



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

*What is release time?*

Release time is paid time off 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 family child care owner (and employee, if applicable) to track release time throughout the semester. The FCC owner (and employee, if applicable) will sign as to the accuracy of the claim. Once T.E.A.C.H. receives the claim, a reimbursement is processed. The Family Child Care program 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?*

Family Child Care owners/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 home 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.

*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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