

### ***What is release time?***

Release time is paid time off from the facility that is given to teachers on the Associate, Bachelor's, and Birth-Kindergarten scholarships. Teachers should be paid their normal rate of pay. The paid release time can be used to attend class, study, and attend to personal needs that cannot be done because of work or class.

### ***How much release time is allocated to each scholarship recipient?***

The amount of release time a scholarship recipient is eligible for depends on which scholarship option the facility chose. For the Associate and Bachelor's degree scholarships, Option 1 stipulates that each recipient will be given one hour of release time for each credit hour taken in a semester; up to 6 hours. This means that a teacher on Option 1 could get 1-6 hours of release time per week depending on the amount of credits taken per semester. The maximum amount of hours that can be claimed in one semester is 96 (6 hours of release time X 16 weeks in a semester = 96). Recipients who are on the Option 2 model of the Associate Degree for Child Care Providers, the Associate Degree Quick Start/Final Step or B-K Licensure degree scholarships are eligible for 3 hours of release time per week during a semester (3 hours of release time X 16 weeks in a semester = 48). Recipients who are on the Option 2 model of the Bachelor's degree scholarship are eligible for 2 hours of release time per week during a semester (2 hours of release time X 16 weeks in a semester = 32).

### ***How will facility get reimbursed for release time?***

Each facility receives a Form C for each participating scholarship recipient. The Form C allows for the director and teacher to track release time throughout the semester. Both the teacher and the director are required to sign as to the accuracy of the claim. Once T.E.A.C.H. receives the claim, reimbursement can take up to 8-12 weeks. Facilities will be reimbursed at 60% to 100% of the claimed hours at a rate of \$9.50 per hour. This reimbursement is made to the facility to help cover the costs of substitutes or aides that may have been used to supplement the released teacher.

### ***Who benefits from release time?***

Both the facility and the teacher benefit from release time. Teachers are able to use release time to attend class, study, complete assignments, or attend to personal needs that they otherwise would not be able because of work and school. The facility gets a teacher who is bringing new, creative ideas to the class and is more focused on their job responsibilities.

### ***What if I, as a director am not able to give the complete amount of release time as required by the scholarship contract?***

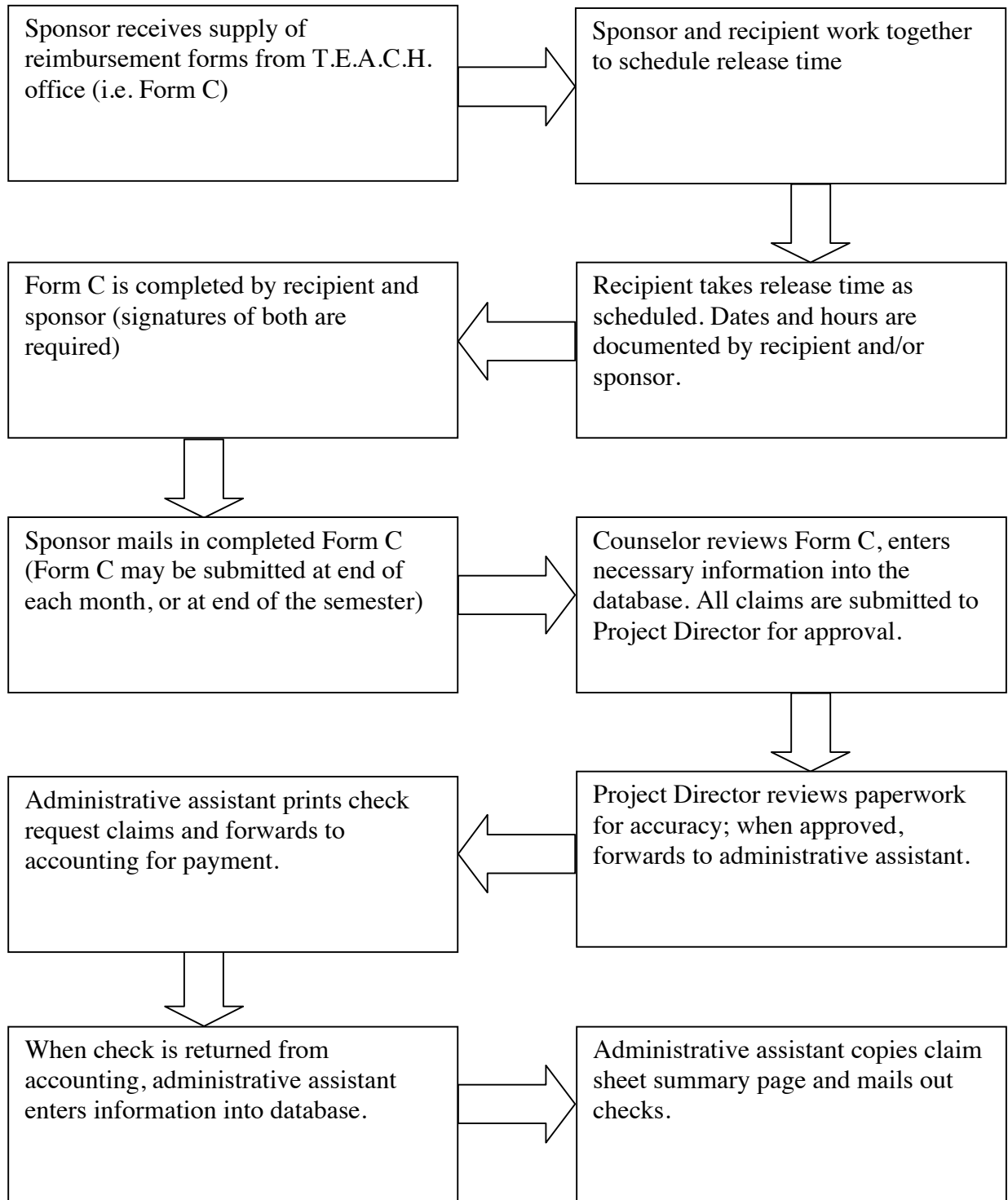
If a center is supporting multiple scholarship recipients there are several creative options that can be explored to provide release time. These include: allowing teachers to come in late or leave early during the week, pay them for lunch breaks (whereby they are not responsible for a group of children at this time), pay them for holidays that they would not regularly get paid, add time to their annual or personal leave, and as a last resort you can limit the number of credit hours you will support each semester.

### ***Who can I contact for more information about release time and reimbursements?***

You are welcome to contact the scholarship recipient's counselor or anyone else in the T.E.A.C.H. office to assist you with your questions. Our office is open from 8:00 am to 5:00 pm, Monday through Friday.

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# T.E.A.C.H. Early Childhood® Scholarship Program Release Time Reimbursement Process



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