



T.E.A.C.H. Early
Childhood®

WEST VIRGINIA

A Project of River Valley
Child Development Services

Information Manual
For
T.E.A.C.H. Early Childhood WV
Sponsoring Centers
2010-2011

T.E.A.C.H. Early Childhood WV
River Valley Child Development Services
611 Seventh Avenue, Suite 322
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www.wvearlychildhood.org

Dear Sponsoring Center Director/Owner:

Congratulations on sponsoring an employee in the T.E.A.C.H. Early Childhood® WV Scholarship Program! We are very excited that you are assisting your employees in continuing their education while working in the early care and education field. We have created this information manual to ensure you have a clear understanding of T.E.A.C.H. Early Childhood WV's procedures so that you may have a successful experience with the scholarship program.

Please carefully review each section of this manual to make certain you have a clear understanding of T.E.A.C.H. Early Childhood WV and what is expected from you, as the sponsoring center. Each section is designed to provide you with the basic information of how T.E.A.C.H. Early Childhood WV works.

The last page of the manual contains the contact information for T.E.A.C.H., Early Childhood, WV and our office hours. Please use this information to contact T.E.A.C.H. Early Childhood WV with questions or concerns you may have. The T.E.A.C.H. WV staff is here to support you and be an advocate for you. Please let us know if there is any way we can be of assistance.

We hope you find the T.E.A.C.H. Early Childhood WV Information Manual useful and refer to it often throughout your participation in the scholarship program. If at any time you have questions or concerns that cannot be answered by consulting the manual, do not hesitate to contact T.E.A.C.H. Early Childhood, WV. We wish you the best of luck and look forward to working with you as you support your staff in pursuing their educational goals!

Sincerely,

T.E.A.C.H. Early Childhood WV Specialist

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Glossary of Terms

Charge approval – the memorandum of understanding submitted to participating community colleges/universities indicating a T.E.A.C.H. WV scholarship recipient who is eligible to charge his/her tuition to T.E.A.C.H. WV, for which classes and the number of credit hours.

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. program.

Commitment to sponsoring center – the one year period after completing the scholarship contract in which the recipient of the scholarship must work in the sponsoring center.

Compensation eligibility – 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 center bonus or raise.

Current Pre-K teacher – an individual who is currently employed as a Pre-K teacher.

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

Form B – tuition/book reimbursement claim form for the recipient. The recipient must submit the tuition and book receipt(s) for reimbursement and for issuance of the travel stipend to the recipient.

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

Original contract – the first scholarship contract issued to a recipient.

Paid release time – the weekly time off of work to which a scholarship recipient is entitled while on a T.E.A.C.H. WV 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.

Participating community college/university – a community college or university that allows students to use a T.E.A.C.H. WV scholarship. These are schools in West Virginia and have early childhood education degree programs.

Participation agreement – part of the application that must be completed by the sponsoring center that states the agreement to be a sponsoring center and award a bonus or raise to the employee(s) being sponsored upon successful completion of the scholarship contract.

Potential Pre-K teacher – an individual working at least 30 hours per week in a licensed child care center who desires to be a Pre-K teacher.

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

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

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

Sponsor/sponsoring center – a licensed child care center that employs a current or potential Pre-K teacher who is using a T.E.A.C.H. WV scholarship. The center, as a sponsor, is responsible for paying a small percentage of tuition for nine credit hours per recipient; providing three hours of paid release time per week 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 to verify hourly wage.

Successful completion of contract – all components of the scholarship contract have been fulfilled: tuition hours successfully completed; release time awarded; tuition, book, release time reimbursement forms submitted with necessary documents; grades for all credit hours submitted.

Travel stipend – the amount of money given to the scholarship recipient as part of a T.E.A.C.H. WV scholarship to assist them with parking fees, transportation, etc. associated with traveling to and from class.

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

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

What is the T.E.A.C.H. Early Childhood® 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 program turnover rates. The scholarship program accomplishes this through tuition, book and travel cost assistance, paid release time for the recipient, compensation for completing the scholarship and commitment to the early childhood field from the recipient. T.E.A.C.H. Early Childhood® WEST VIRGINIA provides scholarship opportunities to individuals working in licensed child care centers who are working toward an associate or bachelor's degree in early childhood education or a Pre-K endorsement/authorization to teach Pre-K.

Administering Organization

T.E.A.C.H. Early Childhood WV 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.

T.E.A.C.H. Early Childhood® WEST VIRGINIA is a project of River Valley Child Development Services (RVCDS) and is administered by West Virginia Early Childhood Training Connections and Resources (WVECTCR). The mission of RVCDS is to be a leader in providing high quality early childhood care and education services for children, families and communities. RVCDS's commitment is: to provide safe, nurturing and inclusive learning environments; implement high standards of professionalism and practice; and provide resources, support and opportunities.

T.E.A.C.H. Early Childhood WV Specialist

The T.E.A.C.H. Early Childhood WV Specialist's role is to provide program information to scholarship applicants, sponsoring centers and college representatives and provide academic, personal and career counseling to the scholarship recipients. Any questions or concerns the recipient and/or sponsoring center may have about T.E.A.C.H. Early Childhood WV should be directed to the T.E.A.C.H. Early Childhood WV Specialist. The T.E.A.C.H. Early Childhood Specialist also processes applications and forms submitted to T.E.A.C.H. Early Childhood WV, along with payments and claims.

WV ECTCR Director

In addition to the T.E.A.C.H. Early Childhood WV Specialist, T.E.A.C.H. Early Childhood WV utilizes the WV ECTCR Director. The WV ECTCR Director contributes to the promotion of T.E.A.C.H. Early Childhood WV, counseling recipients and sponsors and processing payments and claims.

Activating the Scholarship

Once an employee has been approved to receive a T.E.A.C.H. Early Childhood WV scholarship, the sponsoring center director will receive an acceptance packet that contains the following forms:

- Acceptance letter for sponsoring center and a copy of the letter mailed to the recipient
- Release time question and answer
- Form C release time claim form
- Form C release time claim form instructions
- Sample T.E.A.C.H. Early Childhood WV story letter

Acceptance Letter

The acceptance letter notifies the sponsoring center of the approval of an employee's application for a T.E.A.C.H. Early Childhood WV scholarship. A copy of the employee's letter is also included for the center's files.

Scholarship Contract (Form A) – mailed to the recipient

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

- The contract term (semester and year through semester and year i.e. Fall 2010– Summer 2011)
- The responsibilities of T.E.A.C.H. Early Childhood WV, the sponsoring center and the scholarship recipient.

Three copies will be in the recipient acceptance packet. The sponsoring center director or owner and recipient must sign all three copies. Keep one copy for your records, one copy for the recipient's records and one copy to be mailed back to:

T.E.A.C.H. Early Childhood WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701

Without a signed copy of the contract, the recipient cannot utilize any components of the scholarship. Once T.E.A.C.H. Early Childhood WV receives the signed contract, a reimbursement packet will be mailed to the sponsoring center and the recipient and he/she will be able to register for courses and charge the approved courses to T.E.A.C.H. Early Childhood WV.

Release Time Question and Answer

A release time Q & A sheet will be included in the acceptance packet. It answers many of the questions surrounding release time for the scholarship. If you have questions concerning release time that cannot be answered by this sheet, please contact the T.E.A.C.H. Early Childhood WV Specialist: 304-529-7603 or @rvcds.org.

Form C – Release Time Claim Form and Instructions

Included in the sponsoring center's packet is Form C – Release Time Claim Form. This form will be used to track the date and number of hours of release time taken during the current semester. The recipient is eligible for three hours of paid release time per week and scheduling is to be decided by the director and employee. The three hours may be used weekly or saved and used for an entire day off before an exam. (One form is to be submitted per employee using T.E.A.C.H. Early Childhood WV once per semester.)

T.E.A.C.H., Early Childhood WV Story Letter

As a T.E.A.C.H., Early Childhood ,WV scholarship ,sponsoring center, T.E.A.C.H. Early Childhood WV, is interested in hearing how the scholarship is benefiting your center, the recipient and the children at your center. As part of the center acceptance packet, the director will receive a sample T.E.A.C.H. story letter and be asked to write a letter detailing the center's T.E.A.C.H. Early Childhood WV story. The letter will be used to demonstrate how T.E.A.C.H. Early Childhood, WV is benefiting early childhood teachers in West Virginia. Quotes, from the letter, or the entire letter, may be shared with state legislators, policy makers, funders and may be used in the T.E.A.C.H. newsletter and/or website. The center's T.E.A.C.H. Early Childhood WV story can be mailed, e-mailed or faxed to the T.E.A.C.H. Early Childhood WV Specialist within two weeks of the receipt of the acceptance packet. See submission information below:

Mail: T.E.A.C.H. Early Childhood WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701

E-mail: @rvcds.org

Fax: 304-529-2535 Attn: T.E.A.C.H. Early Childhood WV

Registration and Charging Tuition to T.E.A.C.H. Early Childhood WV

Registering for Classes and Charging Tuition

BEFORE registering each semester, it is very important that the sponsoring center director meet with the recipient to discuss his/her potential class schedule. This will help the director plan for the paid release time hours for which the recipient is eligible and arrange coverage for the classroom while he/she is taking release time.

To be eligible ,to charge tuition, to T.E.A.C.H. Early Childhood WV, the recipient, must submit the pre-authorization request form to the T.E.A.C.H. Early Childhood WV Specialist at least one week prior to registration. This form can be mailed or faxed to:

T.E.A.C.H. Early Childhood, WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701
Fax: 304-529-2535 Attn: T.E.A.C.H Early Childhood WV

The T.E.A.C.H. Early Childhood WV Specialist needs to know the course codes, titles and credit hours of each class. After approving the hours, the T.E.A.C.H. Early Childhood WV Specialist sends the charge approval to the recipient's college/university, which gives permission for him/her to charge the tuition to T.E.A.C.H. Early Childhood WV.

Maximum Number of Credit Hours

T.E.A.C.H. Early Childhood WV allows the recipient to charge nine credit hours to T.E.A.C.H. Early Childhood WV per calendar year or per scholarship contract. Essentially, the recipient has two semesters and one summer session to complete the nine credit hours. Any credit hours over nine will need to be paid for by the recipient or another source of financial aid.

Sponsoring Center Co-Pay for Tuition Cost

Each T.E.A.C.H. Early Childhood WV Scholarship requires the sponsoring center and recipient to pay a percentage of tuition cost. T.E.A.C.H. Early Childhood WV allows the recipient to charge 100% of tuition cost and tuition related fees to T.E.A.C.H. Early Childhood during the registration process. The recipient co-pay is received through the book reimbursement process/travel-stipend issuance. The sponsoring center co-pay is received through the release time reimbursement process. When the sponsoring center submits the release time claim form, the T.E.A.C.H. Early Childhood Specialist calculates the number of hours for reimbursement and the amount of reimbursement. The amount of tuition owed by the sponsoring center to T.E.A.C.H. Early Childhood WV is deducted from the release time reimbursement amount, and the remainder is mailed to the sponsoring center. In the event

that there is a tuition balance due to the release time reimbursement amount not covering the amount of tuition owed, the sponsoring center will be invoiced for the balance. See below for example.

Example:

Amount of tuition	\$400.00 (Sponsoring center share is 10% = \$40)
Release time claim 40 hrs x \$4/hr	\$ 160.00

Reimbursement check will reflect the following:

Release time reimbursement	\$ 160.00
Less tuition	\$ -40.00
Total Check Amount	\$ 120.00

Dropping or Withdrawing from a Class

Any and all registering and withdrawing from classes must be done by the scholarship recipient. T.E.A.C.H., Early Childhood® WV does not have the authority to register or withdraw from a class on behalf of a recipient.

Scholarship recipients must drop/withdraw from coursework before classes begin in order to avoid tuition charges. If at any time a recipient decides to drop or withdraw from a course he/she must contact the T.E.A.C.H. Specialist first. Students that drop or withdraw from a course after the semester begins may be held responsible to pay tuition charges to T.E.A.C.H. Early Childhood WV and that course will not be eligible for T.E.A.C.H. Early Childhood WV tuition payment in the future. Once the drop/withdraw is finalized, recipients must submit a drop/withdraw statement from the college.

Reimbursement Forms and Procedures

The scholarship recipient can use paid release time to attend class, study or complete assignments. Release time is a required component of the scholarship contract and must be offered and utilized each semester that a recipient is enrolled in courses. Release time is offered at the discretion of the center director; therefore, directors should meet with the recipient prior to course registration to ensure that substitute coverage is available if necessary and release time hours can be given. Release time can only be taken during the recipient's regularly scheduled work hours. Center directors do not need to hire a substitute in order to receive reimbursement for release time. The recipient is eligible for three hours of release time per week while enrolled in a college course and the college is in session.

Suggestions for Offering Release Time

- Offer release time during rest time for the recipient to study or use the center's computer for papers and class projects.

- Schedule release time when classroom ratios go down. The scholarship recipient can leave work early and if necessary, directors can use staff from another classroom to substitute.
- Provide a half or whole day off before a test, final exam or when a class project is due. This will give the scholarship recipient the extra time needed to prepare for these big events.

Release Time Claims/Reimbursement

While enrolled in courses, the recipient is entitled to three hours weekly paid release time (maximum 48 hours/semester). Release time is tracked on Form C, which is issued to the center director once a signed copy of the contract is received. Form C must be signed by the recipient and director and shall be submitted before the end of the semester. The T.E.A.C.H. Early Childhood WV Specialist processes the claim form and issues the release time reimbursement to the sponsoring center less the amount of tuition owed by the sponsoring center to T.E.A.C.H. Early Childhood, WV. Please refer to the example on page 7.

NOTE: In order for any reimbursement to be issued to the recipient, T.E.A.C.H. Early Childhood WV must receive the official invoice from the college, which is typically six weeks after the semester begins. Once all required forms and documentation are received, reimbursement checks will be issued in approximately 30 days.

Other Scholarship Components

Grades

Upon completion of each course under a T.E.A.C.H. Early Childhood WV scholarship, the recipient must submit the grade for each course to T.E.A.C.H. WV. Many colleges only release grades electronically, so T.E.A.C.H. Early Childhood WV will accept a printout of the grade 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. Grades must be submitted within TWO WEEKS of the semester end. No compensation will be issued without all grade reports for the scholarship contract, nor will a scholarship renewal be issued.

For a course to be completed successfully and counted toward the T.E.A.C.H. Early Childhood WV scholarship, the recipient must meet the successful completion guidelines set by the recipient's college. All nine credit hours required by the T.E.A.C.H. Early Childhood WV scholarship contract must be completed successfully to be eligible for compensation.

Compensation

Upon successful completion of a scholarship contract, the recipient receives compensation in the form of a \$300 bonus from T.E.A.C.H. Early Childhood WV and a \$300 bonus or 2% raise from the sponsoring center. This compensation is to be in addition to any other annual raise or

bonus from the center. The center director will be notified when a recipient is due for his/her compensation through a letter from T.E.A.C.H., Early Childhood WV.

Compensation letters will not be sent out if the recipient is missing paperwork from his/her file. If a recipient is not sure if his/her file is complete, he/she should contact the T.E.A.C.H. Early Childhood WV Specialist. Once the missing paperwork is submitted, the compensation letters can be mailed.

T.E.A.C.H. Early Childhood WV will issue the \$300 bonus once the scholarship contract has been successfully completed and the commitment period has begun. The sponsoring center will issue the \$300 bonus or 2% raise at the beginning of the seventh month of the commitment period. If the scholarship recipient chooses to leave employment at the sponsoring center before the commitment year is completed, the recipient forfeits all upcoming bonus/raise payments.

Commitment

For each scholarship contract successfully completed, the recipient commits to working one additional year in the sponsoring center. Commitment years are immediately following the completed contracts. It is possible to be on a new scholarship contract while completing a year commitment to the center (from the previous contract).

Contract Completion

If employment is terminated or the recipient resigns from the sponsoring center anytime during the contract/commitment period, the contract becomes invalid as of the last day of employment and/or date of notification to T.E.A.C.H. Early Childhood WV, depending on which occurs first. Recipients that do not fulfill all contract obligations are no longer eligible for the scholarship. Recipients may also be required to pay back tuition and release time paid by their sponsoring center. Recipients should contact their sponsoring center for more information regarding any such policies.

Contract Renewals

Once the scholarship contract has been successfully completed, the recipient is automatically sent a renewal packet. If the recipient intends to continue his/her scholarship, he/she must return the new contract and information update form. This form requests updated wage and employment information. This is the likely time that the T.E.A.C.H. Early Childhood WV Specialist will be made aware of address changes and/or position changes. If the recipient has changed positions, a new application should be mailed to the recipient or in some cases the application can be filled out by the T.E.A.C.H. Early Childhood WV Specialist and only the participation agreement must be sent for signatures. If the T.E.A.C.H. Early Childhood WV Specialist receives information that the recipient changed positions during a contract, the current contract will stand until the completion of the contract. The information update form

also requires the signature of the center director. The completed information update form must be returned before any further reimbursements can occur. Once the signed contract and completed information update form are received, the T.E.A.C.H. Early Childhood WV Specialist will send a new set of reimbursement forms (Form B) to the recipient. New release time claim forms (Form C) will also be mailed to the sponsoring center.

Tax Forms and Information

Scholarship funds, paid by T.E.A.C.H. Early Childhood WV to the sponsoring center for release time are considered taxable income. Scholarship grants to the recipient for the cost of tuition, fees and books are tax-free. For child care centers who receive release time reimbursement exceeding \$600, T.E.A.C.H. Early Childhood WV must issue a 1099-Misc. Form and report that income to the IRS.

T.E.A.C.H. Early Childhood WV does not have a financial consultant or tax advisor on staff. Center directors should seek professional counsel for tax assistance.

Frequently Asked Questions

Eligibility

1. *Are employees that work ten months out of the year eligible to participate in T.E.A.C.H., Early Childhood WV?*

Ten month employees are eligible for a T.E.A.C.H. Early Childhood WV scholarship. For ten month employees, release time is not available in the months and/or semesters in which the staff person is not working. T.E.A.C.H. Early Childhood WV also requires that sponsoring center directors of ten month employees submit a letter indicating the status of employment and anticipated date of return to the center.

2. *Can a recipient transfer a scholarship to a new center and continue in T.E.A.C.H. Early Childhood WV?*

A T.E.A.C.H. WV recipient cannot transfer a scholarship from his/her current sponsoring center to another. A T.E.A.C.H. Early Childhood WV recipient can continue in the scholarship program if he/she is transferred to a different site within the same child care center agency. Each T.E.A.C.H. Early Childhood WV recipient should read the contract very carefully to ensure he/she can meet all of the contract requirements. The T.E.A.C.H. Early Childhood WV Specialist is available to discuss the contract obligations with participants and answer questions.

3. *What happens if the recipient leaves the sponsoring child care center? Can they remain on scholarship with T.E.A.C.H. Early Childhood WV?*

When the recipient signs the T.E.A.C.H. Early Childhood WV contract with T.E.A.C.H. Early Childhood WV and the sponsoring child care center, he/she agrees to do several things:

1. Successfully complete nine credit hours during the scholarship year.
2. Pay a portion of the tuition and books each semester.
3. Submit grade reports to T.E.A.C.H. Early Childhood WV.
4. Continue to work at the sponsoring child care center at least one additional year for each scholarship contract.

If the recipient leaves the sponsoring center before he/she meets all of the contract obligations, he/she is no longer eligible for the scholarship program or for any forthcoming bonuses/raises associated with the scholarship.

4. *How does an employee renew a scholarship contract? Does he/she need to reapply?*

No, he/she does not need to reapply. He/she simply has to express an interest in continuing a T.E.A.C.H. Early Childhood WV scholarship and have the approval from the sponsoring child care center. A new scholarship contract will be mailed to the recipient at the end of the current scholarship contract. If the recipient and sponsoring center both wish to renew, simply sign and return to T.E.A.C.H. Early Childhood WV. If the recipient and/or sponsoring center do not wish to renew, contact T.E.A.C.H. Early Childhood WV and make the T.E.A.C.H. Early Childhood WV Specialist aware of the decision.

Release Time

1. *Is release time optional?*

Release time is required as part of the T.E.A.C.H. Early Childhood WV Scholarship Program; therefore, is not optional. By signing the T.E.A.C.H. Early Childhood WV scholarship contract, the sponsoring center is agreeing to offer paid release time to the scholarship recipient while he/she is enrolled in courses. This time is provided to help the recipient attend class, study or complete assignments. Release time should be scheduled between the director and recipient. Release time schedules will vary each semester.

2. *How can the sponsoring center schedule release time into the day and not disrupt the daily routine?*

The recipient and the director should meet before registration begins each semester. This provides an opportunity for the director and recipient to discuss what coursework is needed/available and what the center can accommodate in terms of release time and staffing. This helps to ensure that release time schedules are planned ahead, which makes for less disruption in the daily routine.

The recipient should be flexible when choosing courses to include various options such as weekend, evening and/or internet courses. Release time is still available if the recipient is enrolled in an alternative course option, but that time can be used to study or complete assignments.

3. *What happens if the recipient uses the maximum amount of paid release time (and the sponsoring center claims the maximum number of release time hours) before the semester is over?*

Once a recipient uses the maximum number of paid release time hours, he/she will need to use employee leave time, make up the time, or take time off without pay. Employers may not use remaining release time hours from previous semesters or carry over release time hours from one semester to the next.

Compensation

1. *When does the sponsoring center issue an employee's T.E.A.C.H. Early Childhood WV compensation?*

T.E.A.C.H. Early Childhood WV will notify the center director when T.E.A.C.H. Early Childhood WV compensation is due to the recipient. T.E.A.C.H. Early Childhood WV will issue the \$300 bonus upon successful completion of the scholarship contract and when the commitment period begins. The sponsoring center will issue the bonus/raise at the beginning of the seventh month of the commitment period.

Employee Changes

1. *Does the sponsoring center need to contact T.E.A.C.H. Early Childhood WV if the recipient transfers to another child care center or is terminated?*

The sponsoring center should notify T.E.A.C.H. Early Childhood WV immediately if a recipient's employment status changes. The T.E.A.C.H. Early Childhood WV scholarship contract stipulates that the center director notify T.E.A.C.H. Early Childhood WV in writing within ten days regarding any changes in a recipient's employment status. Failure to do so could result in employers incurring tuition charges for a recipient that is no longer employed.

Note: Any other questions you may have should be directed to the T.E.A.C.H. Early Childhood WV Specialist. Please see contact information below.

T.E.A.C.H. Early Childhood WV Contact Information

T.E.A.C.H. Early Childhood Specialist

Mailing Address

T.E.A.C.H. Early Childhood WV
611 Seventh Avenue, Suite 322
Huntington, WV 25701

Office Hours

Monday through Friday
8:00 am through 2:00pm

E-mail

@rvcds.org

Phone

304-529-7603

Website

www.wvearlychildhood.org

Fax

304-529-2535
Attn: T.E.A.C.H. Early Childhood WV