

Name	Today's Date
Email	Address
Phone	
Faculty Contact	Course Number

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 you 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:

Classroom	Total Group	Individuals (Specify Number)
1206 White Avenue*		
East Preschool (ages 3, 4 and 5)		
West Preschool (ages 3, 4 and 5)		
Kindergarten		
2016 Lake Avenue		
Preschool (ages 3, 4 and 5)		
Older Toddlers		
Older Toddlers		
2010 Lake Avenue		
Infant Room		
Young Toddlers		

*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 _____



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

EARLY LEARNING CENTER
FOR RESEARCH & PRACTICE

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.