



# **T.E.A.C.H. Early Childhood® Delaware Sponsoring Program Manual**

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Dear Sponsoring Program Director/Owner:

Congratulations on sponsoring an employee in the T.E.A.C.H. Early Childhood® Delaware Scholarship Program! We are very excited that you are assisting your employee in continuing his/her education while working in the early childhood education field. We have created the T.E.A.C.H. Sponsoring Program Manual to ensure you have a clear understanding of the T.E.A.C.H. procedures and a successful experience with the scholarship program.

Please carefully review each section of this manual to make certain you understand what is expected from you as the sponsoring program/employer. Each section is designed to provide you with the basic information of how T.E.A.C.H. works.

Contact information for T.E.A.C.H. can be found on the cover and below on this page. Please use this information to contact the staff with questions or concerns you may have. The staff is here to support you and to be your advocate. Please let us know if there is any way we can be of assistance.

We hope you find this Manual useful and refer to it often throughout your participation in the scholarship program. We look forward to working with you as you support your employee in pursuing his/her educational goals!

Sincerely,

*Michelle Spencer*

Michelle Spencer, T.E.A.C.H. Coordinator

*Beth Smith*

Elizabeth Smith, T.E.A.C.H. Counselor

All paperwork should be emailed, faxed or mailed to:  
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Newark, DE 19702  
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# Table of Contents

<b>Introduction and Overview of T.E.A.C.H. Early Childhood® Delaware</b> .....	4
<b>Who Qualifies For A Scholarship</b> .....	4
<b>The Components of T.E.A.C.H. Early Childhood® Delaware</b> .....	5
<b>Sponsoring Program/Employer’s Role At-A-Glance</b> .....	6
<b>Acceptance Packet</b> .....	6
<b>Acceptance Letter</b> .....	6
<b>Scholarship Contract</b> .....	6
<b>Pre-Authorization Form</b> .....	6-7
<b>Reimbursement Forms</b> .....	7
<b>Explanation of Release Time: Form C</b> .....	7
<b>Registration &amp; Charging Tuition</b> .....	8
<b>Registering for Classes</b> .....	8
<b>Minimum/Maximum Number of Credit Hours</b> .....	8
<b>Credit Overage Approval</b> .....	8
<b>Charging Tuition/Sending Charge Approvals</b> .....	8
<b>Adding, Dropping or Withdrawing from a Course</b> .....	8-9
<b>Inactive Semester</b> .....	9
<b>Purged/Dropped Classes</b> .....	9
<b>FASFA</b> .....	9
<b>T.E.A.C.H. College/University Tuition Payment</b> .....	10
<b>Sponsoring Program/Employer Co-Pay for Tuition Costs</b> .....	10
<b>Sponsoring Program/Employer Reimbursement or Balance Due</b> .....	10
<b>Grades</b> .....	11
<b>Withdrawn Courses and Pre-prerequisites</b> .....	11
<b>Compensation or Bonus</b> .....	11
<b>Contract Renewals</b> .....	11-12
<b>Commitment</b> .....	12
<b>Employment Changes</b> .....	12
<b>Communication</b> .....	12
<b>Change of Contact Person/Information</b> .....	13
<b>Annual T.E.A.C.H. Evaluation</b> .....	13
<b>Tax Forms</b> .....	13
<b>Glossary of Terms</b> .....	13-14
<b>Acknowledging Receipt of Sponsoring program Manual</b> .....	15

## **Introduction and Overview of T.E.A.C.H. Early Childhood®**

### **What is the T.E.A.C.H. Scholarship Program?**

Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® is a scholarship program focused on increasing the education and compensation levels of early childhood workers while reducing turnover rates. The scholarship program accomplishes this through helping pay for tuition, book and travel costs, offering paid release time for the scholarship recipient, compensation for completing the scholarship, and requiring a commitment to the early childhood field from the scholarship recipient.

T.E.A.C.H. provides scholarship opportunities to individuals working in licensed child care centers, and family and large family child care homes who are working toward an associate or bachelor's degree in early childhood education or a CDA.

### **Administering Organization**

T.E.A.C.H. Early Childhood® Delaware is a licensed program of Child Care Services Association (CCSA). CCSA holds the license for all states operating a T.E.A.C.H. Early Childhood® Program and provides technical assistance and monitoring to ensure proper administration of the T.E.A.C.H. Program. Currently, T.E.A.C.H. programs operate in 24 states and the District of Columbia.

T.E.A.C.H. Early Childhood® Delaware is administered by the Delaware Association for the Education of Young Children (deaeyc). deaeyc is an affiliate of the National Association of the Education of Young Children (NAEYC), the leading membership association for those working with and on behalf of children from birth through age eight. Founded in 1969, deaeyc serves and acts on behalf of the needs, rights and well-being of all young children and their families in Delaware. Membership information can be found at <http://www.daeyc.org/membership/>.

### **Who Qualifies For A Scholarship?**

An Individual who

- Works in Delaware.
- Possesses a high school diploma or equivalent.
- Works a minimum of 20 hours per week in a licensed early care and education or school-age program.
- Has a minimum of 6 months experience in the field.
- Earns less than \$17.00/hr. for a teacher and less than \$20.00/hr. for an administrator\*.
- Is committed to remaining in the ECE field.
- For a Bachelor's Degree Scholarship, must have completed at least 40 college credits that are applicable toward the Early Childhood Bachelor degree program.

\* Exceptions can be made if funding allows

## **The Components of T.E.A.C.H. Early Childhood® Delaware are:**

### **Scholarships**

#### **CDA**

- T.E.A.C.H. pays \$375 of assessment fee (scholarship recipient responsible for \$50)

#### **Associate and Bachelor's Degrees in Early Childhood**

- T.E.A.C.H. pays 85% of tuition† (Scholarship recipient and sponsoring program/employer\* each responsible for 7.5%)
- T.E.A.C.H. pays 90% of books† (Scholarship recipient responsible for 10%)
- T.E.A.C.H. pays \$150 travel allowance†
- T.E.A.C.H. pays release time reimbursement to sponsoring program (\$9.25 per hour, no more than 48 hours per semester) †
- T.E.A.C.H. pays \$500 bonus if the scholarship recipient has completed all components of the scholarship contract successfully. A scholarship recipient will also be eligible for an additional \$200 bonus or 2% increase from the sponsoring program upon successful completion of the contract.

Additional scholarships may be available based on funding for Student Teaching/Practicum, DTCC Methods courses, and Delaware Stars Credentials. Please contact T.E.A.C.H. staff for more information.

\* Family Child Care providers and Large Family and center owners are considered both the scholarship recipient and the sponsoring program/employer center but will only be charged as the scholarship recipient, totaling 7.5%.

† Scholarship amounts and percentages may be slightly different depending on which model the recipient and the sponsoring program/employer center agree upon.

T.E.A.C.H. will be billed by colleges and universities that are under contract accepting third party billing. This means that T.E.A.C.H. pays all tuition upfront for each student at the end of each semester. Scholarship recipients and sponsoring program/employers will be billed their percentages by T.E.A.C.H.

### **Education**

A scholarship recipient must enroll in an associate or bachelor's degree program in early childhood at an in-state, regionally accredited college/university. The college/university must be willing to accept the T.E.A.C.H. Scholarship for third party billing.

### **Commitment**

- A CDA scholarship recipient must commit to remaining in the ECE field for six months.
- An associate and bachelor's degree scholarship recipient commits to remaining at his/her sponsoring program/employer one year for each year he/she receives a T.E.A.C.H. scholarship. Family child care providers and Large Family owners commits to

remaining in the ECE field for one year for each year he/she receives a scholarship.

### **Sponsoring program's Role At-A-Glance**

- Pay for percentage of tuition for participant
- If possible, give release time
- Provide compensation in the form of a bonus or raise
- Provide support so that your staff person will be as successful as possible with his/her education efforts (Discuss pre-authorization form, inquire about how he/she is doing in school, ask for a copy of his/her semester grades)

### **Scholarship Contract**

Once a scholar is approved, T.E.A.C.H. will email them their T.E.A.C.H. contract. Both the scholar and representative of the sponsoring center must sign the contract and return to T.E.A.C.H. Once T.E.A.C.H. has received the signed contract, we will mail the scholar and sponsoring center an Acceptance Packet.

### **Acceptance Packet**

Once an employee has been approved to receive a T.E.A.C.H. scholarship, the sponsoring program/employer will receive an acceptance packet that contains the following forms:

- Acceptance letter
- Reimbursement Form C
- Tips to help scholarship recipient to be successful
- Pre-Authorization form

### **Acceptance Letter**

The acceptance letter notifies the scholarship recipient of the approval of his/her application for a T.E.A.C.H. scholarship. A copy of this letter is included in his/her acceptance packet, as well as in the sponsoring program's acceptance packet.

### **Scholarship Contract**

The scholarship contract is the document that activates the scholarship and outlines the components of the scholarship. The contract states the following:

- The contract year (Jan 1 through Dec. 31, June 1 through May 31 or Sept. 1 through August 31)
- The responsibilities of T.E.A.C.H, the sponsoring program and the scholarship recipient.

**Before you sign the contract please read it carefully so that you understand all of your responsibilities.** The contract is effective for 12 months. Three copies will be in the acceptance packet for the scholarship recipient and the sponsoring program director or owner to sign. The contracts must have all the required signatures. One copy is for the scholarship recipient's records, one copy for the sponsoring program's records and one copy to be mailed, faxed or emailed to the T.E.A.C.H. office (see contact information on page 2)

***Without a signed copy of the contract, the scholarship recipient cannot utilize any of the scholarship components.***

### **Pre-Authorization Forms**

**BEFORE** registering each semester, it is very important that the scholarship recipient meet with the sponsoring program director to discuss his/her potential class schedule. This will help the director plan for the paid release time hours the scholarship recipient is eligible for and arrange coverage for his/her classroom while taking release time. A Pre-Authorization form is to be completed and signed by scholarship recipient and director indicating the class(es) the scholarship recipient intends to register for and submitted to T.E.A.C.H. Sponsoring programs should have a written policy for this.

Pre-Authorization forms must be received by T.E.A.C.H. before a charge approval will be sent to the college/university. This form can be mailed, emailed or faxed to T.E.A.C.H. (see contact information on page 2).

### **Reimbursement Packet**

Reimbursement Form C (Release Time Reimbursement), will be mailed to the scholarship recipient and sponsoring program. The sponsoring program/employer should save the hard copies so that they can be copied as needed.

### **Form C**

Release time is paid time off that is given to the scholarship recipient who works 30 hours or more per week in the classroom. The scholarship recipient may use the time for school-related tasks such as attending class, studying, doing research, or seeking school advisement. **The sponsoring program will pay the scholar for release time taken based on his/her normal pay schedule and at his/her normal rate of pay during his/her normal working hours during program hours of operation. The scholarship recipient or sponsoring program should send in their Form C immediately after the semester has ended. Forms received more than 30 days after the end of the semester may not be processed.**

**The scholarship recipient can take no more than 48 hours of release time per semester.** Paid release time arrangements **are to be mutually agreed upon** by the scholarship recipient and the program director. Paid release time arrangements are meant to be flexible to meet both the scholarship recipient and the program's needs such as maintaining child-staff ratios **at all times**. Suggested options include allowing the scholarship recipient to come in late or leave early during the week, providing time and space at the center where he/she will **not** be responsible for a group of children during specific work hours, 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. Sponsoring programs should have a written policy for this.

The sponsoring program receives reimbursement from T.E.A.C.H. to help cover the cost of substitutes who may be needed when the scholarship recipient is given paid release time. **The reimbursement rate is \$9.25 per hour.** The scholarship recipient and the sponsoring program should use Form C to track paid release time used. When Form C is submitted to T.E.A.C.H., it must be signed by both the scholarship recipient and the sponsoring program director.

Form C can be mailed, faxed, or emailed to the office (see contact information on page 2).

## **Registration and Charging Tuition to T.E.A.C.H. Early Childhood® Delaware**

T.E.A.C.H. will be billed by colleges and universities that are under contract as third party billing. This means that T.E.A.C.H. pays all tuition upfront for each student each semester. In order to have T.E.A.C.H. billed directly, scholarship recipients must follow the procedures as stated. Scholarship recipients and sponsoring program/employers will be billed their percentages by T.E.A.C.H.

### **Registering for Classes**

**BEFORE** registering each semester, it is very important that the scholarship recipient meet with the sponsoring program director to discuss his/her potential class schedule and to complete the pre-authorization form. It is also important for the scholarship recipient to meet with his/her school advisor each semester in order to receive accurate information regarding policies, procedures, requirements, registration, curriculum, and deadlines.

### **Minimum/Maximum Number of Credit Hours**

T.E.A.C.H. contracts state that scholarship recipients will take 9-18 credits per contract year. If scholarship recipients decide to take fewer than 9 credits in a contract year, this is acceptable. However, in the case where fewer than 9 credits are taken, a scholarship recipient will not be eligible for a bonus or raise at the completion of the contract.

### **Credit Overage Approval**

If a scholarship recipient would like to take more than 18 credits in a contract year, he/she must receive prior approval from T.E.A.C.H. and complete a Credit Hour Approval Request Form with you, the sponsoring program. This form can be obtained from T.E.A.C.H. staff upon request. T.E.A.C.H. will only approve additional credits in a contract year if the scholar has at least a 2.75 GPA and has no outstanding forms, documents, or account balances. A Credit Hour Approval Request Form must be signed by the director or owner of the sponsoring program for each semester that the scholarship recipient takes credits over the maximum eighteen. The tuition percentages for the additional credits remain the same. T.E.A.C.H. will pay tuition in full upfront and charge both the scholarship recipient and sponsoring program 7.5% each. Sponsoring programs may decide to not sponsor additional credits as it may incur higher tuition costs and a scholarship recipient may need more release time, this is up the sponsoring programs' discretion and the program should have a written policy for this.

### **Charging Tuition/Sending Charge Approvals**

As soon as T.E.A.C.H. receives the scholarship recipient's schedule/bill, T.E.A.C.H. will send an authorization or charge approval to the college/university stating that his/her tuition and covered fees should be invoiced to T.E.A.C.H. Charge approvals may not be sent if the scholarship recipient has a balance due with T.E.A.C.H.

### **Adding, Dropping or Withdrawing from a Course**

The scholarship recipient must drop/withdraw from courses during the college's **free** drop/add



period in order to avoid tuition charges. If he/she drops or adds a course, he/she must inform T.E.A.C.H. immediately so that an amended charge approval can be sent to the school as well as adjustments made to the tuition charges. **T.E.A.C.H. will pay for a class once, if a scholarship recipient fails or withdraws from the class, he/she will be responsible for the tuition to the college/university the next time he/she takes it. T.E.A.C.H. will not send a charge approval for these classes.** The sponsoring program should have a written policy regarding dropped and withdrawn classes.

### **Inactive Semesters**

The scholarship recipient may take a semester off. This is called an inactive semester. The scholarship recipient MUST inform the T.E.A.C.H. office if he/she intends to take a semester off. Also the scholarship recipient must remember that the “successful completion of a scholarship contract” means that you have earned a "C" or above in all courses, taken at least nine (9) credits, provided all required forms and documentation for all semesters, and have no outstanding account balances. The sponsoring program should have a written policy for this.

### **Purged/Dropped Classes**

Failure to follow the procedures stated in the Scholarship Recipient Manual to register for classes may result in purged or dropped classes. If T.E.A.C.H. does not receive a copy of the scholarship recipient student schedule/bill and is not able to send an authorization, **the college/university will not know to charge T.E.A.C.H. and may purge or drop him/her out of their system, or put a hold on his/her account for non-payment.** It is his/her responsibility to ensure that T.E.A.C.H. receives his/her registration information for each semester.

### **FASFA**

T.E.A.C.H. encourages all Associate Degree applicants and requires all Bachelor’s Degree applicants to apply for federal student aid, specifically the PELL Grant. The U.S. Department of Education awards about \$150 billion every year to help millions of students pay for college. This federal student aid is awarded in the form of grants, work-study funds, and low-interest loans.

If the scholarship recipient is awarded a Federal PELL Grant, T.E.A.C.H. will pay upfront whatever tuition PELL does not cover, and then charge the scholarship recipient and sponsoring program each 7.5% of the amount paid by T.E.A.C.H. as per your contract. In addition, T.E.A.C.H. will reimburse the scholarship recipient 90% of his/her books, give him/her a \$75 travel stipend, and pay up to 48 hours of release time (if he/she works 30 hours or more per week in the classroom).

Since PELL funding is a grant, it does not need to be repaid. PELL grants allow T.E.A.C.H. to provide more scholarships and give the scholarship recipient the opportunity to take more classes per year than those covered by T.E.A.C.H. alone.

Additional assistance with financial aid can be obtained at the college/university that the scholarship recipient is applying to. Delaware also has a program called StandByMe that offers financial aid assistance, for more information please contact T.E.A.C.H. staff. **T.E.A.C.H. discourages scholarship recipients from accepting federal student LOANS.** Please call T.E.A.C.H. if a scholarship recipient thinks he/she must take out a loan in addition to the T.E.A.C.H. scholarship.

## **T.E.A.C.H. College/University Tuition Payment**

T.E.A.C.H. usually receives invoices from the colleges or universities about three months after the semester has begun. A check request is placed regarding payment for a scholarship recipient's tuition and covered fees. It takes about 8 weeks after a check is requested for the college/university to receive payment. The business offices at the colleges and universities are aware of this. If the scholarship recipient receives any correspondence from the college/university for "non-payment" during this time period, immediately contact T.E.A.C.H. so that the college/university can be informed of the status of the payment.

## **Sponsoring program Co-Pay for Tuition Cost**

Each T.E.A.C.H. Early Childhood® Delaware scholarship requires the sponsoring program/employer to pay 7.5% of the tuition cost. This is charged to your account with T.E.A.C.H. each semester.

## **Scholarship Recipient Reimbursement or Balance Due**

When the sponsoring program/employer submits the release time claim form (Form C), the T.E.A.C.H. Counselor reviews the number of hours for reimbursement and then calculates the amount of the reimbursement. The amount the sponsoring program/employer is reimbursed for release time will first be applied to the 7.5% of tuition/covered fees owed by the sponsoring program to T.E.A.C.H. **If there is a positive balance remaining, a check will be mailed to your program 6 to 8 weeks after a check request is generated.** If the release time amount does not cover the amount of tuition owed, the sponsoring program will receive an invoice from T.E.A.C.H. indicating the amount due with a payment due date.

### **Example of Sponsoring program Reimbursement:**

Amount of semester tuition	\$444.25	(Sponsoring program share is 7.5% = \$33.32)
Release time claim	\$444.00	(48 hrs x \$9.25 = \$444)

Sponsoring program/employer credits/debits in T.E.A.C.H. database:

Release time	\$444.00
Less tuition	<u>\$ -33.32</u>
<b>T.E.A.C.H. owes sponsoring program</b>	<b>\$410.68</b>

### **Example of Sponsoring program/Employer Balance Due:**

Semester tuition & fees (2 classes WU)	\$ 2503.00	(Sponsoring program share is 7.5% = \$187.73)
Release time claim	\$138.75	(15 hrs x \$9.25 = \$138.75)

Scholarship recipient credits/debits in T.E.A.C.H. database:

Release time claim	\$138.75
Less tuition	<u>- \$187.73</u>
<b>Sponsoring program/Employer owes T.E.A.C.H.</b>	<b>\$ 48.98</b>

T.E.A.C.H. will issue an invoice (bill) when a payment is due. Payment due dates are typically two months from the invoice date. A second invoice may be sent if payment has not been received by the due date. If payment is still not received, T.E.A.C.H. will contact the sponsoring program

to discuss the non-payment. If the sponsoring program does not follow through with the payment plan, T.E.A.C.H. will not support any more scholars from that center until the account balance is paid in full.

### **Grades**

Upon completion of each semester, the scholarship recipient must submit the grade for each registered course. T.E.A.C.H. will accept a printout of the grade(s) from the college website or an unofficial transcript as long as it states the student's name, semester, course name and number, and the grade. Since the sponsoring program/employer is paying a portion of the tuition, they should also request a copy of the scholarship receipt's grades each semester. The sponsoring program/employer should be monitoring the progress of the employee and should have a written policy for this. **Bonuses will not be issued without all grade reports submitted for the scholarship contract.**

**To remain a T.E.A.C.H. scholarship recipient, the employee must maintain a GPA of 2.0.** If his/her GPA is less than a 2.0, an action plan will be required. His/her T.E.A.C.H. contract may be terminated if his/her GPA is not improved in a timely manner. Sponsoring programs should have a written policy for this.

Prerequisite courses at Delaware Technical Community College (DTCC) are excluded in the GPA calculation.

### **Withdrawn Courses and Pre-Prerequisites**

**T.E.A.C.H. will pay for a class once, if a scholarship recipient fails or withdraws from the class, he/she will be responsible for the tuition to the college/university the next time he/she takes it. T.E.A.C.H. will not send a charge approval for these classes.** The only exception will be made for MAT 010 and MAT 012 at the associate degree level. If a scholarship recipient fails either of these courses once, T.E.A.C.H. will pay for them a second time. T.E.A.C.H. will pay for pre-prerequisites: ENG 006, ENG 007, and MAT 005 at DTCC. Sponsoring programs should have a written policy for this.

### **Compensation or Bonus**

Upon the successful completion of a scholarship contract, the scholarship recipient receives compensation in the form of a bonus from T.E.A.C.H. and a bonus or a raise from the sponsoring program/employer. This compensation is to be in addition to any other annual raise or bonus from the center. The program director will be notified when a recipient is due for his/her compensation through a letter from T.E.A.C.H. The program has six months from the end date of the contract period to issue the bonus or the next pay period after the end date of the contract period to initiate the raise. **"The successful completion of a scholarship contract" means that a scholarship recipient has successfully completed (with a C or better) at least 9 credits, provided all required forms and documentation for all semesters, and has no outstanding account balances.** Sponsoring programs should have a written policy for this.

### **Contract Renewals**

**The scholarship recipient should be aware of the end date of his/her T.E.A.C.H. contract. It is clearly marked at the top of the contract.** If a scholarship recipient intends to continue his/her T.E.A.C.H. scholarship, he/she must return the information update form with the sponsoring

program director's signature, copy of current pay stub, current W-9, copy of program's current Office of Child Care Licensing license, and completed T.E.A.C.H. evaluation. When all the renewal documents have been returned to T.E.A.C.H. a new contract will be sent to the scholarship recipient for signatures. Sponsoring programs should have a written policy for this.

### **Commitment**

A CDA scholarship recipient must commit to remaining in the ECE field for six months. An associate or bachelor's degree scholarship recipient must commit to remaining at his/her program one year for each year he/she receives a T.E.A.C.H. scholarship. A family child care provider commits to remaining in the ECE field for one year for each year he/she receives a scholarship. A commitment year occurs immediately following the completed contract. It is possible to be on a new scholarship contract while completing a year commitment to the center (from the previous contract). The sponsoring program should have clearly written and explained policies pertaining to employment changes during the commitment period. These policies should be shared with a scholarship recipient prior to signing contracts.

### **Employment Changes**

**If the scholarship recipient resigns, quits, or employment is terminated from the sponsoring program the scholarship recipient must inform T.E.A.C.H. immediately to see if it is possible to continue his/her current contract.** The scholarship recipient may complete the semester. If employment ends before the half way point of a semester, the center will not be charged their 7.5% of the tuition, the scholar will be responsible for 15% of the tuition. If employment ends after the half way point of the semester the center will still be charged the 7.5% of tuition. The scholar's contract will be considered withdrawn if they have not completed enough credits to earn their bonus. If they have earned enough credits the contract will be able to be considered completed and T.E.A.C.H. will still pay the bonus, however, the center will be not responsible for the center bonus or 2% increase. The T.E.A.C.H. contract does say that a scholar needs to complete a commitment period of one year at the center that sponsored them. T.E.A.C.H. cannot enforce this commitment, nor can we enforce that at center keep a scholar employed. We do track commitment periods and do recommend that centers have written policies as to what the recourse will be from the center if a scholar leaves before the end of a contract or the collection of the commitment period. The sponsoring program should have clearly written and explained policies pertaining to employment changes during a contract. These policies should be shared with a scholarship recipient prior to signing contracts.

### **Communication**

T.E.A.C.H. communicates with scholarship recipients and their sponsoring programs primarily via email and by phone. Please let T.E.A.C.H. know if scholarship recipients cannot receive calls at your program. Please check your email daily. T.E.A.C.H. staff may communicate with you frequently throughout the contract period for various reasons. Open lines of communication are very important as T.E.A.C.H. staff are here to support the sponsoring program/employer and scholarship recipient in being successful in completing his/her educational goals while balancing work and home life. T.E.A.C.H. staff have numerous resources available both locally and nationally to help you as it pertains to his/her education, but we can only be of assistance if you communicate your needs to us.

## **Change of Contact Person/information at Sponsoring program/Employer**

The sponsoring program/employer should contact T.E.A.C.H. immediately about a change of address, email address, and/or phone number. Your correct address is needed in order for you to receive your reimbursement checks from T.E.A.C.H. Your correct email address is also needed in order for T.E.A.C.H. to communicate with you. A current phone number is needed in order to reach you for services.

## **Annual T.E.A.C.H. Evaluation**

Every year between October and December, T.E.A.C.H. will email a Sponsoring Program Evaluation to all the sponsoring programs/employers who had recipients in the T.E.A.C.H. program during the calendar year. It is imperative that the evaluation is completed by the stated deadline. The T.E.A.C.H. Early Childhood® National Center requires each of its programs to produce an evaluation and react to the feedback. T.E.A.C.H. needs the evaluations completed and returned to keep improving our services to our recipients and sponsoring programs. T.E.A.C.H. will record whether the annual evaluation is returned. Not returning this evaluation could affect the availability of future scholarships for the center.

## **Tax Information**

Release time reimbursements to programs is a non-taxable item. Program release time is not included because taxes should be deducted through the employer. We encourage your center to consult a tax advisor if there are questions regarding taxable income.

## **Glossary of Terms**

**Charge approval** – form submitted to participating community colleges/universities indicating that the T.E.A.C.H. DE scholarship recipient is eligible to have his/her tuition charged to T.E.A.C.H. DE for classes registered for in a semester.

**Child Care Services Association** – the organization that holds the T.E.A.C.H. license and provides support, training, and monitoring for the T.E.A.C.H. DE program.

**Commitment to sponsoring program** – the period after completing the scholarship contract in which the recipient of the scholarship must work in the sponsoring program.

**Compensation eligibility (bonus)** – the recipient has completed all components of the scholarship contract successfully and can be issued the T.E.A.C.H. bonus and the sponsoring program bonus or raise.

**Credit Hour Approval Request Form** – When a recipient requests to exceed the total contract credit limit during a semester, the sponsoring program director must sign this form indicating that the center is willing to sponsor the recipient for the additional hours.

**Free Application for Federal Student Aid “FAFSA”** – an application for financial aid, such as the Pell Grant.

**Form B** – book reimbursement claim form for the recipient. The recipient must submit book receipt(s) for reimbursement.

**Form C** – release time reimbursement claim form for the recipient and sponsoring program. The recipient or sponsoring program tracks release time hours for each semester on the Form C and submits it to T.E.A.C.H. upon the conclusion of each semester. Reimbursement checks will be

issued to the sponsoring program or family child care provider.

**Information/Update Form** – If the recipient intends to renew his/her scholarship, he/she must complete this form which requests updated address, wage and employment information. A copy of a recent pay stub must accompany this form.

**Paid release time** – the weekly time off from work which each scholarship recipient is allowed while on a T.E.A.C.H. scholarship and while enrolled in a course. This time may be used for attending class, studying or completing assignments. The recipient must be paid regular wages for the hours of release time he/she receives. This is an agreement between the recipient and the sponsoring program.

**Participation agreement** – part of the application that must be completed by the sponsoring program that states the agreement to be a sponsoring program and award a bonus or raise to the recipient being sponsored upon successful completion of the scholarship contract.

**Recipient** – an individual who has been awarded a T.E.A.C.H. scholarship.

**Renewal contract** – the contract issued to begin another scholarship contract following the successful completion of a previous scholarship contract.

**Scholarship contract** – the document signed by T.E.A.C.H., the recipient and the sponsoring program that details the responsibilities of each party pertaining to the scholarship awarded to the recipient.

**Sponsor/Sponsoring Program** – a Delaware Office of Child Care Licensing (OCCL) licensed child care center that employs an early childhood professional who has been rewarded a T.E.A.C.H. scholarship. The center, as a sponsor, is responsible for paying a percentage of tuition per recipient; providing paid release time while the recipient is enrolled in courses; and issuing a bonus or raise to the recipient upon successful completion of the scholarship contract.

**Statement of income** – section of the application that shows income for the applicant and must include the most recent paycheck stub with the application or information update form to verify hourly wage.

**Successful completion of contract** – all components of the scholarship contract have been fulfilled: the recipient has earned a "C" or above in all courses, taken at least nine (9) credits, provided all required forms and documentation for all semesters, and has no outstanding account balances.

**Travel stipend** – the amount of money given to the scholarship recipient as part of a T.E.A.C.H. scholarship to assist them with traveling to and from class.

**Turnover** – when a child care center teacher/employee leaves his/her place of employment.

**W-9** – federal form used to prepare a 1099 form for reporting T.E.A.C.H. income over \$600 to the IRS.

## **Acknowledging Receipt of T.E.A.C.H. Sponsoring program Manual**

I have received a copy of the T.E.A.C.H. Early Childhood® Delaware Sponsoring Program Manual specifying policies and procedures that I agree to observe and follow as a T.E.A.C.H. sponsoring program. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters that I don't understand.

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Sponsoring program Director's Signature

Date

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Sponsoring program Director's printed name

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T.E.A.C.H. Staff Signature

Date

Please sign and return this last page to T.E.A.C.H. for your file after reviewing the updated manual which can be found on our website at - <http://www.daeyc.org/resources/>