

RELEASE TIME FREQUENTLY ASKED QUESTIONS

HOW DO I SCHEDULE RELEASE TIME?

Meet with your participant(s) to discuss what course(s) she/he plans to take for the upcoming semester. Then arrange release time schedules before classes begin. Usually colleges offer a course that meets different times during the semester. Be sure to work out release time schedule that suits both the sponsoring center and scholarship recipient for the semester begins. Directors can then obtain substitute coverage in advance if necessary. Planning ahead will also discourage the students from asking directors for release time at the last minute.

DO I HIRE A SUBSTITUTE TO PROVIDE RELEASE TIME?

No, release time is any paid time that a student uses to study, attend class, or handle personal needs. Center directors can offer study time during the day (rest time) when no substitutes are needed or use of staff from other classrooms can substitute. We encourage each center to find what works best for their program.

SHOULD I GIVE RELEASE TIME TO AN EMPLOYEE WHO ATTENDS CLASS IN THE EVENINGS OR ON THE WEEKENDS?

Yes, this time is provided to help working students manage the stress of going to school, working and caring for their families. We encourage all participants to use this important component of the scholarship.

Below you will find suggestions to provide release time even if the student does not leave the facility to attend class during the workday.

- Offer release time for students to study or use the center computer for papers or class projects
- Schedule release time when classroom ratios go down.
- Scholarship recipients 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 scholarship recipients the extra time needed to prepare for these big events.

RELEASE TIME COMPONENTS

1. The amount of release time for which a scholarship recipient is eligible is based on the credit hours in which they are enrolled. The scholarship recipient should get 1 hour of release time per credit hour, up to a maximum of 6 hours.
 - Example: Recipient taking one 3 credit hour class should receive 3 hours paid release time
2. Indiana Association for Education of Young Children will reimburse the center for ½ of the claimed release time, at a rate of \$7.25 per hour.
3. Release time may be taken by the recipient to attend class, study or for personal needs. How the center and the scholarship recipient schedule release time is up to these two parties. We do encourage release time to be taken each semester, with a maximum of 6 hours per week, even if enrolled in more than 6 credits.

Additional questions about release time, please contact the T.E.A.C.H. Scholarship Advisor for your region by calling 317.356.6884 or 855.484.2392 or email inaeyc.org