

# RELEASE TIME FAQ

## What is Release Time?

Release Time is an integral and necessary part of the success of the T.E.A.C.H. Early Childhood® NEBRASKA (T.E.A.C.H.) Bachelor and Associate Degree scholarship programs. This scholarship component supports the student by freeing time to balance the demands of full time employment, school, and home life.



Release time is paid time away from work for students to go to class, study, or attend to personal needs. The child care program will pay the student for the time away from the program at their normal rate of pay and T.E.A.C.H. will reimburse the program for half of the time at \$10.00 per hour.

***For example:*** If a student is normally scheduled to work 40 hours per week, they would only be scheduled 36 hours **while classes are in session**, but still paid for 40. Program/student will keep track of the time on the Release Time Claim Form (Form C). If the student takes the full release time, 4 hours per week for 16 weeks in the semester\*, they will claim 64 hours of release time for the term. At the end of the term, the Form C will be signed by both the student and program. The Form C is then submitted to T.E.A.C.H. The program will be reimbursed for 32 hours (half of the 64) at \$10.00 per hour, for a total of \$320.00.

*\*Students attending a school on the quarter system will claim 4 hours per week for 11 weeks in the quarter (total of 44 hours for the term). The program will be reimbursed for 22 hours (half of the 44) at \$10.00 per hour, for a total of \$220.00.*

## Who is Eligible?

- Teachers and teacher assistants participating in the T.E.A.C.H. Associate or Bachelor Degree Scholarship programs.
- Family child care providers participating in the T.E.A.C.H. Associate or Bachelor Degree Scholarship programs are eligible for *Sub Reimbursement*, a similar stipend.
- Directors are ineligible for release time.

## How it works:

- The program and the student will work together each term to develop a schedule for work time, school, and release time. The program has the final decision on when release time is given.

- It is a requirement of the T.E.A.C.H. project that the sponsoring program offer the student four hours of release time per week (or the equivalent of), while classes are in session. Students do not receive release time for term breaks, any term that the student does not take classes, or if a student drops or withdraws from classes.
- The *maximum* number of hours that will be reimbursed is four (4) hours per week.
- The *maximum* number of hours per term that will be reimbursed is 44 hours per quarter (MCC & SCC only) or 64 hours per semester (all other schools).
- Release time requirements are meant to be flexible to meet both the student and the program's needs, and may include such options as (but not limited to);
  - allowing the teacher to come in late or leave early during the week,
  - one half day (4 hrs) off per week,
  - one full day (8 hrs) off every other week,
  - pay for lunch break (where they are not responsible for a group of children during this time),
  - pay for holidays that would not normally be paid
- Students that have the option of staying on-site to utilize program resources for study time should not be counted in classroom ratios during their release time. Students should not be required to stay on site.
- Programs should not wait to be reimbursed by T.E.A.C.H. to pay their employees the release time. Release time should be included in the employee's regularly scheduled paycheck.
- Students and/or programs track the time the scholarship recipient is off for release time on a Form C. Form C's are mailed to all programs in the acceptance packet and can also be printed from our website at <http://www.nebraskaaeyc.org/teach-early-childhoodreg.html> under Recipients and Sponsor Resources.
- After the end of the term, the student and director will sign the Form C and submit it to T.E.A.C.H. by mail/email/fax. The program will be reimbursed **half** of the allowed release time hours at the rate of \$10.00/hour.

### **Who do I contact if I have more questions?**

Contact the T.E.A.C.H. office with any questions and/or concerns you might have. We will be happy to assist you.

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