



Child Care Program Release Time Questions and Answers

What is release time?

Release time is paid time off that is given to Associate Degree scholar/teachers. The teacher may use the time to attend class, study, or attend to personal matters that cannot be done because of work or class. The child care program should pay the teacher for release time taken at the teacher's normal rate of pay. The program will be reimbursed for release time, at a rate of \$8.00 per hour.

How much release time does each scholar receive?

Each week the scholar can get one hour of release time for each credit hour taken, up to a maximum of 6 hours. For example, if the scholar is taking 3 credit hours, she can get up to 3 hours of release time each week. If the scholar is taking 9 credit hours, he/she can receive up to 6 hours release time (the maximum) each week.

How will my child care program get reimbursed for release time?

The program receives reimbursement to help cover costs of substitutes or aides who may be needed when the scholar is given release time. Each program receives Form C, the Release Time Reimbursement Claim Form. Form C is used by the scholar and the program to track release time given, and must be signed by both the scholar and the program director, and submitted to OCCRRA. Once received and reviewed, OCCRRA sends the program a check. Additional forms can be printed from the T.E.A.C.H. website resources page:

<http://teach.occrra.org/index.php?pid=7>

Do I have to use paid release time?

Yes, release time is a requirement of the scholarship. Failure to allow the scholar paid release time may result in the scholar losing their scholarship.

What if the scholar's classes are outside of their scheduled work time or online?

The scholar should still be permitted paid release time

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

Release time arrangements are to be mutually agreed upon by the scholar and the program director. Release time arrangements are meant to be flexible to meet both the scholar and the program's needs, and may include such options as allowing the teacher to come in late or leave early during the week, pay them for lunch break (where they are not responsible for a group of children during this time), pay them for holidays that they would not normally be paid, or add time to personal or vacation leave taken while in school (cannot be saved up to be used after the term is over).

Who do I contact if I have more questions?

Contact the scholarship counselor or any of the T.E.A.C.H. staff. They will be glad to assist you. Call toll free 1-877-547-6978 and ask for your scholarship counselor (Cathy, Tonya or Denielle). Their contact information is below:

- Cathy Ryan, Senior Scholarship Counselor, extension 303
- Tonya Ward, Scholarship Counselor, extension 307
- Denielle Young, Coordinator, extension 304