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The Ann Campbell Early (ACE) Learning Center (Formerly Project Help)

**ACE Learning Center Application**

ACE Learning Center is an inclusive, early childhood program for **children ages 15 months through 4 years.**

**206 N. Baird Lane**

* Full-day and half-day (mornings or afternoons) schedules are offered. Children with and without developmental delays learn and play together throughout the day.
* 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:
	+ Green Room: ages 15 months-2 years
	+ Blue Room: ages 2-3 years
	+ Red Room: ages 3-4 years

**820 Fairview Avenue, Room 120**

* The **Yellow Room** is for children ages 4 years to kindergarten.
* Full-day and half-day (mornings or afternoons) schedules are offered. Children with and without developmental delays learn and play together throughout the day.
* The hours are 7.30 to 5:00 Monday-Friday. Half-day sessions are 7:30 to 12:00 with lunch and naptime included or 1:00 to 5:00.

There is a $50 registration fee that is required prior to enrollment; this may be paid when you are contacted about an opening and have accepted the “spot” for your child. **Important Information** is attached on page 2 (following the Fee Schedule) so that you are aware of the progression for enrollment. If you have any questions, please contact us.

Save the completed document and email the file as an attachment to acelearningcenter@mtsu.edu or fax the completed form to 615-904-8212 or bring completed form to our Baird Lane Center: 206 N. Baird Lane.

**Registration Application for Enrollment**

Today’s Date:

Child’s Name:

Child’s Birth Date: \_\_\_/\_\_\_\_/\_\_\_\_ Child’s Gender: Male Female Race/Ethnicity (optional):

Parents’/Legal Guardians’ Names:

Address:

City: State: Zip:

Phone: Home Work Other(s)

Email:

Specific classroom spots are available to children who have developmental delays.

**Does your child have developmental delays, disabilities, or need special supports?** Yes or No

Please give a brief description of the goals you have for your child.

Additional information about your child that you would like for us to know

I would like my child to begin at ACE Learning Center on . (Date of Requested Entry)

**Sessions & Fee Schedule**

Please indicate the schedule that you would prefer for your child. Preferences are not guaranteed and you will be contacted about any opening available.

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| ***The Ann Campbell Early Learning Center***  ***ACE Learning Center*** |
| **BAIRD LANE****GREEN: 15 months-2 year olds****BLUE: 2-3 year olds** **RED ROOMS: 3-4 year olds** |
| **Please Check √****Scheduling** **Preference** |  **Program  Times** | **Monthly Rates** |
| **A. Full-Day/Full Time Programs** |
|  | Monday—Friday | 7.30-5.00 | $720 |
| **B. Part-Time Programs: 2, 3, or 4 Full Days** |
|  | Monday/Wednesday or Tuesday/Thursday | 7.30-5.00 | $320 |
|  | Monday/Wednesday + Friday or Tuesday/Thursday + Friday | 7.30-5.00 | $440 |
|  | Monday-Thursday | 7:30-5:00 | $575 |
| **B. Half-Day Programs: AM or PM** |
|  | Monday/Wednesday or Tuesday/Thursday | 8.00-12.001.00-5.00 | $200 |
|  | Monday-Thursday | 8.00-12.00 | $320 |
|  | Monday-Thursday | 1.00-5.00 | $320 |
| **FAIRVIEW CENTER** **YELLOW ROOM: 4 year olds to Kindergarten**  |
| **A. Full-Day/Full-Time Programs** |
|  | **Monday—Friday** | **7.30-5.00** | **$720** |
| **B. Part-Time Programs: 2 or 3 Full Days** |
|  | Monday/Wednesday or Tuesday/Thursday | 7.30-5.00 | $320 |
|  | Monday/Wednesday + Friday or Tuesday/Thursday + Friday | 7.30-5.00 | $440 |
|  | Monday-Thursday | 7:30-5:00 | $575 |
| **B. Half-Day Programs: AM or PM** |
|  | Monday/Wednesday or Tuesday/Thursday | 7.30-12.001.00-5.00 | $200 |
|  | Monday-Thursday | 7.30-12.00 | $320 |
|  | Monday-Thursday  | 1.00-5.00 | $320 |

Visiting our web site www.mtsu.edu/acelearningcenter is highly recommended. The web site has descriptions of many of the functions of ACE Learning Center including pictures and brief explanations of what occurs in each classroom. There is also a Facebook page where you can find updated information in a social media-friendly format.

**The Progression of Placement and Enrollment*:***

Once an application is received, the child’s name is added to the waiting list. At that time, parents interested in enrolling their child are encouraged to visit the Center. Enrollment is determined based on the age of the child, balance based on developmental needs in the classroom, and date of application.

One of the objectives of the Center is to support young children with developmental delays. Therefore, when fewer than half of the children in the classroom are children with developmental delays and the needs of the currently enrolled children can be adequately met, a child with a developmental delay will be given priority. Siblings of currently enrolled children also are given priority when age appropriate openings are available.

When an opening is available, a staff member will contact the parents to inform them of the opening. If the parents are interested in the available classroom spot, a time will be scheduled for the parents to complete enrollment paperwork and observe the classroom. All forms must be completed prior to the child’s first day of attendance. **We MUST have a Current Physical Examination Report/Medical Form** completed by your child’s doctor and a completed/signed copy of the current State of Tennessee Immunization Form. If you have any questions, please do not hesitate to contact us.