

What is release time?

Release time is paid time off from the center that is given to teachers on the Associate, Bachelor, and Birth-Kindergarten scholarships. The Teacher should be paid at 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 they have chosen. For the Associate and Bachelor 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 are 96 (6 hours of release time X 16 weeks in a semester = 96). Recipients who are on the Option 2 model of the Associate and Bachelor degree scholarships are eligible for 3 or 2 hours respectively of release time per week during a semester. The corresponding maximum number of hours that can be claimed are 48 or 32. Birth-Kindergarten scholarship recipients are eligible for 3 hours of release time per week, meaning the most a B-K recipient can claim are 48 hours per semester.

How will my child care center get reimbursed for release time?

Each center receives a Form C, after the recipient returns their signed contract indicating that they have accepted the scholarship. The Form C allows for a 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. Centers will be reimbursed 60 – 100 percent of the claimed hours, depending on scholarship model, at a rate of \$9.50 per hour. For example, a center claiming 48 hours for an associate teacher scholarship recipient will be reimbursed 60% or \$273.60. This reimbursement is made to the center 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 center 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 center gets a teacher who is bringing new, creative ideas to the class and is more focused on their job responsibilities because they have been allowed to have some time to focus on their other responsibilities.

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

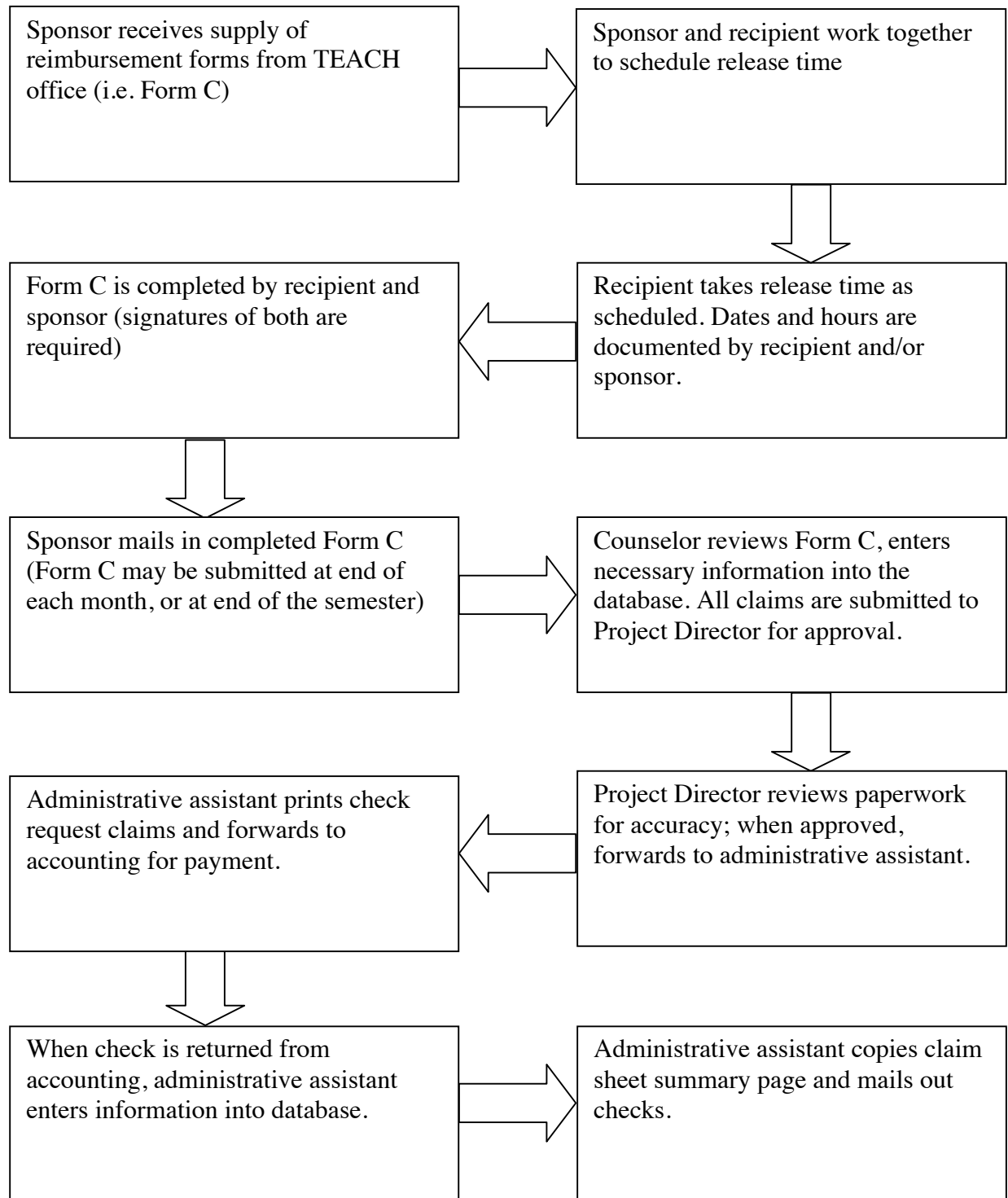
If a center is supporting a number of scholarship recipients there are a number of creative options that can be explored to provide release time. These include: allowing the teacher to come in late or leave early during the week, pay them for lunch breaks (where by they are not responsible for a group 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 opened from 8:00 am to 5:00 pm, Monday through Friday.

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T.E.A.C.H. Early Childhood® Project Release Time Reimbursement Process



For more information, contact:
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