2010 Lake Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infant Room</td>
<td></td>
<td></td>
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<tr>
<td>Young Toddlers</td>
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</tbody>
</table>

*Nap time for all locations is between 12:30-2:30. Kindergarten is the only classroom available to observe during this time.

9. Please give dates and approximate time of planned use of facilities or staff involvement:

10. Would you like for a staff member to come by and speak to your class about the childcare programs before their project begins?  
    _____ Yes _____ No  
    Date __________ Time __________ Place ______________________________

ELC Director ________________________________________ Date_____________  
(Revised 01/2017)
Observing in the Early Learning Center

- Please have your student ID ready to present to the administrative personnel at the front desk.

- Always sign in with your name, course number, instructor, and date.

- You will be asked to sign a privacy agreement, stating that you will not photograph or take video of the children for any reason.

- Please respect the privacy of our children, families, and staff by protecting the confidentiality of names. You may overhear the children’s names used in the classroom, but we ask that you do not use them in your assignment. Please use an alternate name or find a different way to identify them.

- In order to further respect the privacy of our families, we do not give out information about socioeconomic status, home situation, or anything else of a personal nature.

- Avoid lunch and nap times (12:00 – 2:30). The children are resting, and you will have nothing to observe.

- Use the booths whenever possible; you may follow the classroom outside if they go. If you must observe in a classroom, contact the ELC in advance to determine a good time for in-room observation.

- Follow good booth etiquette. No food or drinks, loud conversations or cell phone usage, Avoid turning on the light as the children will then be able to see you through the two-way mirror.

- If you are observing in a classroom, please follow suggestions from the classroom teacher. There will be times when there are too many adults in the classroom and additional observers are not feasible.

- Though it is possible to speak with a teacher, please keep in mind that they may not be able to step away from their class when you want to speak with them.