



OHIO

A Program of Ohio Child Care Resource and Referral Association

College Credit Scholar Sponsor Handbook



2469 Stelzer Road
Columbus, OH 43219
Phone: 614-396-5959

Website: www.occrra.org

Email: workforcedevelopment@occrra.org

Dear Scholarship Sponsor,

Thank you for sponsoring a TEACH OHIO® Early Childhood Scholarship (hereafter known as TEACH OHIO). You should be proud of your commitment to increasing the knowledge and skills of your employees, which in turn improves the quality of care the children in your program receive.

Please carefully read this handbook to have a clear understanding of TEACH OHIO and what is expected of you as a TEACH scholarship sponsor. We have divided the handbook into specific sections to provide you with information on how the program works. Please sign and return the Sponsor Handbook Form at the end of this handbook so we will know you have read and understand the policies of your scholarship agreement. We have included a staff directory on **page 11** of the handbook. Feel free to contact us with any questions or concerns you may have. We are here to serve you and advocate for you.

Sincerely,

Judith Santmire

Judith Santmire
Chief Operating Officer
Ohio Child Care Resource & Referral Association

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General TEACH OHIO Information

Administering Agency

Ohio Child Care Resource & Referral Association (hereafter known as OCCRRA) is the administrative home of TEACH in Ohio. OCCRRA is a nonprofit membership organization providing a variety of services to the eight local Child Care Resource & Referral agencies and their staff. To learn more, visit our website, www.occrra.org, call 614-396-5959, or e-mail workforcedevelopment@occrra.org.

Privacy

OCCRRA agrees to respect and maintain confidentiality of all personally identifiable information from your center and its employees. We will keep all confidential information in a secure manner. OCCRRA will not sell personally identifiable information to anyone. Personally identifiable information may be shared with funders of your employees' scholarship for the purposes of producing aggregate data for reporting and will be used for determination of eligibility. Communications between scholars, sponsors and OCCRRA may also be shared with funders of the scholarships and will be used to determine continuing scholarship eligibility. Email addresses of scholars and sponsors will be used to communicate scholarship related information, as well as opportunities to advocate for the early childhood workforce and OCCRRA. Participant names and contact information will also be shared with our member Resource and Referral agencies in your geographic area so they can contact you and offer further professional development assistance, or for recognition of your employees' achievements related to participation with TEACH

Funding

We appreciate the financial support of our partners to improve the professional development of early care and education that ultimately benefits young children in Ohio. The following are our current funders:

Ohio Department of Job and Family Services (ODJFS) / Department of Children and Youth

Starting Point (Cuyahoga County)

TEACH OHIO Website

The website (occrra.org/workforcedevelopment/) details information for scholarships currently available through TEACH OHIO; the origins of TEACH in North Carolina and its history in Ohio; the universities and community colleges with which TEACH OHIO partners; a Resources page; and a Contact TEACH OHIO page.

TEACH OHIO has established a partnership with Ohio universities and community colleges which offer an associate degree in early childhood education. The early childhood education curriculum at each of these universities and community colleges leads to the associate pre-k license. The *Resources* page includes forms for scholars and sponsoring programs to manage their TEACH OHIO contracts. It also contains our

Scholarship Handbooks, Fact Sheets about the early childhood workforce and Annual Reports. Inquiries about TEACH OHIO can be made via the Contact page. Internet users can access the OCCRRRA home page via the TEACH OHIO home page.

Scholarship Counselor

Each scholarship recipient (and subsequently her sponsoring center) has been assigned a TEACH OHIO Counselor based on the college or university she attends. The Counselor provides college and scholarship counseling to TEACH OHIO participants and sponsoring programs. They process scholarship paperwork and communicate with participating colleges and universities. The Counselor is available to assist scholarship recipients and sponsoring programs with their questions about the scholarship. Your Counselor will attempt to contact you via telephone – usually during working hours at the center or e-mail. She will use the contact information from your employee’s scholarship application. If you have a preferred means of contact, please inform your Counselor. Always feel free to call us with questions. Keep your Counselor’s business card handy. The business card has her contact information.

We especially want to hear from sponsoring programs:

1. When scholarship recipient(s) experience a reduction in their working hours.
2. When scholarship recipient(s) quit or have been asked to leave a position.
3. When a scholarship recipient is laid off.
4. When a scholarship recipient is moved from one age group to another or promoted to director positions.
5. When any correspondence is received from the college or from TEACH OHIO that is not fully understood.
6. When you have questions about how many scholars you can support at one time.

TEACH OHIO Counselors may contact sponsoring program to:

1. Follow-up on paid release time and verify it is being granted.
2. Verify a Bonus or Raise has been granted.
3. Follow-up when gathering updated information about your program.

TEACH OHIO Scholarship: Overview

Scholarship Availability and Eligibility

TEACH OHIO offers scholarships to degree-seeking child care professionals pursuing either an associate degree or bachelor degree in Early Childhood Education or Child Development. Bachelor degree scholarships are available on a very limited basis. Funder criteria – service area and number of scholarships

- determine the availability of this opportunity. TEACH OHIO maintains a waiting list of interested applicants. Interested child care professionals are instructed to submit a scholarship application which will be updated when funding becomes available.

The associate degree scholarship is available to Type B Professionals, Type A Child Care Programs and child care programs that are licensed by Ohio Department of Jobs and Family Services and Ohio Department of Education. Eligibility for the scholarship is determined by an applicant’s weekly work schedule, hours of operation of the program and have at least 12 months employment at their current center or as a family based professional. Applicants working at a full day program and family professionals must work at least 30 hours per week with young children. Part time center applicants must work the full number of hours the center is in operation.

Scholarship Components

The TEACH OHIO scholarship supports child care professionals pursuing a college degree. A brief description of the individual components of the scholarship follows.

Tuition

Partnership is a fundamental principle of TEACH OHIO. The principle of partnership is implemented by the scholar, her sponsoring center, and TEACH OHIO sharing the cost of tuition. Below you see the tuition responsibility depending on the recipient’s employment:

Tuition Responsibility			
Model	TEACH	Center	Scholar
Teacher & Director	90%	5%	5%
Center Owner & Family Based Professionals	90%	N/A	10%
Part-time Programs	70% or 80%	10%	10%

*depending scholarship option chosen by center

Textbook Reimbursement

As partners, TEACH OHIO and scholars share the cost of textbooks. Scholars purchase their textbooks; TEACH OHIO reimburses the scholar 80% of the pre-tax cost of the textbooks determined by the scholarship model.

Travel/Internet Stipend

Each scholar is given a \$100 travel/internet stipend each semester she is enrolled in college courses which is determined by the scholarship model.

Paid Release Time

Paid release time is another example of partnership. Sponsoring centers provide paid release time to allow scholars time away from work to attend class, study, or take care of personal issues. In turn, TEACH reimburses the centers \$12 per hour.

Compensation

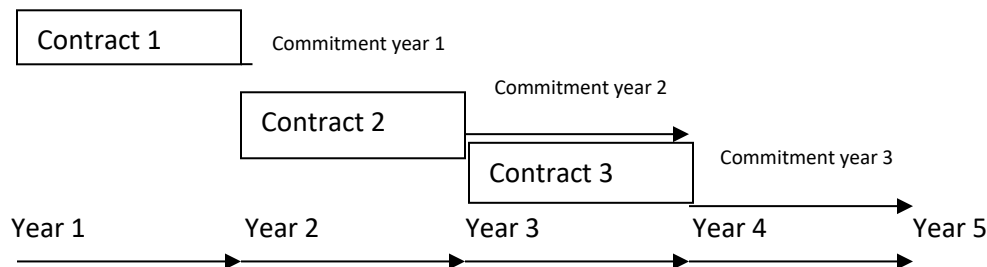
When a scholar successfully completes between 9 and 18 credits (depending on the scholarship model) during a contract, she is eligible for compensation from TEACH OHIO and her sponsoring program. During the application process most, sponsoring program's director or owner choose a compensation option the scholar will receive from the program. Centers will receive notification from TEACH OHIO when it is time to compensate the scholar.

- **Full Time center:** If Option 1 was selected, the sponsoring program grants the scholar a 2% raise above any annual or anticipated raise. If Option 2 was selected, the sponsoring program pays a bonus of \$300.
- **Part Time Center:** If Option 1 was selected, the sponsoring program grants the scholar a bonus of \$100. If Option 2 was selected, the sponsoring program pays 20% of tuition and book cost.

TEACH OHIO pays a bonus in the amount of \$300; the amount depends on the scholarship model. Center owners **always** receive a \$300 bonus from TEACH OHIO. Center owners are not required to give themselves any type of bonus or raise.

Commitment

The scholar agrees to remain at her current sponsoring center for 12 months post the expiration date of contract. Every one year TEACH OHIO contract includes a commitment period. When a contract is renewed the new contract runs concurrently with the commitment period from the previous contract. For example, in the diagram below, commitment year 1 runs concurrently with contract 2. Commitment is in effect whether or not the contract is successfully completed.



After graduation or otherwise leaving the scholarship program, the commitment period of the scholar's last contract will be in effect for 1 year from the time the contract expires.

Twelve months post-expiration date of the scholarship, TEACH OHIO Counselors follows up with the sponsoring program to verify the scholar is still employed.

Employment Changes

All sponsoring programs are obligated to report any employment changes to TEACH OHIO. If you are considering moving the employee from one age group to another, promoting them to a position out of the classroom or reducing their hours, please contact your TEACH OHIO Counselor right away. If the employee is terminated or quits, please contact us immediately. The recipient(s)

are committing to remain employed at your facility for one year following the contract. *However, decisions of job termination remain yours to make. Your facility is in no way obligated to keep an employee that is not working up to standards or within the rules of the facility.*

If the recipient quits or is terminated from her job before the end of the contract and commitment period, the scholar will **never** be able to apply for another TEACH scholarship (the only exception to this policy is if the sponsoring program releases the scholar from the contract, or the scholar suffers a serious Life Issue, for example a serious illness). They will also forfeit the right to any bonus they may otherwise have been due from TEACH. The sponsoring employer also may have the right to deduct the percentage paid for tuition, and the raise or bonus (if related to the contract being broken) from the recipient's final pay check. Please consult an employment lawyer before exploring this option.

TEACH OHIO Procedures and Forms

Scholarship Notification and Contract

After an application has been approved, the TEACH OHIO Counselor will mail notification of scholarship award to the sponsoring program.

Three copies of the contract, a Personal Responsibility Agreement and book reimbursement forms will be mailed to the scholarship recipient's home address. Each partner – scholarship recipient, OCCRRA, and sponsoring program gets a copy of the signed contract. The contract stipulates the responsibilities of the scholarship recipient, OCCRRA, and the child care center sponsoring staff as scholars. A contract covers three consecutive semesters, and is in effect for 12 months.

In effort to provide recipients with an understanding of the scholarship, they must contact their counselor to review the Personal Responsibility Agreement. Counselors will provide brief descriptions of TEACH OHIO's expectations of all recipients during their scholarship. However, scholarship recipients are emailed links to the Participant Handbook that provides more details about how the scholarship works for them.

Please read the contract carefully to understand all of the sponsoring center's responsibilities. Stipulations may be added or modified from one contract renewal to the next. Contact your Counselor with any questions or concerns before returning a signed contract. It is a formal agreement, so do not sign it unless you understand the requirements and you intend to honor the contract in full.

Sign all three copies. The scholar and sponsoring program each keep one of the signed copies. Keep the sponsoring center's copy in a safe place to be referred when needed. The scholarship recipient will return one signed copy to her TEACH OHIO Counselor. The contract becomes effective when TEACH OHIO receives its signed copy. A contract is renewable until the scholarship recipient completes all degree requirements as long as funding is available.

If your program has any trouble meeting the requirements of the contract, contact your TEACH OHIO Counselor immediately. Please note, if the sponsoring program does not fulfill the terms of the contract, the contract may be terminated immediately, or may not be renewed for the next year.

Sponsor Handbook

In addition to mailing the scholarship award to you, your TEACH OHIO Counselor e-mailed a message which contains a link to our Sponsor Handbook, the Handbook you are currently reading. The Handbook addresses the TEACH OHIO scholarship program and its policies and procedures. Please read this Handbook and return the signature page at the end of the Handbook. We use the signature page as documentation of your reception and review of the Handbook. **Counselors will not approve a scholar's course schedule without receipt of the sponsoring program's signed signature page.** Scholarship recipients are emailed links to the Participant Handbook that details how the scholarship works for them.

Scholarship

The TEACH OHIO associate degree Scholarship pays the tuition for courses required to complete an Associate of Applied Science Degree that leads to Pre-K licensure. This includes all required early childhood education and general education courses. If a scholar registers or pays for courses not required for degree completion, she will not be reimbursed for tuition, textbooks, or paid release time for these courses.

Scholarship recipients who have been out of school for a period of time might need to enroll in skill-building, developmental mathematics and/or English courses. Tuition for all required skill-building, developmental courses will be covered by your TEACH OHIO scholarship.

The TEACH OHIO scholarship contract has three semesters and an expected range of 9 to 18 credits to be attempted depending on the scholarship model. Scholars can enroll in one 3-credit course per semester to achieve the minimum of 9 credits. An example of achieve the 15 credit maximum, a scholar enroll in 6 credits for two terms and 3 credits another term (i.e. $6 + 6 + 3 = 15$). If a scholar schedules 9 credits in her second term, she will have to sit out at her last term to stay under the 15 credit limit (i.e. $6 + 9 + 0 = 15$). The TEACH OHIO Counselor helps scholars plan each semester so the total contract credit limit is not exceeded.

Extra Credits

Scholars may request to exceed the contract credit limit. The TEACH OHIO Counselor contacts the sponsoring program of a scholar seeking to exceed the maximum when the Counselor receives the scholar's course schedule. The sponsoring program must approve the credits beyond the maximum credits stated on the scholars contract. Others factors include the availability of funding, OCCRRA's Chief Operating Officer's approval, and the continued following of contract stipulations.

Dropping or Withdrawing from Classes

When a scholar drops or withdraws from a course during the semester determines whether or not the sponsoring center will incur tuition charges. If TEACH OHIO is charged any amount of tuition, the sponsoring program will incur tuition charges.

Tuition

TEACH OHIO, scholarship recipients, and sponsoring programs share the cost of tuition and fees each semester. TEACH OHIO pays most fees associated with college attendance. Fees not covered include: admission, parking, fingerprinting, and graduation.

Sponsoring programs and/or scholarship recipients do not pay tuition directly to any college. All colleges/universities invoice OCCRRA each semester – somewhere between midterm and finals. OCCRRA pays the full tuition amount for each scholar. Based on the contract model, a sponsoring program is responsible for a percentage of tuition – 5%. If a scholarship recipient is eligible for PELL funding, her sponsoring program will not pay any percentage of tuition.

Paid Release Time

An essential and vital element of the scholarship is paid release time. Many scholarship recipients work full time and are single parents bearing full responsibility for their children. Paid release time allows scholarship recipients the time to study, go to class and do whatever they would normally do if they were not spending time getting an education.

Classroom teachers who work at least 30 hours per week are entitled to paid release time. Paid release time is a benefit for most college-enrolled scholarship recipients regardless of the scheduling of their courses, or the format. Scholars enrolled in on-line courses, and scholars enrolled in courses meeting in the evening or on weekends are entitled to paid release time.

While center directors, other managers and part time center staff are eligible for scholarships offered by TEACH OHIO, they are not entitled to paid release time. Their duties are considered as more specialized and not as easily handled by a substitute.

How do sponsoring programs schedule release time? The center director and the scholarship recipient together create a schedule as to when she can study each week. The teacher can stay at the child care facility but is not directly working with children during paid release time. Paid release time is used during the weeks of the semester, and when a scholar's sponsoring program is open and children are present. Paid release time cannot be used during school breaks such as holidays or breaks between semesters. If the sponsoring program is not open during the summer semester, a scholar may enroll in courses, but cannot use the scholarship benefit of paid release time.

The amount of weekly paid release time is determined by the total number of course credits a scholar is taking. For example, enrolling in a 3 credit hour course entitles a scholar to have 3 hours of paid release time per week, or enrolling in a 3 credit course and a 2 credit course entitles a scholar to have 5 hours of paid release time per week. The maximum amount of weekly paid release time is 6 hours if a scholar is enrolled in more than 6 credits during a semester.

Some scholars use paid release time on a weekly basis. Others bank their hours to use a whole day off before a major test or project due date, or take half days off if it is easier to bring in a substitute. If paid release time hours are banked, please be aware of the maximum hours of paid release time for the semester. The maximum number of hours of paid release time is determined by the number of course credits in which a scholar is enrolled multiplied by the number of weeks in a semester.

The recipient receives her regular rate of pay during paid release time. Paid release time is paid by the sponsoring program to the scholarship recipient in her regular pay check. If a scholarship

recipient is normally paid \$10 per hour for 30 hours per week, this does not change when using paid release time. What changes, is instead of being paid for 30 hours in the center classroom teaching children, the scholar teaches children for 27 hours in the classroom, and then takes 3 hours off to attend class, study or attend to personal needs. In this example, the pay check from the center to the scholar who received paid release time should look like this: 30 hours worked (27 in center classroom, 3 hours release time) x \$10 per hour = \$300 (less payroll taxes and benefit deductions)

Giving a scholar 3 hours off without pay is not paid release time, and will not be reimbursed by OCCRRA. Scholars must be paid their full wage for their release time, and it must be paid prior to completing a claim to OCCRRA for reimbursement. Paying a scholar less than their full wage (i.e. \$8 per hour instead of \$10 per hour) is not paid release time and will not be reimbursed by OCCRRA. If a scholar's pay rate is \$10 per hour, then they must be paid \$10 per hour during their release time.

Reimbursements to Knowledge Universe center is \$4.25 per hour and other sponsoring programs are currently \$12.00 per hour for paid release time. Sponsors, if you are not providing paid release time please contact your TEACH Counselor to discuss ways that may work for you.

What if I am having trouble providing release time? Contact the Scholarship Counselor to brainstorm ways to make release time work. Some creative options might be to:

- Allow the recipient to come in late or leave early
- Pay them for lunch breaks
- Pay for hours off days normally taken off
- Give them small increments of time throughout the week rather than large chunks
- When in ratio, schedule your other staff to cover the time that the recipient is out of the classroom instead of hiring a sub
- Add time to their personal leave
- Paid release time may be banked, and used to extend vacation or personal time off, however this must be used before your college term is over, for example it cannot be used over Holidays, or during a summer off.

Submitting Claims

Paid release time is recorded on a **RELEASE TIME REIMBURSEMENT CLAIM FORM** (Form C). Form C with instructions is mailed to the sponsoring program after a contract has been issued. The scholar and the center director must sign the Form C after paid release time hours are provided and recorded on the form.

When you and the scholarship recipient sign the Form C, you are confirming that the information is accurate. Do not sign, nor send in, form if it is not accurate.

Completed Form C are submitted to your Counselor at regular intervals. Sponsoring programs have until 30 days following the end of each semester to submit Form C. TEACH OHIO reserves the right not to reimburse paid release time claims which arrives more than 30 days after the semester has ended.

Benefits of Paid Release Time

The sponsoring programs receives \$12.00 an hour for each hour of paid release time the recipient(s) take. If a substitute is not needed, the facility still claims the time and uses the monies to the benefit of the facility. The \$12.00 is not to be paid to the recipient(s). He/she is to receive the regular rate of pay during release time.

Providing paid release time to the scholarship recipient(s) not only gives them needed time to keep up with school obligations but also makes them feel supported in their goal of gaining higher education. When a sponsoring program give the recipient(s) the advantage of having paid release time, the program is investing in the quality of the facility through more educated staff and lower turnover. Through paid release time, scholarship recipients are better able to maintain good grades and job satisfaction and are less likely to burn out.

TEACH OHIO scholars who receive paid release time have a GPA on average .5 higher than scholars without paid release time. Also, they take an average 1.5 more credits per term. Data indicate paid release time enables scholars to be more successful students and to complete their degree requirements in a shorter period of time.

Must I give release time? YES, if you are a full day program. This is a part of the scholarship you agreed to in signing the contract with the recipient(s). Work with the recipient(s) to find a suitable schedule for release time. Remember, the final say in scheduling is with the sponsoring employer. Release time is to add to the success of the recipient(s) without being detrimental to the program. We ask the recipient(s) to be as flexible as possible in using release time so it causes the least amount of disruption for the sponsor and the children in the classroom.

The requirement may be waived or reduced in very limited circumstances, so please contact your Counselor for details. If the full amount of paid release time is not provided every term, this will be considered when contract are reviewed annually for renewal, and also may result in contract termination.

Renewing a Contract

The renewal process is not automatic or guaranteed. Contract renewal is always dependent on the availability of funding. Other criteria include compliance with contract stipulations (e.g., paid release time) and TEACH OHIO procedures (e.g., FAFSA completion and acceptance), and whether the scholarship recipient or sponsoring program owe TEACH OHIO a balance after being invoiced.

The TEACH OHIO Counselor will approach the scholarship recipient about renewing her contract. She will mail multiple copies of the contract to the scholarship recipient's home address. Read the contract. Benefits may have been modified since the previous contract.

Contract Extension

For any number of reasons, a scholar cannot complete the required minimum of 9 semester credits during a contract. Instead of renewing a contract, the TEACH OHIO Counselor, with the guidance of the Chief Operating Officer, can offer a contract extension of one semester. The scholarship recipient should contact her TEACH OHIO Counselor to learn if life issues or a course scheduling problem may make her eligible for a contract extension.

Student Teaching

Some type of student teaching or practicum experience is required as determined by requirements for the Pre-K licensure. Scholars who student teach outside their sponsoring program, are allowed to retain your TEACH OHIO scholarship although they will not be working the required number of hours per week in their sponsoring programs. Student teaching amendments which modified an existing contract provide for additional paid release time at a higher rate than \$8 per hour may be available dependent on funding and eligibility.

Additional paperwork

At times, the program collects information for its funders, advisory committee, or host agency. Supplying this information is generally optional.

Surveys

Periodically, you may be asked to complete a survey regarding the TEACH OHIO. This information is used for program improvement purposes.

Advocacy

There may also be times when TEACH OHIO is seeking funding and you as a sponsoring program may be asked to share your experiences. Opportunities may arise for you to write letters of support to funders testify before a legislative committee or contact your legislator. Again, this level of participation is optional but much appreciated.

<p>We strongly encourage you to review the <i>Participant Handbook</i> found on-line at: www.occrra.org/wd/. By reading this document, you will better understand the expectations and paperwork required from all TEACH OHIO recipients.</p>

TEACH Staff Directory

If you reach the automated voicemail system, you can dial the person's extension to be directly connected.

Shamell Baxter, Senior Counselor: University of Cincinnati and Cincinnati State Community College

Email: shutchins@ocrra.org, phone 614-310-1374, direct fax 614-396-5960

Belinda Kitsos, Counselor: Columbus State, University of Toledo, Clark State, Edison State, Kent State-Salem, Kent State Tuscarawas, Lorain, Miami, Ohio University-Chillicothe, Ohio University-Lancaster, Ohio University- Southern, Owens, Rhodes State, Southern State, Rio Grande, Eastern Gateway, Sinclair, COTC, Northwest

Email: bkitsos@ocrra.org

Latoya Fuqua, Counselor: Tri-C (Cuyahoga Community College), Cleveland State, Youngstown State, Lakeland, Stark State, Akron

Email: lfuqua@ocrra.org

Judith Santmire, Chief Operating Officer of OCCRRA

Email: jsantmire@ocrra.org, phone 614-310-1363

General Contact Information

Ohio Child Care Resource & Referral Association

2469 Stelzer Road

Columbus, OH 43219

Phone: (614) 396-5959

Fax: (614) 396-5960

Email: workforcedevelopment@ocrra.org

See our website at <https://ocrra.org/workforcedevelopment/> for more information, paperwork, and forms.

Revision History

Rev 12.09: New

Rev 06.10: Added counselor check off to form, updated web address.

Rev 02.11: Revised TEACH Bonus payment description removing split payments. Revised language related to terminations. Terminations with cause will be considered Turnover, and the same as quitting a program. Added Privacy statement.

Rev 06.11: Updated Release time change for ODJFS, max 3 hours.

Rev 08.11: Updated directory

Rev 09.11: Added Release Time clarifications

Rev 02.13 Organizational changes; Updated directory

Rev 05.18 Organizational changes; Updated directory, added information about Kindercare, Part-time and CDA College Credit scholarships.

Rev 12.20 Updated Counselor information and New Location information

Rev 3.25 Revised logo, release time and counselors to current

TEACH Early Childhood® OHIO

Sponsor Handbook Acknowledgement Form

I have read and understand the policies and procedures presented in the TEACH OHIO Sponsor Handbook. I will contact my TEACH Counselor with any questions. I realize my contract with TEACH is voluntary and will not be in effect until I return this signed form, as well as any other required paperwork.

I understand that the TEACH Sponsor Handbook could change at any time. It is my responsibility to check the website periodically at <https://ocrra.org/workforcedevelopment/> for updates.

_____	_____
Name [Print and Sign]	Date
_____	_____
Child Care Center's Name	License #

Return this form to your TEACH Counselor. Email and direct fax below.

Or mail: **TEACH Early Childhood® OHIO**

2469 Stelzer Road

Columbus, OH 43219

Who is the TEACH Counselor you are working with? Please mark next to her name below:

- Belinda Kitsos: email bkitsos@ocrra.org ; direct fax 614-396-5960
- Latoya Fuqua: email lfuqua@ocrra.org ; direct fax 614-396-5960
- Shamell Baxter: email shutchins@ocrra.org ; direct fax 614-396-5960

Don't know: email workforcedevelopment@ocrra.org