



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

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. 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. **Recipients should be paid their full regular wage while on release time hours, T.E.A.C.H. will then offer a partial reimbursement for the recipient's wages.** The program director and recipient may want to create a schedule for release time that works for both the recipient and the program. Release time hours are flexible and may be combined between weeks to give a recipient a half or whole day off, it is not required to only give three hours per week. *(Directors and assistant directors who are scholarship recipients are NOT eligible for release time)*

Also as part of the T.E.A.C.H. scholarship agreement, Child Care Aware of Minnesota will reimburse the child care program for the claimed release time, at a rate of \$12.00 per hour. **This should not exceed 48 hours per semester or 36 hours per quarter for a term where T.E.A.C.H. is covering at least one credit. (Check the contract for the exact hours the recipient is eligible for)** T.E.A.C.H. will not reimburse for more than 48 hours per semester/36 hours per quarter. 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.

Semesters include the following months:

Fall Semester: September-December

Spring Semester: January-May

Summer Semester: June-August

Rasmussen college operates on the quarter system which is as follows:

Fall Quarter: October-December

Winter Quarter: January-March

Spring Quarter: April-June

Summer Quarter: July-September

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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