



## **T.E.A.C.H. Early Childhood® ARKANSAS Child Care Center Release Time Q & A**

### *What is release time?*

Release time is paid time off from the center that is given to scholarship recipients. Recipients should be paid at their normal rate of pay through their program's payroll process. The paid release time can be used to attend class, study, meet with instructors/advisors 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 scholarship recipients taking one class (usually 3 credit hours), recipients are allotted 3 hours per week of release time or 48 hours for a semester. For scholarship recipients taking more than one class (6 or more credit hours), recipients are allotted 6 hours per week of release time or 96 hours for a semester.

### *How will my program get reimbursed for release time?*

Each program 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, a reimbursement is processed. Centers will be reimbursed at \$12.50 per hour for the hours claimed. The first release time check each semester will usually deduct the program's tuition and book co-pays.

### *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 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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