



T.E.A.C.H. Early Childhood® OHIO Child Care Program Paid Release Time Questions and Answers

What is paid release time?

Release time is paid time off that is given to Degree scholar/teachers. The teacher may use the time to attend class, study, or attend to personal matters that cannot be done because of work or class. The child care program will pay the teacher for release time taken on her normal pay schedule and at the teacher's normal rate of pay. The program will be later reimbursed for the paid release time at a rate of \$8.00 per hour.

How much release time does each scholar receive?

Each week the scholar can get one hour of release time for each credit hour taken, with a maximum of 6 hours. For example, if the scholar is taking three credit hours, she can get up to three hours of paid release time each week. If the scholar is taking 9 credit hours, he/she can receive six hours release time each week.

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

The program receives reimbursement to help cover costs of substitutes who may be needed when the scholar is given paid release time. The reimbursement rate is \$8 per hour.

Each program receives Form C, the Release Time Reimbursement Claim Form. Form C is used by the scholar and the program to track paid release time used. Each form C submitted to T.E.A.C.H. must be signed by both the scholar and the program director. Once received and reviewed, OCCRRA sends the program a check.

Additional forms can be printed from the T.E.A.C.H. website resources page:

<http://teach.ocrra.org/index.php?pid=7>

What if the program is not able to give the complete amount of authorized paid release time required by the scholarship contract?

Paid release time arrangements are to be mutually agreed upon by the scholar and the program director. Paid release time arrangements are meant to be flexible to meet both the scholar and the program's needs, and may include such options as allowing the teacher to come in late or leave early during the week, pay them for lunch break (where they are not responsible for a group of children during this time), pay them for holidays that they would not normally be paid, or add time to personal or vacation leave taken while in school (can not be saved up to be used after the term is over).

Who do I contact if I have more questions?

Contact the scholarship counselor or any of the T.E.A.C.H. staff. They will be glad to assist you. Call toll free 1-877-547-6978 and ask for your scholarship counselor (Cathy or Tonya). Their contact information is below:

- Cathy Ryan, Senior Scholarship Counselor, extension 303
- Tonya Ward, Scholarship Counselor, extension 304.