

FORM C

Release Time Claim Reimbursement Form

Dear Director:

Enclosed are Form C's for your scholarship recipient(s). Form C's are to be completed & turned in at the end of each semester. The scholarship recipient should get up to 3 hours of release time weekly, a maximum of 48 hours per each semester they attend Delaware Tech & Community College/Owens Campus. T.E.A.C.H. Early Childhood® Delaware will reimburse the sponsor for the 48 hours of release time, at a rate of \$7.5 per hour.

Either the sponsor or the recipient may be responsible for completing the form, but Form C MUST be signed by both the sponsor and the recipient.

If you have any questions about completing these forms, please call Maria Staman at 302-764-1501.

Child Care Program Paid Release Time Questions and Answers

What is paid release time?

Release time is paid time off that is given to the scholarship recipient (SR). The SR may use the time for school-related tasks such as attending a class or practicum, studying, doing research, or seeking school advisement. The child care program will pay the SR for release time taken on his/her normal pay schedule and at his/her normal rate of pay.

How much release time does each SR receive?

Each week the SR can take up to three hours of release time, with a maximum of forty-eight (48) hours per semester but this is to be mutually agreed upon by the SR and the Director. We realize the ratios must be met and that giving a specific amount of time off per week is difficult especially if the center sponsors more than one T.E.A.C.H. scholar per semester.

How will my child care program get reimbursed by T.E.A.C.H. for release time?

The program receives reimbursement to help cover costs of substitutes who may be needed when the SR is given paid release time. The reimbursement rate is \$7.5 per hour. Each program receives Form C, the Release Time Reimbursement Claim Form. Form C is used by the SR 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 SR and the Administrator/Program Director (Director). The form should be submitted to T.E.A.C.H. to be processed as soon as the semester has ended.

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

Paid release time arrangements are to be mutually agreed upon by the SR and the Director. Paid release time arrangements are meant to be flexible to meet both the SR and the program's needs such as ensuring that child-staff ratios are maintained at all times. Suggested options include allowing the SR to come in late or leave early during the week, providing time and space at the center during work hours where he/she is not responsible for a group of children for a specific amount of time and allowing him/her to study or do homework, or adding time to personal or vacation leave taken while in school that cannot be saved up to be used after the school term has ended.

Who do I contact if I have more questions?

Contact the T.E.A.C.H. Coordinator, Michelle Spencer at 302-764-1501.

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