

## T.E.A.C.H. Early Childhood® ARKANSAS

### Associate of Applied Science (A.A.S.) for Center-based Programs

### Release Time Q & A

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

Release time is paid time off from the center that is given to teachers for the various degree 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?**

Each recipient will be given one hour of release time for each credit hour taken in a semester; up to a maximum of 6 hours each week while classes are in session. This means that a teacher could get 1-6 hours of release time per week depending on the amount of credits taken per semester. The maximum number of hours that can be claimed in one semester is 96 (6 hours of release time X 16 weeks in a semester = 96).

#### **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 for the claimed hours at the rate of pay up to a maximum of \$11 per hour. 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 can 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 multiple scholarship recipients, there are 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 (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 opened from 8:00 am to 5:00 pm, Monday through Friday.

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