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**The Ann Campbell Early (ACE) Learning Center**

**Formerly Project Help**

**Course Participation Experiences for Volunteers & Interns**

We welcome and appreciate the participation of those who work with us. We want your involvement to be a positive experience of learning and growth. The staff will share information which may help you better understand each child and his or her needs. We’ll call you a “Big Friend” and look forward to getting to know you during your time in our programs.

What is **The Ann Campbell Early (ACE) Learning Center?**

A comprehensive early learning environment:

* Providing inclusive classes for children ages 12 months to kindergarten where young children learn and play together.
* Providing appropriate hands-on learning experiences for MTSU (and Motlow State Community College’s Nursing Program) students.

Mission Statement 2014:

As a comprehensive early learning center that is supported by the Rutherford County community and MTSU, our goals are:

* To have children and families well-prepared for school and life-long learning.
* To provide “hands-on” training for university students who will be working with children and families in public or private early childhood settings.

Objectives:

1. To provide quality inclusive educational programs for families to better ensure their children’s future academic experiences will be positive and goal-directed as well as to support an understanding of diversity.
2. To provide appropriate hands-on learning experiences within inclusive programs for MTSU (and Motlow State Community College’s Nursing Program) students. By participating in the classroom environment, undergraduates will become acquainted with and able to utilize approaches that address individual learning styles. (Over 1500 hours of practical training are provided each year to pre-service MTSU students working toward careers involving children and families.)

History and Description:

The Ann Campbell Early (ACE) Learning Center was established in 1983 by Dr. Ann Campbell and named Project Help. Dr. Campbell was a professor on the faculty of the Elementary and Special Education Department until she passed away in February 2011. In 2014, both MTSU and the Tennessee Board of Regents had approved changing the name to honor Dr. Campbell’s work and dedication to the university, community families and early learning for children-especially those with special needs.

ACE Learning Center is the only community/center-based inclusive program for young children in Rutherford County. The programs engage children (and families) in a variety of fun and exciting educational experiences. Because the programs are a part of both MTSU and the Rutherford County community, relationships are strong due to the involvement of professional educators providing hands-on outreach to families. Programming and educational activities are based on the *Tennessee Early Childhood Early Learning Developmental Standards*.

The two inclusive classroom programs are located at:

*206 North Baird Lane*

*(the corner of Baird and Alumni Dr.-down the street from the Domino’s Pizza)*

* For children from 12 months to 4 years of age
* Full-day and half-day (mornings or afternoons) schedules are offered. The percentage in terms of children with some type of delay and children who are developing typically is approximately 50/50.
* The hours are 7:30 to 5:00 Monday-Friday. Half-day sessions are 8:00 to 12:00 with lunch time included or 1:00 to 5:00
* Classrooms in terms of age ranges and adult to child ratios:
* **Green Room:** ages 12 months-24 months (*Baby and Me*—classes are on Fridays 9:00-10:00 am for ages 3-12 months); 1-2 adults: 5 children
* **Blue Room:** ages 24 months-3 years; 1 adult: 5 children
* **Red Room:** ages 3-4 years; 1 adult: 7 children

*820 Fairview Avenue, Room 120 (off of Greenland Drive)*

* The ACE Learning Center program at the Fairview Center is the **Yellow Room** for children ages 4 years to kindergarten. 1 adult: 8 children
* Full-day and half-day (mornings or afternoons) schedules are offered. The percentage in terms of children with some type of delay and preschoolers who are developing typically is approximately 50/50.
* The hours are 7:30 to 5:00 Monday-Friday. Half-day sessions are 7:30 to 1:00 with lunch and naptime included or 1:00 to 5:00.
* To enter the Fairview site, you will need to be buzzed into the early childhood wing of the Fairview building.

**Overview Curricular Information**

* All children have individual objectives that are the developmental focus for his/her instruction. These written objectives are posted in the classrooms and/or will be shared with individuals working in the classroom by the classroom teacher.
* Six developmental areas are targeted in the developmental objectives. They include:
* Cognitive
* Communication-Language
* Adaptive and Self-Help
* Social/Emotional
* Fine Motor
* Gross Motor
* Through outside play, hallway gross motor activities, floor and table times, and meal times, children engage in many learning opportunities.
* Learning centers promote individual discovery. A great deal of learning occurs during this time. Individuals working in the classroom should engage in activities with the children, talking and playing with them.
* Group circle times with singing and stories include sign language and a variety of visual aids. Teachers will ask you to sit and assist a child.

**Confidentiality, Basic Protocol, and Discipline**

While we are happy to discuss the rationale for using certain techniques and to answer your questions, we ask that you absolutely maintain confidentiality. No information should be discussed away from the program. Outside discussions of private and personal data could result in upset families, embarrassed students, and possible ramifications in terms of HIPAA (Health Insurance Portability and Accountability Act) mandates. For those who are not volunteering at ACE Learning Center via a short-term coursework requirement (8-20 hours), we will have a confidentiality form signed.

Positive reinforcement is used in the classroom. Children are praised for the things they do well. Children who engage in challenging behaviors are redirected to appropriate activities. Never under any circumstances should you use physical or verbal punishment with a child. Relaxed, even voice tones with prompts and hand-over-hand assistance are proactive ways to help children learn and maintain desired behaviors.

**General Instructions**

1. **For SPED 3010 MTSU Students only**: Students interested in completing their SPED 3010 requirements at ACE Learning Center will need to complete the *Sign-Up for Training Hours* form at the bottom of this document. The completed form must be emailed to acelearningcenter@mtsu.edu.

Prior to your first day with Ace Learning Center, please peruse the web site [www.mtsu.edu/acelearningcenter](http://www.mtsu.edu/acelearningcenter) and Facebook page. Any variations in scheduling will be posted in those 2 places.

1. Unfortunately, parking at ACE Learning Center programs (especially at Baird Lane) is very limited:
* Students **MAY NOT** park in our Parking Lot at Baird Lane. Those spaces are for our families and for the staff. DO NOT park in the Baird Lane lot!
* ONLY substitute teachers are given a one-day MTSU Parking Pass. These are available from the front desk at Baird and from the Yellow Room at the Fairview Center.
* There are Raider Xpress routes that go past both ACE Learning Center sites so you may wish to consider catching the bus or walking from a Student Parking Lot.
1. On your first scheduled day as you begin your hours, please report to the Baird Lane center front desk for an orientation and to establish your time sheet. During this 20-30 minute orientation you will watch a video and receive information needed about the classroom in which you will be working.
2. Please put your backpack, purse, etc. in a locker or designated place (the locked teacher office at Fairview). We need to protect curious little hands.
3. Because many of our children are medically fragile and /or have allergies, we ask that you refrain from wearing perfume or cologne while working in the classrooms.

**We are glad to have you with us. We hope you will have an enjoyable experience.**

\*Located on the campus of Middle Tennessee State University, The Ann Campbell Early Learning Center is a 501(c)(3), not-for-profit with tax-exempt status through the MTSU Foundation; Federal EIN Number: 62.0695507.

**ACE Learning Center’s Sign Up Form for Students**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course name, number and section**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of volunteer hours required by your instructor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate below the times you will be available to volunteer. Class times are 8:00-11:30 a.m. and 1:00-4:00 p.m. Monday through Thursday. All times must be in at least one hour blocks and fall within the class time schedule. If you would prefer volunteering at the Fairview Center, please indicate that location.

On the first day please arrive 20 minutes prior to your scheduled hours for orientation. Note: Fairview Center students must come to the 206 N. Baird Lane location for orientation. Your assigned times will be sent to your student email address.

 **NOTE: \*We do not schedule hours on Fridays.**

Times you are available:

Monday

Tuesday

Wednesday

Thursday

ACE Learning Center will assign your hours and classroom

Monday

Tuesday

Wednesday

Thursday

**Green Room \_\_\_ Blue Room \_\_\_ Red Room \_\_\_ Yellow Room (820 Fairview Drive Room 120) \_\_\_**

**Due to the limited volunteer hours available, we advise signing up as soon as possible. Email this form to** **acelearningcenter@mtsu.edu**