

**Early Learning Center for Research and Practice**  
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**ELC Personnel List**

**Program Administration and Support:**

- The *Executive Director* of the ELC is responsible for overseeing the operation of all programs
- The *Program Directors* (2) are the on-site supervisors for each location and are responsible for the professional development of teachers and overseeing curriculum development.
- The *Administrative Graduate Assistants* (3) are assigned to the Executive Director and Program Directors to assist with administrative tasks and classroom support and each is also enrolled in the UT Graduate Program.

**Teaching Staff:**

- *Demonstration Teachers* are the lead teachers for each classroom and are primarily responsible for directly teaching undergraduate students.
- *Academic Support Specialists* are the classroom assistant teachers and are responsible for the management of classroom routines, transitions, and support for the Demonstration Teachers
- *Classroom Student Assistants* are paid personnel that fill in for regular staff on an as needed basis, or are sometimes quarter-time to half-time classroom teachers who are also enrolled in an undergraduate degree program.
- *Rotating Child Care Aides* are classroom assistants who primarily serve a substituting role when teachers or cooks are absent.
- *Practicum Students* are undergraduate students in the Child and Family Studies program who teach for a full semester as their culminating undergraduate practicum experience.
- *Work Study Students* are undergraduate students assigned to teach in the classrooms through the University Work Study Program.
- *Pre-service Teachers* are undergraduate students majoring in Child and Family Studies programs gaining first-hand supervised experience teaching children.
- *Volunteers* include a variety of roles- Foster Grandparents, students, parents, and others.

**Support Staff:**

- The *Chief Cook* is a full time staff member and oversees the ELC food service program, as well as provides direct supervision to food service personnel.
- The *Cooks* are full time staff members assigned each to one of the two facilities and are responsible for the food service aspects of the program.
- The *Administrative Specialist*: Administrative staff members are responsible for providing support services for the teaching/administrative staff: including generate work orders, maintain personnel records, deposits, reconcile accounts, time entry, waiting list entries, answering inquiries about ELC, greet and direct visitors and students.
- The *Accounting Specialist I*: Full time staff person handles administrative support responsibilities, including parent accounts, ordering supplies, bookkeeping, reconcile accounts, budgeting and other financial tasks.

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**TUITION SCHEDULE**

Group	Monthly Tuition	Annual Materials Fee
• Infant	▪ \$885.00	▪ \$175.00
• Toddler	▪ \$775.00	▪ \$175.00
• Preschool	▪ \$710.00	▪ \$175.00
• Kindergarten	▪ \$730.00*	▪ \$200.00

\*Aftercare is available for kindergarten for an additional monthly fee

*If a sibling of a currently enrolled child is enrolled in the Early Learning Center, we provide a 10% discount for the older child.*

**Fees and Deposit:**

- Tuition payments for children are based on the current fee payment schedule listed above. These fees may change according to the funding needs of the Early Learning Center programs.
- All families must make a deposit payment of one month's tuition within one business day of accepting an offer of enrollment. The ELC extends a grace period of one business day during which families may reconsider their decision to enroll. At the end of the business day following receipt of the deposit payment, the deposit monies become non-refundable. Families who follow through on enrollment and have maintained all tuition and fee payments will be eligible for a full transfer of deposit monies when the required 60 day notice of withdrawal is submitted in written form to the ELC Business Office. No additional full tuition deposit will be required if another child from the immediate family is enrolled while a sibling is currently attending. However, an Intent to Enroll fee will be collected upon acceptance of an offer of sibling enrollment. Upon follow through with enrollment, this fee will be applied to the sibling's first month tuition. Should the family decide not to follow through on enrollment, this fee will be forfeited to the ELC. The deposit submitted for the first enrolling child will be held in our account until the youngest child's final month in the program, provided all account balances are current.
- The Annual Materials Fee is a non-refundable fee that is used to purchase classroom materials, both expendable and re-usable, and is due on June 15<sup>th</sup> each year; the due date for the first materials fee for newly enrolling families is September 1 of the year of enrollment.

**Billing and Payment of Tuition:**

Your account must be kept current. You will receive an account statement via email each month for the following month's tuition. Full payment is due on or before the 5<sup>th</sup> of each month for which services are being received. If no payment is made by the end of the business day on the 10<sup>th</sup> of the month, a late fee will be assessed to your account.

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If your account is not completely paid by the end of the month, your child's participation in our program will be terminated. Any account that is 30 days past due will be collected according to the University policy, which may result in garnishment of wages, holding of student records (if applicable), and/or involvement of a collection agency. If a financial hardship exists, please contact the ELC Business Office or Executive Director to make payment arrangements.

Payments may be delivered to the ELC Main Office (Rm 102) or Business Office (Rm 101) at White Avenue or to the 2016 Lake Avenue Reception Desk during normal business hours of 8:00 a.m. to 4:30 p.m. All payments will be receipted and copies forwarded via email and/or a hard copy to your parent mailbox.

Checks should be made payable to the University of Tennessee and your child's name and reason for payment should be noted on the memo line. No cash or credit payments are accepted.

Payments may be mailed to:

UT Early Learning Center  
1206 White Avenue  
Knoxville, TN 37996-1912

#### **Emergency Management Plan**

UT Early Learning Center

Revised 07/2014

This plan should be shared and discussed with each new employee in the Early Learning Center (ELC). The plan should be reviewed at each Teacher Orientation Day for new Practicum Students and existing staff. The plan will also be given to and discussed with all new parents in their pre-enrollment conference.

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#### **Emergency Notification**

- FOR STAFF: Members of the campus community can sign up for UT ALERT online at <http://www.utk.edu/utalert>. All staff members are required to register to receive these emergency notifications. Staff will also receive ELC-specific notifications via the UT ALERT system by being placed on the ELC UT ALERT contacts list. Staff should see the administrative staff if you need to verify that you are registered for both.
- FOR PARENTS: Parents of the ELC are required to register for the ELC UT ALERT so they will receive ELC-specific emergency notifications. All ELC parents, even those who do not work at or attend UT, should register through the ELC upon enrollment.

#### **Evacuation Plan**

- If the conditions at the center become unsafe, children will be evacuated to the following location in our site:
  - White Avenue: 1) Jessie Harris Basement or White Avenue Basement

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- Lake Avenue 2016 and 2010: 1) Exit at main entrances; if possible move groups to the parking lot east of the 2010 building; 2016 groups may need to evacuate to 21<sup>st</sup> street in some circumstances.
- Campus-wide evacuations affecting the ELC locations will be coordinated with the UT Police and Emergency Management. If possible, the children and staff will remain in place while buildings are secured by UT Police and parents will pick up children from the centers in order to evacuate. If evacuation to an alternative location is deemed necessary by UT Police and Emergency Management, children will be evacuated to those locations. Parents will be notified of the location via the ELC UT ALERT system. Car transportation will be a last resort to move children.
- If possible, a sign will also be left on the door letting parents know the evacuation location.
- Upon arriving at the alternative location if advised, parents will be notified as to where children can be picked up. Emergency contact notebooks will be taken.
- The emergency kit will be taken for use if needed. It must contain: first aid kit, bottled water, flash light, extra batteries, bucket and wipes (temporary toilet use), battery operated weather radio, towels, wash cloths, someone's cell phone, books, and games. A designated administrative staff member at each location will inventory the kits each semester.
- Children's medications will be taken and only handled by teachers.
- The classroom teacher will be responsible for collecting the emergency contact notebook, first aid kit, children's medications, sign-in/out sheet, emergency kit (if appropriate), and a cell phone to take to the alternate location. The Director or Teacher in Charge will also be responsible for checking the building to make sure it is completely evacuated.

#### Utility Failure (water, gas, electric, sewer, telephone):

- Contact the appropriate utility department. Telephone numbers are listed by each telephone. During normal business hours call UT Facilities Services at 946-7777 or UT Telephone Services 974-3121. For after hours call UT Police 974-3111.
- If conditions become unsafe at the center, implement the **Evacuation Plan** described above.
- A Director will contact the UT Physical Plant for assurance that the utility has been restored.

#### Injury or Illness of a child or teacher: CHECK >> CALL >> CARE

- Quickly determine who is hurt or sick, where the person(s) is/are located, and what type of assistance is needed. Assess the extent of the situation. Is the injury/illness life threatening, somewhat serious, or minor?
- If the illness or injury could be life threatening, first call 911 and request emergency assistance. If possible, also call UT Police at 974-3111. If it is a child involved the next phone call goes to their parents to explain the situation. The emergency forms with each child's emergency phone numbers will be kept near the classroom telephone. The teacher calling 911 should watch for emergency personnel to arrive and direct them to the ill/injured person. A staff member certified in CPR/First Aid will attend to the ill/injured person until help arrives. Other teachers and students will stay with the rest of the children, reassuring them, handling their needs, making sure normal activities progress. One teacher should ride to the emergency room with the child if parents have not arrived to ride with the child. The child's emergency form should be taken to the hospital as permission to administer treatment.

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- All UT Police patrol cars have an AED with adult and children's pads. All medical emergency calls should still go to 911.
- If the illness or injury is not life threatening but might require further treatment, the child's parents or emergency contact person should be contacted and asked to come assess the situation and determine if the child needs further treatment. Apply first aid, if appropriate, until further treatment is available.
- The first aid kits are kept at:
  - 1206 White Avenue: in each classroom, upstairs in the teacher office, and in room 101 Admin office in the lobby
  - 2010 and 2016 Lake Avenue (Both Sites) : in each classroom; in the workrooms
- All regular staff members will be trained in CPR and First Aid and certification will be kept current.
- If the illness or injury is very minor, administer any appropriate first aid and complete an accident form. Put the accident form in the child's mailbox for parents to review and sign. Be sure to call parents for any type of head injury.
- If there are several persons ill or injured, call 911 to request assistance.
- If conditions become unsafe, the **Evacuation Plan** described above will be implemented.

#### Active Shooter/Intruder/Other Law Enforcement Emergency:

- All staff will be trained in active shooter response. Staff will receive detailed lockdown procedures instructions and these will be reviewed at least twice every school year. Drills will be conducted on lockdown procedures each semester, including once within the first 30 days of the beginning of the program year.
- Staff will implement lockdown upon notification from program staff or via the classroom notification system.
- At least one teacher will keep a cell phone on (set to silent) at all times to receive further communications and to let Directors or emergency personnel know the status and exact location of the group.

#### Fire and/or Explosion:

- All fire alarms and smoke detectors are kept in good working order and are checked periodically.
- Evacuation route diagrams are posted in each classroom, which outlines two routes for evacuation from each room.
- Whenever the fire alarm sounds, children and staff will immediately evacuate the building and meet at: **White Avenue Site:** side fence closest to Jessie Harris, **Lake Avenue: both sites** exit the building through closest exit, proceed to the sidewalks and convene in the parking lot on the east side of the 2010 building.
- Staff should take the emergency contact forms and the sign-in/out chart with them. "Roll" will be taken to be sure everyone is accounted for.
- The Director or Teacher in Charge will be responsible for checking all closets/bathrooms, classrooms, storage areas, etc. to be sure evacuation is complete.
- Any appropriate utilities will be shut off if this can be safely accomplished.
- Fire drills are practiced at least monthly including a "blocked exit" evacuation.

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- If the conditions at the center become unsafe, the **Evacuation Plan** described previously will be implemented.

**Hazardous Materials Accident:**

- If the accident is observed, notify the appropriate agency and proceed with the rest of the steps for handling a hazardous materials accident.
- When the center is notified of a hazardous materials accident in the vicinity, each group will go to the room with the fewest windows: **White Avenue:** pantry, laundry room, storage rooms and booths, **Lake Avenue:** restrooms, closets, kitchen, pantry, art room.
- Any windows and doors will be closed and sealed with wet towels and heavy tape. All air conditioner units and fans will be turned off. The emergency kit will be taken to the space. The children's medications will be taken to the space. Listen to the radio for instructions.
- If the conditions at the center become unsafe, the **Evacuation Plan** described previously will be implemented. Call 911 to notify about the change in conditions that arose. When going outside, noses and mouths will be covered.

**Bomb Threat:**

- Remain calm and gather information from caller. Immediately call 911 and explain the situation.
- A Director of Teacher in Charge will notify staff without alarming the children.
- Follow the **Evacuation Procedures** described above or follow alternative location evacuation instructions from UT Police or Emergency Management.
- Do not re-enter the building until approved by law enforcement.

**Animal Emergency:**

- In case of a stray or wild animal, notify UT facilities at 974-2347 and ask them to page pest control.
- Keep children away from animal. Confine the animal if possible but do not take unnecessary risks. Any bites or scratches should be treated with first aid until appropriate medical attention can be given.

**Earthquake:**

- During an earthquake: If inside, stay inside, drop and cover heads, get under tables if possible. If outside, stay outside. Avoid being hit by trees, power lines, building pieces, etc. Stay away from metal fences.
- After an earthquake: Be aware of aftershocks. Take "roll" immediately. Do not turn off any electrical switches. Do safety checks and check for injuries. Treat any injuries appropriately until help arrives.
- If the conditions at the center become unsafe, the **Evacuation Plan** described above will be implemented.

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**Thunderstorm/Lightning:**

- **Tune in to the weather radio for weather updates. Stay in touch with Administrative Staff**
- The Administrative staff will notify other staff of possible severe weather without alarming children.
- If groups are outdoors, bring children inside as soon as thunder is heard.
- During thunderstorm and/or lightening conditions, stay indoors and away from the windows. Turn off computers.
- **Tornado:** If a tornado warning is announced, children and staff will take shelter in:
  1. 1206 White Avenue: Proceed to Kindergarten / First Grade lower level away from windows and glass. Take shelter in the pantry, laundry room and observation rooms, sit on steps and get under tables.
  2. 2016 Lake Avenue: Proceed to the interior of the building and take shelter in closets, interior rooms, and restrooms.
  3. 2010 Lake Avenue: Proceed to the interior of the building, take shelter in the kitchen. Keep kitchen door closed.

**Winter Storm/Blizzard/Snow/Ice:**

- Stay tuned to the weather radio.
- Director will notify staff of the alerts without alarming children. ELC UT ALERT and emails will be sent to parents regarding closure of the program. Teachers may also need to call parents to come pick up as soon as possible as is reasonably safe.
- If the heat goes out, wear layers of clothing; cover mouth to protect lungs from extreme cold air. Avoid exposure and over exertion.
- If the conditions at the center become unsafe, the **Evacuation Plan** described previously will be implemented.

**Floods and Flash Floods:**

- Stay tuned to the weather radio.
- Turn off utilities if necessary.
- **DO NOT HANDLE ELECTRICAL EQUIPMENT IN FLOODED AREAS!**
- Director will notify staff of the alerts without alarming children. ELC UT ALERT and emails will be sent to parents regarding closure of the program. Teachers may also need to call parents to come pick up as soon as possible as is reasonably safe.
- Move any supplies out of danger.
- If the conditions at the center become unsafe, the **Evacuation Plan** described previously will be implemented.

**Severe Heat Wave:**

- Stay tuned to the weather radio.
- Reduce Activity Levels and reduce outdoor time for children. Avoid over exposure to the sun.
- Drink plenty of fluids. Encourage children to drink often.

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**EMERGENCY MEDICAL CARE INSTRUCTIONS**

**Emergency Medical Care:**

In the event that an emergency occurs, our primary consideration is the well-being of the child. Please follow these procedures.

- One staff member should stay with the injured child and administer appropriate first aid. If the child is not breathing, a CPR certified staff member should initiate CPR. Do not move the child if you suspect a spinal injury. Respond quickly and calmly and reassure the injured child.
- Another staff member should immediately DIAL 911 and request an ambulance. Be prepared to give the center address and directions. Then call 974-3111 and inform the UT police of the situation. All UT Police patrol cars have an AED with adult and children's pads. All medical emergency calls should still go to 911.
- Next pull the child's emergency form and call a parent to inform them. Send someone to the front of the building and wait for the emergency personnel so you can direct them upon their arrival.
- Other staff should move the other children away from the injured child and into other activities.
- Notify the site director and main office of the incident as soon as possible.
- If a parent has not arrived, a staff member should accompany the child to the hospital, taking the child's emergency form.
- Record all information regarding the incident on the accident report form. Place in child's file within 24 hours of the incident.

In the event of a minor injury or illness where immediate medical attention is not necessary, follow the same treatment procedures outlined with the exception of calling the ambulance, contact a parent instead.

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**ELC Listservs**

The ELC has 9 listservs in operation:

- Hickory**- the parents and staff in the Infant classroom at Lake Ave.
- Sycamore**- the parents and staff in the Young Toddler classroom at Lake Ave.
- Magnolia**- the parents and staff in the Older Toddler classroom at Lake Ave.
- WAwest**- the parents and staff in the Mixed-Age West Preschool classroom at White Avenue
- WAeast**- the parents and staff in the Mixed-Age East Preschool classroom at White Avenue
- ELCK1**- the parents and staff in the Kindergarten classroom at White Avenue
- Dogwood**- the parents and staff in the Older Toddler classroom at Lake Ave.
- Maple**- the parents and staff in the Mixed-Age Preschool classroom at Lake Ave.
- ELCstaff**- staff and students in the Early Learning Center

As a new ELC parent/staff member we want to add you to the appropriate listserv(s). In order to be added, you will need to send a message to [babright@utk.edu](mailto:babright@utk.edu) from your account stating the specific listserv(s) you are to be added to. This message is very important because the listserv manager must see exactly how your e-mail address is listed in a message you send.

If at any point your e-mail address changes, or you want to be removed from the listserv, please contact Katie at [kpotter@utk.edu](mailto:kpotter@utk.edu). When you send Barbara a message, please be sure to send your name, your child's name (if applicable), your list name, and your e-mail address.

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**UT EARLY LEARNING CENTER—Food Service Program**  
 Fall/Winter Menu 2014-2015

Week 1 of 4: October 6, November 3, December 1, December 29, January 26, February 23, March 23

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>AM SNACK</b>	Low Fat Yogurt Berries Water	Blueberry Bread Milk & Water	Oatmeal Raisins Water	Shredded Wheat Water & Milk	Low Fat Yogurt Woven Rice Cereal Water
<b>LUNCH</b>	Cheese Tortellini Primavera Green Beans Fresh Seasonal Fruit Milk	Chicken Wraps w/hummus Spinach Leaves Cooked Carrots Fresh Seasonal Fruit Milk <hr/> Bean Wrap	Fish Sauce Piquante Orzo Pasta Steamed Broccoli Fresh Seasonal Fruit Milk <hr/> Scrambled Egg	Meatloaf Mashed Potatoes Green Peas Fresh Seasonal Fruit Milk <hr/> Veggie ( Soy ) Patty	Cheesy Pita Pizza Cooked Carrots Fresh Seasonal Fruit Milk
<b>PM SNACK</b>	Carrot Sticks Hummus Water	Woven Wheat Crackers Cheese Slices Water	Banana Bites (wheat tortilla, banana, soy or nut butter) Water	Wheat Pita Points Hummus Water	Trail Mix: Whole Grains, Dried Fruit Water

Cook's Notes: Seasonal Fruits; Apples, Blackberries, Blueberries, Raspberries, Strawberries, Dates, Grapes, Kiwis, Melons, Nectarines, Oranges, Peaches, Pears, Persimmons, and Plums □ Egg □ Soy

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Weeks 2 of 4: October 13, November 10, December 8, January 5, February 2, March 2, March 30

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>AM SNACK</b>	Low Fat Yogurt Berries Water	Banana Bread Water & Milk	Oatmeal w/Cinnamon Milk & Water	Boiled Eggs English Muffin Milk & Water	Low Fat Yogurt Toasted Oat Cereal Water
<b>LUNCH</b>	Pinto Beans Cornbread Steamed Broccoli Fresh Seasonal Fruit Milk	Turkey Tetrazzini Brown Rice Green Beans Fresh Seasonal Fruit Milk  _____ Vegetable Tetrazzini	Fish Tacos (soft shell) Coleslaw Fresh Seasonal Fruit Milk  _____ Cheese Taco & Slaw	Beef, Bean, & Cabbage Soup Cornbread Fresh Seasonal Fruit Milk  _____ Bean & Cabbage Soup	Zucchini Rice Casserole Cooked Carrots Fresh Seasonal Fruit Milk
<b>PM SNACK</b>	Wheat Toast Peanut/Soy Butter Water	Woven Wheat Crackers Cheese Slices Water	Banana Bites (wheat tortilla, banana, soy or nut butter) Water	Pita Chips Bean Dip Water	Trail Mix: Whole Grains, Dried Fruit Water

Cook's Notes: Seasonal Fruits; Apples, Blackberries, Blueberries, Raspberries, Strawberries, Dates, Grapes, Kiwis, Melons, Nectarines, Oranges, Peaches, Pears, Persimmons, and Plums □ Egg □ Soy

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Week 3 of 4: October 20, November 17, December 15, January 12, February 9, March 9, April 6

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>AM SNACK</b>	Low Fat Yogurt Berries Water	Blueberry Bread Milk & Water	Oatmeal Raisins Water	Shredded Wheat Milk & Water	Low Fat Yogurt Woven Rice Cereal Water
<b>LUNCH</b>	BBQ Chicken Spinach Fresh Seasonal Fruit Whole Wheat Buns Milk  Cheddar Melt	Vegetable Soup Cheese Cubes Wheat Crackers Fresh Seasonal fruit Milk	Citrus Glaze Salmon Rice Pilaf Green Beans Fresh Seasonal Fruit Milk  Scrambled Egg	Spaghetti & Meat Sauce Green Peas Fresh Seasonal Fruit Milk  Veggie (Soy) Patty	Cheesy Pita Pizza Cooked Carrots Fresh Seasonal Fruit Milk
<b>PM SNACK</b>	Carrot Sticks Hummus Water	Woven Wheat Crackers Cheese Slices Water	Banana Bites (wheat tortilla, banana, nut butter) Water	Wheat Pita Points Hummus Water	Trail Mix: Whole Grains, Dried Fruit Water

Cook's Notes: Seasonal Fruits; Apples Blackberries, Blueberries, Raspberries, Strawberries, Dates, Grapes, Kiwis, Melons, Nectarines, Oranges, Peaches, Pears, Persimmons, and Plums □ Egg □ Soy

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Week 4 of 4: October 27, November 24, December 22, January 19, February 16, March 16, April 13

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>AM SNACK</b>	Low Fat Yogurt Berries Water	Banana Bread Milk & Water	Oatmeal w/Cinnamon Milk & Water	Boiled Eggs English Muffin Milk & Water	Low Fat Yogurt Toasted Oat Cereal Water
<b>LUNCH</b>	Stuffed Cabbage w/Beef Seasoned Potatoes Fresh Seasonal Fruit Milk  Stuffed Cabbage w/Beans	White Bean & Chicken Chili Spinach Fresh Seasonal Fruit Milk  Cheddar Melt	Baked Fish Seasoned Brown Rice Steamed Broccoli Fresh Seasonal Fruit Milk  Scrambled Egg	Stewed Okra Tomatoes & Turkey Cornbread Fresh Seasonal Fruit Milk  Veggie (Soy) Patty	Peanut/Soy Butter & Fruit Spread Sandwich Raw Carrots Sticks Fresh Seasonal Fruit Milk
<b>PM SNACK</b>	Wheat Toast Peanut/Soy Butter Water	Woven Wheat Crackers Cheddar Cheese Cubes Water	Banana Bites (wheat tortilla, banana, nut butter) Water	Zucchini Coconut Squares Water	Trail Mix: Whole Grains, Dried Fruit Water

Cook's Notes: Seasonal Fruits; Apples, Blackberries, Blueberries, Raspberries, Strawberries, Dates, Grapes, Kiwis, Melons, Nectarines, Oranges, Peaches, Pears, Persimmons, and Plums □ Egg □ Soy