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 (8) are the lead teachers for each classroom and are primarily responsible for directly teaching undergraduate students.
- Academic Support Specialists (8) are the classroom assistant teachers and are responsible for the management of classroom routines, transitions, and support for the Demonstration Teachers.
- Classroom Student Assistants (varies) 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 (3) are classroom assistants who primarily serve a substituting role when teachers or cooks are absent.
- Practicum Students (varies) are undergraduate students in the Child and Family Studies program who teach for a full semester as their culminating undergraduate practicum experience.
- Pre-service Teachers (varies) are undergraduate students majoring in Child and Family Studies programs gaining first-hand supervised experience teaching children.
- Volunteers (varies) include a variety of roles- Foster Grandparents, students, parents, and others.

Support Staff:
- The Chief Cook oversees the ELC food service program, as well as provides direct supervision to food service personnel.
- The Cooks (2) are assigned each to one of the two facilities and are responsible for the food service aspects of the program.
- The Administrative Coordinator oversees the Administrative Team and the Administrative and Financial policies and procedures.
- The Administrative Specialists (2) 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, answer inquiries about the ELC, greet and direct visitors and students.
- The Accounting Specialist handles administrative support responsibilities, including parent accounts, ordering supplies, bookkeeping, reconcile accounts, budgeting and other financial tasks.
- The Media Coordinator manages all marketing, printing and design needs associated with the ELC program and Outreach initiatives, as well as works to support the pedagogical growth of the program and staff.
- Administrative Assistants (varies) are undergraduate students assigned to support in the offices or classrooms through the University Work Study Program.
- The Gardening Specialist plans and implements the layout and contents of the ELC garden spaces, in collaboration with the Directors and the teaching staff.
Deposit Policies

All families must submit a pre-enrollment deposit of one month’s tuition at the time an offer of enrollment in the Infant/Toddler/Preschool program is accepted. The Kindergarten program requires a separate $750.00 deposit.

The deposit monies are nonrefundable. These funds serve as a security deposit for both parties: families are guaranteed enrollment for their child and the ELC acknowledges the family’s serious intent to enroll. Families who fail to follow through on enrollment as expected for any reason forfeit all deposit monies.

Sibling Families: Families enrolling more than one child in the Infant/Toddler/Preschool program are required to submit an "Intent to Enroll" fee of $500.00 per additional child to be enrolled. Upon the first month of enrollment, you will receive a statement for the regular monthly tuition minus $500.00. The family’s existing deposit for the currently enrolled child will serve as a deposit on the family’s account. The original deposit will be held in our account until the youngest child’s final month in the program provided all account balances are current. If siblings are enrolled at the same time, we provide a 10% discount for the oldest child’s tuition.

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 writing to the Business Office. There is an official Notice of Withdrawal form available on our website and at the front desk.

Tuition & Fees Policies - These fees may change according to the funding needs of the Early Learning Center

<table>
<thead>
<tr>
<th>Class</th>
<th>Monthly</th>
<th>Yearly</th>
<th>Annual Material Fee</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>$985.00</td>
<td>$11,820.00</td>
<td>$225.00</td>
<td>$985.00</td>
</tr>
<tr>
<td>Toddlers</td>
<td>$875.00</td>
<td>$10,500.00</td>
<td>$225.00</td>
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<tr>
<td>Preschool</td>
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<td>$9,720.00</td>
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<tr>
<td>Kindergarten</td>
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<td>$7,500.00</td>
<td>$250.00</td>
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<tr>
<td>Kindergarten Aftercare</td>
<td>$200.00</td>
<td>$2,000.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

- If siblings are enrolled at the ELC, we provide a 10% discount for the oldest child’s tuition
- Late Pick Up Fee: $15 for first 10 minutes. Additional $5 charge in five minute increments past 5:40pm
- Return check fee is $30
- Deposit will be applied to the your final month’s tuition if account is current
- Exiting the program requires a 60 day notice and completed withdrawal form
- Deposit will be forfeited if the full 60 day notice of exit is not given
- ELC will retain the deposit if the account is past due
- The Annual Materials Fee is a non-refundable fee utilized to purchase classroom materials, both expendable and re-usable. It is due on June 15 each year for currently enrolled families. The due date for the first materials fee for newly enrolling families is approximately 45 days after enrollment date and will be prorated based on start date.

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 fifth of each month for which services are being received. If no payment is made by the end of the business day on the 10th of the month, a late fee of $10 will be assessed to your account.

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 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 business office or director to make payment arrangements.

Checks should be made payable to the University of Tennessee. 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 hand-delivered to the front desk at White Ave or Lake Ave during normal business hours. All payments will be receipted and copies forwarded via email.

Payments may also be mailed to: UT Early Learning Center
1206 White Avenue
Knoxville, TN 37996-1912

Revised December 2019
LISTSERV

The Early Learning Center uses LISTSERV as a system to create, manage and control electronic mailing lists for each classroom. This service allows the teachers, students, and staff to send documents, messages, and updates to everyone in the same classroom with a single e-mail. It is a quick and efficient way to communicate information with all parents and staff. As a new ELC parent, we will add you to the appropriate LISTSERV(s).

Functions of a classroom LISTSERV

- Build a community where parents can learn about all the children in the class, not just their own child
- Educate parents on the importance of play and how it aids children in developing knowledge and skills
- Inform parents on classroom happenings (field trip updates, reminders about closings, notice to bring extra clothes for your child, upcoming events)
- Send helpful links to parents (an article on biting, notices for road construction)
- Teach students how to write for a parental audience
- Teach students how to appropriately document their findings and pictures

Be sure that the LISTSERV name (example: classroomname@listserv.utk.edu) is set as a contact in your address book. This will ensure that the mail will not be spammed by your e-mail service.

If at any point your e-mail address changes, contact the ELC administrative staff at elc@utk.edu with current information. Be sure to send your name, your child's name and your e-mail address.
Emergency Management Plan
UT Early Learning Center
Revised 10/2016

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.

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
  - **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 21st street in some circumstances. If evacuation period is prolonged or if the outside areas are unsuitable, groups will move to the UT Pediatric Language Clinic on Mountcastle.
- 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. Children and staff at the Lake Avenue location will go to the UT Pediatric Language Clinic. Children and staff at the White Avenue location will go to the Jessie Harris Building. 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, laminated floor plans, 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, handheld radio, 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. The laminated floor plans should be given to emergency responders.
- Admin staff should take the following and go assist classrooms in evacuating: emergency binder, emergency kit, handheld radio, and cell phone.

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. An accident form should be completed, signed and filed.
• 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:
  o 1206 White Avenue: in each classroom, upstairs in the teacher office, and in room 101 Admin office in the lobby
  o 2010 and 2016 Lake Avenue: in each classroom; in the workrooms; in the lockdown spaces
• All regular staff members will be trained in CPR and First Aid and certification will be kept current.
• If the illness or injury is 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.
• For staff members, the worker’s comp forms should be completed even if not seeking medical attention. See procedures for further steps for worker’s comp.
• 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.
• Admin staff should take the following and go assist classrooms: emergency binder, emergency kit, and cell phone.
• Handheld radios should be turned off.

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.
• Admin staff should take the following and go assist classrooms in evacuating: emergency binder, emergency kit, handheld radio, and cell phone.
• 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.
• 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 or 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.

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 if situation is severe.

Tornado: If a tornado warning is announced, children and staff will take shelter in:
• 1206 White Avenue: Proceed to Kindergarten lower level away from windows and glass. Take shelter in the pantry, laundry room and observation room, sit on steps and get under tables.
• 2016 Lake Avenue: Take shelter in closets, interior rooms, and restrooms.
• 2010 Lake Avenue: 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 and staff 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.
- Have utilities turned off if necessary. 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.
- 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.

EARLY LEARNING CENTER for RESEARCH and PRACTICE
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.