



T.E.A.C.H. Early Childhood® MINNESOTA Release Time Claim Form (Form C) Instructions

As part of the T.E.A.C.H. Early Childhood® MINNESOTA scholarship agreement with child care programs, a T.E.A.C.H. scholarship recipient is eligible for three hours of paid release time per week for **up to 36 hours per quarter/48 hours per semester for terms with at least one college credit covered by T.E.A.C.H.** The recipient may use release time to attend class, study or take care of personal needs. Even if a recipient takes classes outside of regularly scheduled work hours, the recipient is still entitled to the same amount of release time. The program director and recipient may want to create a schedule for release time that works for both the recipient and the program.

Also as part of the T.E.A.C.H. scholarship agreement, Child Care Aware of Minnesota will reimburse the child care program for 75 percent of the claimed release time, at a rate of \$10.00 per hour. As mentioned above, this is for up to 36 hours per quarter or 48 hours per semester for a term where T.E.A.C.H. is covering at least one credit. To receive this reimbursement, the program director (or owner or board member) must return the Release Time Reimbursement Claim (Form C) at the end of every term.

The recipient or the program director can complete the dates and hours on the Form C; however, both parties must sign the form. Please return the Release Time Reimbursement Claim within two weeks after the end of the recipient's quarter/semester (e.g. by September 14 if summer semester classes end August 31).

If you would like more information about how to complete the Form C or if you have problems scheduling release time, please contact the T.E.A.C.H. MINNESOTA office.

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