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

**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 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 15 months to kindergarten where young children learn and play together.
* Providing appropriate hands-on learning experiences for university students.

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.

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 15 months to 4 years of age
* Full-day and half-day (mornings or afternoons) schedules are offered. All classrooms include children with and without disabilities.
* 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.

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

* The ACE Learning Center program at the Fairview Center is the **Yellow Room** for children with and without developmental delays ages 4 years to kindergarten.
* Full-day and half-day (mornings or afternoons) schedules are offered.
* 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**

The curriculum is designed to meet the individual and group needs of the children in each classroom. The developmental assessment information gathered about each child is used to identify specific, individual goals and objectives to guide teachers in their work with the children. In addition, the *Tennessee Early Learning Developmental Standard*s are used to guide teachers in targeting appropriate learning goals. Learning activities that are appropriate for all children are planned each day. Within all planned learning activities, individual children are guided and supported in order to engage in meaningful learning opportunities. Through outside and other gross motor play, center activities, circle times, small group times, and meal times, children actively participate and learn from their interactions with materials, peers, and adults. Teachers plan small group times to provide specific learning opportunities for children so each child can achieve his/her individual goals and objectives.

**Confidentiality, Basic Protocol, and Discipline**

While we are happy to discuss and answer your questions about daily activities and routines, we ask that you absolutely maintain confidentiality about the things you learn about the specific children enrolled in the classrooms. 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 volunteering extensively (more than 20 hours) or completing intense course requirements, a confidentiality form must be signed.

Your interactions with adults and children should be positive. Children are encouraged throughout the day as they engage with others and materials. Children who engage in challenging behaviors are redirected to appropriate activities. Never under any circumstances should anyone use physical or verbal punishment with a child. Relaxed, even voice tones with prompts, modeling what the child should do, and supporting the child in a variety of ways are proactive ways to help children learn and maintain desired behaviors.

As a student, you should never be left alone with children. You are a visitor in the classroom so please maintain interactions with children that reflect those of a new friend (e.g., avoiding close hugging, playing beside the children rather than in their personal space). If you have questions about how you should respond in a situation, ask the classroom teachers. They are there to support you and help you learn more about interacting with young children.

**General Instructions**

1. **For SPED 3010 Students only**: Students interested in completing their course 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 staff.
* 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 10- minute orientation you will receive information needed about the classroom in which you will be working.
2. Please put your backpack, purse, phone, and all other personal belongings in a locker or designated place (the locked teacher office at Fairview). We need to protect curious little hands.
3. Because some of our children have allergies, we ask that you refrain from wearing perfume or cologne while working in the classrooms.
4. Dress prepared to work with young children. Your body should be sufficiently covered at all times. (i.e., When sitting or bending over, no private areas should be viewable by others. Shoes should be suitable for running. )

**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.

**ACE Learning Center 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. Optimal times for working in the classroom are 8:00-11:30 a.m. and 1:00-4:30 p.m. Monday through Friday. All times must be in at least one hour blocks.

Your assigned times will be sent to your student email address. On the first day please arrive 10 minutes prior to your scheduled hours for orientation. Note: Fairview Center students must come to the 206 N. Baird Lane location for orientation.

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**