

T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA

“FORM C” INSTRUCTIONS Release Time Reimbursement Claim

Dear Director:

Enclosed is “Form C” for the scholarship recipient. “Form C” is to be completed and turned in to the Center for Child Care Career Development either each month or each semester, whichever is more convenient for the scholarship recipient and the sponsoring center.

Sponsor Information

- Verify all information in this area.
- Note the current program/option the recipient is enrolled in.
- Check the term and list the year the recipient is attending college.

Release Time Claimed

- The amount of release time the scholarship recipient actually has taken. Round the number of hours to the nearest one half hour.
- Prior to sending “Form C” to the Center for Child Care Career Development, total the number of hours claimed for each semester. A separate claim form **MUST** be submitted for each semester.
- After completing the form, the sponsoring center’s director and scholarship recipient will need to sign the Release Time Reimbursement Claim Form.

The amount of release time for which the scholarship recipient is eligible depends upon the scholarship program in which the recipient is enrolled.

Early Care and Education Associate Degree Scholarship Childhood Associate

Child Care Center Teacher Option 1 ® Child Care Center Teacher Option 2 ® Family Child Care Provider

Weekly, the scholarship recipient should get one hour of release time per credit hour, up to a maximum of six hours. For example, if the scholarship recipient is taking one-three credit hour class, the scholarship recipient should receive three hours of paid release time per week. If the scholarship recipient is taking three-three credit hour classes (a total of nine credit hours), the scholarship recipient should receive six hours (the maximum) of paid release time each week.

The Office of First Steps will reimburse the sponsoring center for 75% of the claimed release time, at the rate of \$10.00 per hour.

Release time may be taken by the scholarship recipient to attend class, study, or to attend to personal needs. How the sponsoring center and the scholarship recipient schedule release time is up to the sponsoring center and the scholarship recipient but the Office of First Steps expects all recipients to take the release time each semester.

The Center Director is responsible for completing the form. Both the Director and recipient **MUST** sign the form before submitting to the Center for Child Care Career Development.

If you have any questions about completing this form, please give your scholarship counselor a call at (864) 250-8581.

RETURN “FORM C” TO:

T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA
Center for Child Care Career Development • P.O. Box 5616 • Greenville, SC 29606-5616
Phone (864) 250-8581 • Toll-Free 1 (866) 845-1555 • Fax (864) 250-8680

