



Tennessee Early Childhood Training Alliance

Southwest Tennessee Community College
737 Union Avenue, F-307
Memphis TN, 38103
901-333-5541
901-333-5750 (fax)
www.southwest.tn.edu/tecta

To: Childcare Providers
From: Veroncia Butler, Administrative Assistant
Date: December 1, 2009
Re: Spring 2010 TECTA Orientations

The TECTA office at Southwest Tennessee Community College is very excited about the spring orientation schedule.

The procedure for enrolling in the classes will be as follows:

- **We must receive the enrollment form to enroll you in the class.**
- Fill out the orientation enrollment form designating the **ONE** class that is the age group you teach. **Please make sure you select the class you want to attend.**
- Do not leave anything blank. An incomplete application may keep you from being enrolled in an orientation.
- Please make copies of the application and schedule for the providers in your program.
- **Only three employees per center will be enrolled in any one class.**
- **If you select an orientation that you have completed in the last two years, you will automatically be placed on the waitlist for that class.**
- You will receive a postcard informing you that your application has been received.
- If you are enrolled in an orientation, you will receive a confirmation letter two weeks prior to the start of class stating the date, time, place, and room number (if applicable) of the orientation.
- If you have been placed on a waitlist or if there is a problem with your application, you will receive a postcard with instructions.
- **Do not go to an orientation if you are not enrolled in a class.**
- **No walk-ins will be accepted.**
- **Accepted students who do not show up for the first class may be dropped and replaced with those on the waitlist.**

At the first class, all rules and procedures for the class will be explained. Please call 333-5541 if you have any questions.

TECTA looks forward to a professional association with each one of you.

This project is funded through a contract with the Tennessee Department of Human Services and Tennessee State University, Center of Excellence for Learning Sciences.