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 program deposit equal to one month’s tuition at the time an offer of enrollment is accepted. Enrollment is not guaranteed until this deposit payment is received and recorded in the Early Learning Center (ELC) Business Office at 1206 White Avenue. Confirmation of receipt and a copy of this completed form will be forwarded to you from the Business Office.

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. After deposit monies are received, families will have a mandatory enrollment conference during which policies and practices of the UT Early Learning Center will be explained. This conference must be completed before the child’s first day of care.

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.

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 upon acceptance of an enrollment offer. The intent to enroll payment will be applied to your first month of tuition. 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 until the youngest child’s final month in the program then applied to your final tuition payments, 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. The kindergarten program requires a separate $750.00 deposit.

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>
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<tr>
<td>Toddlers</td>
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<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>
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<td>$7,500.00</td>
<td>$250.00</td>
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<tr>
<td>Kindergarten Aftercare</td>
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<td>$2,000.00</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

- Late Pick Up Fee: $15 for first 10 minutes. Additional $5 charge in 5-minute increments if more than 15 minutes late
- Return check fee is $30
- Exiting the program requires a 60-day notice and completed withdrawal form
- Tuition deposit will be applied to the final balance on the account
- 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 newly enrolling families is approximately 45 days after enrollment 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 - or before, if the 10th falls on a weekend or holiday - a late fee of $10 will be assessed to your account.

If your account is not completely paid by the last business day 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 Manager 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 put in drop box 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

Questions about tuition or payment: Contact Tina Goodacre at 865-974-0876 or kgoodacr@utk.edu
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 for Research and Practice
Revised 1/2018

This plan should be shared and discussed with each new employee in the Early Learning Center (ELC). The plan should be reviewed at each orientation for new staff, including practicum students and student educators. 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](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 will be registered through the ELC upon enrollment.

Evacuation Plan

- If the conditions at the center become unsafe, call 911, if appropriate, and children should be evacuated to the following locations:
  - **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 Goodfriend Tennis Center at 1015 20th St, Knoxville, TN 37996

- 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 alternate location is deemed necessary by UT Police and Emergency Management, children will be evacuated to the locations above. Parents will be notified of the location via the ELC UT ALERT system. If possible, a sign will be left on the door letting parents know the evacuation location. Car transportation will be a last resort to move children.

- Upon arriving at the alternate location, if advised, parents will be notified as to where children can be picked up.

- The classroom teacher will be responsible for collecting the children’s medications, sign-in/out sheet, and a cell phone to take to the alternate location. The Director, Teacher in Charge or other admin staff will also be responsible for checking the building to make sure it is completely evacuated. Children’s medications will only be handled by teachers.

- Admin staff should take the following and go assist classrooms in evacuating, master first aid kit (red backpack, which contains laminated floor plans), emergency kit (if needed), and cell phone. The laminated floor plans should be given to emergency responders. If time allows, bring the master emergency contact binder.

- The emergency kit must contain: bottled water (one jug per classroom), small cups, flashlight, 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 will inventory the emergency and first aid kits each semester.

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

- During normal business hours, call UT Facilities Services at 946-7777.

- If conditions become unsafe at the center, implement the **Evacuation Plan** described above.

- A Director or admin staff will contact UT Facilities Services for assurance that the utility has been restored.
Animal Emergency
- In case of a stray or wild animal, notify UT facilities at 946-7777 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.

Injury or Illness of a child or staff member: 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. A staff member 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 placed in child’s ﬁle within 24 hours of incident.
- 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 at both locations are kept in each classroom, lockdown space, and kitchen. The master ﬁrst aid kits are kept in a red backpack under the front desks.
- 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.
- After immediate care has been administered and everyone is safe, notify a Director and ﬁll out appropriate accident/injury forms.

Active Shooter/Intruder/Other Law Enforcement Emergency
- All staff will be trained in active shooter response by UT Police. Staff will receive detailed ELC lockdown procedures and these will be reviewed at least twice every school year. Lockdown procedures are not be shared with any non-ELC employee/student. 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 administrative 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.
- The classroom teacher should have children’s medications, sign-in/out sheet, and a cell phone with them at all times. Cell phones should be on silent while in lockdown.
- Admin staff should take the following and go assist classrooms: master ﬁrst aid kit and cell phone.

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.
• If anyone discovers fire or smoke, the nearest fire alarm should be pulled.
• Call 911.
• 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.
• The classroom teacher should take the children’s medications, sign-in/out sheet, and a cell phone. “Roll” will be taken to be sure everyone is accounted for.
• The Director, Teacher in Charge, or other admin staff 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, master first aid kit, and cell phone. If time allows, take the master emergency binder.
• 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- basement pantry, storage rooms, and booths; Lake Avenue- restrooms, closets, kitchen, pantry.
• 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. Call UT Facilities Services at 946-7777 to have central air systems turned off.
• The classroom teacher should take the children’s medications, sign-in/out sheet, and a cell phone.
• Admin staff should take the following and go assist classrooms: master first aid kit, and cell phone. The emergency kit should be stored in the basement pantry at White Ave and the pantry at Lake Ave. Staff should split up the supplies before going into the other spaces. If time permits, take the master emergency binder.
• 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, Teacher in Charge, or other admin staff will notify staff without alarming the children.
• Follow the Evacuation Procedures described above or follow alternate location evacuation instructions from UT Police or Emergency Management.
• Do not re-enter the building until approved by law enforcement.

All Weather / Naturally Occurring Events Preparedness
• Emergency Weather radios will be stationed at each front desk (2016 Lake and 1206 White).
• Front desk staff will alert classrooms and Directors of the notification of an alert (via phone, proximity to reach staff on the playgrounds).
• Staff who are with any walking field trip groups will be notified of weather emergencies via cell phone.
• Staff will then implement procedures detailed below for each type of emergency.

Thunderstorm/Lightning
• Stay tuned to the weather radio.
• 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 lightning 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.

**Severe Heat Wave**
• Stay tuned to the weather radio.
• The Administrative staff will notify other staff of possible heat wave without alarming children.
• Reduce activity levels and reduce outdoor time for children. Avoid over exposure to the sun.
• Drink plenty of fluids. Encourage children to drink often.

**Winter Storm/Blizzard/Snow/Ice**
• Stay tuned to the weather radio.
• The Administrative staff will notify other staff of possible severe weather without alarming children.
• ELC UT ALERT texts 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.

**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.

**Floods and Flash Floods**
• Stay tuned to the weather radio.
• The Administrative staff will notify other staff of possible flooding without alarming children.
• ELC UT ALERT texts 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.
• Have utilities turned off if necessary. During normal business hours, call UT Facilities Services at 946-7777. For after hours, call UT Police 974-3111.
• **DO NOT HANDLE ELECTRICAL EQUIPMENT IN FLOODED AREAS.**
• Move any supplies out of danger.
• If the conditions at the center become unsafe, the **Evacuation Plan** described previously will be implemented.