

T.E.A.C.H. Early Childhood® WEST VIRGINIA
Release Time Q & A

What is release time?

Release time is paid time off from the center that is given to teachers on the Associate and Bachelor's scholarships. The teacher should be paid at their normal rate of pay. The paid release time can be used to attend class or study.

How much release time is allocated to each scholarship recipient?

The amount of release time a scholarship recipient is eligible for is based on credit hours the recipient is taking per semester. The recipient is allotted one hour of release time per one credit hour enrolled in each semester with a max of three hours release time per week. If a recipient is taking nine credit hours in one semester, he/she is eligible for three hours release time per week. The maximum number of hours that can be claimed in one semester is 48 (3 hours per week x 16 weeks).

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

Each center receives a Form C (release time reimbursement form) after the recipient returns their signed contract indicating that they have accepted the scholarship. 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, reimbursement can take up to 8-12 weeks. Centers will be reimbursed for 50% of the claimed hours at a rate of \$8.00 per hour. For example, if a claim is received for 48 hours, the center will be reimbursed for 24 of those hours at the rate of \$8.00/hour, bringing the total reimbursement to \$192. This reimbursement is made to the center to help cover the costs of substitutes or aides that may have been used to supplement the released teacher.

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, or complete assignments. 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 school responsibilities.

What if I, as a director, 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 (whereby 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 reimbursement?

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 open from 8:00 am to 4:30 pm, Monday through Friday.

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