



**T.E.A.C.H. Early Childhood® MINNESOTA**  
**Release Time Reimbursement Claim (Form C) Instructions**  
**For Child Care Center Programs**

As part of the T.E.A.C.H. Early Childhood ® MINNESOTA scholarship agreement with child care center programs, a T.E.A.C.H. scholarship recipient is eligible for 3 hours (1.5 hours for part-time employees) 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. The program director and recipient may create a schedule for release time that works for both the recipient and the center.

Also as part of the T.E.A.C.H. scholarship agreement, the Minnesota Child Care Resource and Referral Network will reimburse the center for 75 percent of the claimed release time, at a rate of \$10.00 per hour. To receive this reimbursement, the program director (or owner or board member, if the scholarship recipient is the program director) must return the Release Time Reimbursement Claim (Form C) at the end of every “active” semester. (An “active” semester means that the recipient completed at least one credit under the T.E.A.C.H. scholarship.)\*

The recipient or the program director can complete the dates and hours on the Form C; however, both parties must sign the form. Return the Release Time Reimbursement Claim within two weeks after the end of the recipient’s 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. office.

*\*If you chose option 3 on the center participation agreement, you will not be reimbursed for release time. However, you are still required to give release time to your T.E.A.C.H. scholarship recipient(s) on staff.*

**T.E.A.C.H. MINNESOTA**  
**380 Lafayette Road, Suite 103**  
**Saint Paul, MN 55107**  
**Phone: 651-290-9704, extensions 106 or 109**  
**Fax: 651-209-1761**  
**Email: [christinas@mnchildcare.org](mailto:christinas@mnchildcare.org) or [shellyh@mnchildcare.org](mailto:shellyh@mnchildcare.org)**