



Participant Handbook

**T.E.A.C.H. Early Childhood® OHIO
A Scholarship & Compensation Opportunity for Early
Childhood Professionals**



Ohio Child Care
Resource & Referral
Association

6660 Doubletree Ave. Suite 11

Columbus, OH 43229

Toll Free: 1-877-547-6978

Phone: 614-396-5959

Fax: 614-396-5960

www.occrra.org/TEACH

teach@occrra.org

Dear Scholarship Participant,

Congratulations on receiving a T.E.A.C.H. OHIO Scholarship! You should be proud of your commitment to increasing your knowledge and skills, which in turn improves the quality of care provided to the children in your care.

Please carefully read this handbook so you will have a clear understanding of T.E.A.C.H. and what is expected of you as a T.E.A.C.H. scholarship participant. Please sign and return the Participant Procedures 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 divided the handbook into specific sections to provide you with information on how the program works.

We have included a staff directory on **page 16** 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,

Greg Yorker

Greg Yorker
Director
T.E.A.C.H. Early Childhood® OHIO

Table of Contents

SCHOLARSHIP OVERVIEW	3
HISTORY	3
ADMINISTERING AGENCY	3
CONFIDENTIALITY	3
FUNDING	3
COUNSELOR ROLE	4
APPLYING FOR FINANCIAL AID	4
STARTING WITH T.E.A.C.H. - FORMS AND PROCEDURES	7
THE CONTRACT	7
SCHEDULE AND REGISTRATION	7
TUITION	8
ADDING, DROPPING, OR WITHDRAWING FROM A CLASS	9
RETAKE OR NOT SUCCESSFULLY COMPLETING CLASSES	9
BOOKS	9
TRAVEL/INTERNET STIPEND	10
RELEASE TIME	10
GRADES	11
PROFESSIONAL REGISTRY	12
STUDENT TEACHING	12
CONTRACT INFORMATION	13
COMPENSATION	13
<i>Center Staff Bonus Payments</i>	13
<i>Home Provider Bonus Payments</i>	13
COMMITMENT	13
WHEN LEAVING T.E.A.C.H. AND/OR LEAVING YOUR PROGRAM	14
RENEWING YOUR CONTRACT	14
SURVEYS	15
GRADUATING	15
IMPORTANCE OF ADVOCACY	15
CONTACT INFORMATION & T.E.A.C.H.OHIO STAFF DIRECTORY:	15
CONTACTING YOUR COUNSELOR	15
T.E.A.C.H. STAFF DIRECTORY	16
GENERAL CONTACT INFORMATION	17
PARTICIPANT PROCEDURES HANDBOOK FORM	18

Scholarship Overview

History

The T.E.A.C.H. (Teacher Education And Compensation Helps) Early Childhood[®] Project was created by Child Care Services Association and started in North Carolina in 1990. It was created to increase the level of education of teachers working with children age birth to five, while making college education affordable, decreasing turnover, and increasing wages. Over the past several years, the program has been given national attention due to linking teacher education and compensation. The Project has expanded to 21 states. One license to offer T.E.A.C.H. Scholarships is allowed per state. Ohio has held a T.E.A.C.H. license since 2003.

In Ohio salaries have increased and turnover rates have decreased, while teachers in Ohio have completed an average of 13 credits each year. T.E.A.C.H. Ohio has given out over 2500 one year scholarship contracts since 2003. Ohio has a variety of scholarships to help early care and education professionals work toward a CDA credential, associate of applied science degree, and in some cases a bachelor degree in Early Childhood Education.

Administering Agency

Ohio Child Care Resources & Referral Association (OCCRRA) holds the Ohio license for T.E.A.C.H. OCCRRA is a nonprofit membership organization providing a variety of services to the eight local CCR&R agencies and their staff. To learn more, visit our website, www.occrra.org, call 1-877-547-6978 or 614-396-5959, or e-mail teach@occrra.org.

Confidentiality

OCCRRA agrees to respect and maintain confidentiality of your personal information. We will keep all information in a secure place. OCCRRA will not sell your personal information to anyone.

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)

Starting Point (Cuyahoga County)

United Way of Central Ohio

United Way of Greater Cincinnati

Child care programs statewide that sponsor T.E.A.C.H. participants

Counselor Role

Our T.E.A.C.H. OHIO Counselors have a minimum of a bachelor's degree in Early Childhood Education (ECE) or a related field and a variety of experience in the ECE field. The Counselor provides college and scholarship counseling to T.E.A.C.H. participants and sponsoring programs. They process scholarship paperwork and communicate with participating colleges and universities. The Counselor is available to assist scholarship recipients with their questions about the scholarship. The Counselor will contact you at least once per term and may discuss the following:

- Are you employed? Are you working at least 30 hours per week? Is there any change in your work status you need to communicate to us?
- Were you paid a bonus or given a raise by your sponsor as mandated for previous contracts?
- Are you receiving all of the Paid Release Time mandated by your contract?
- Did you purchase books?
- Have you completed your financial aid application? Were you accepted? Did you appeal a denial? Can we help you through the process...
- How are classes going? Are there any obstacles to your education we can assist with or provide guidance related too?
- What is your plan for next term? When do you plan to graduate?

The Counselor may also inquire about any outstanding bills owed T.E.A.C.H. or missing forms (i.e. Form B, C, Financial Aid Award Letters and applications, term account statements, or contract renewal paperwork).

Counselors will also contact you 6 months after completion of your contract, to verify you are still employed at your program or family care home. And finally one year after completion of your contract to verify you fulfilled your work commitment to you center or family care home.

Applying for Financial Aid

You must apply for financial aid each year you are on contract with T.E.A.C.H. It can be applied for at www.fafsa.ed.gov. **You never have to pay for a FAFSA to be processed!** We need a copy of the FAFSA on the web submission confirmation page (which must include your name) to prove that you have applied (this is the same page you supplied with your original scholarship application, but will have the current fiscal year on it).

Before the end of your first term on contract with T.E.A.C.H., you need to send us a copy of the award letter from your college. If you are awarded student loans, we discourage you from taking them. Keep in mind that we cannot help pay back your student loans when they come due.

You are required to accept PELL grant awards when they are awarded to you. PELL grants are not loans, and never need to be paid back. PELL grant awards reduce the amount of tuition that you, your sponsor, and T.E.A.C.H. must pay. Also, when you are denied a PELL grant, we require you to appeal the decision if it was based on exceeding a credit hour limit at your college. Contact your Counselor and they will explain the situations where an appeal is required.

FAFSA needs to be completed prior to the first term of each new fiscal year the school you are attending. We recommend you apply each spring after you have completed your tax return. This may not coincide with your contract renewal, and may need to be sent during your contract year. **Contracts may be withdrawn where PELL has not been applied for or not accepted when awarded. T.E.A.C.H. must receive a copy of your Financial Aid award letter prior to the start of each Financial Aid year at your school.** The terms that begin the Financial Aid year are listed below. T.E.A.C.H. will not approve your schedules for these terms unless we have a copy of your Financial Aid award letter. If T.E.A.C.H. does not approve your schedule, your school may drop you from classes.

Receiving PELL funding benefits you, your Sponsor and T.E.A.C.H. by reducing the amount of Tuition we all must pay.

Here is a listing of the schools we work with and the dates the FAFSA should be **completed each year** to keep you current at each school. In most cases, the dates below are suggested by each school to ensure you can complete the process in time:

<u>Schools we work with</u>	<u>Date each year when FAFSA verification due to T.E.A.C.H.</u>	<u>First term of Financial Aid fiscal year. Financial Aid Award letters due to T.E.A.C.H. prior to start of these terms.</u>
Central Ohio Technical College	March 1	Summer
Cincinnati State Community and Technical College	February 15	Summer
Cleveland State University	February 15	Summer
Columbus State Community College	April 17	Summer
Cuyahoga Community College	June 1	Summer
Edison State Community College	April 1	Summer
Jefferson Community College	April 30	Summer
Kent State University: Salem	March 1	Summer
Kent State University: Tuscarawas	March 1	Summer
Kent State University: Ashtabula	March 1	Summer
Lakeland Community College	March 31	Summer
Lorain County Community College	April 30	Summer
North Central State College	May 14	Summer

<u>Schools we work with</u>	<u>Date each year when FAFSA verification due to T.E.A.C.H.</u>	<u>First term of Financial Aid fiscal year. Financial Aid Award letters due to T.E.A.C.H. prior to start of these terms.</u>
Northwest State Community College	April 1	Summer
Ohio University: Athens	March 15	Summer
Ohio University: Lancaster	March 15	Summer
Ohio University: Southern	March 15	Summer
Owens Community College	February 26	Fall
Rhodes State College	May 1	Summer
Rio Grande Community College	March 15	Fall
Sinclair Community College	May 1	Summer
Stark State College	March 1	Summer
Terra Community College	July 31	Fall
University of Cincinnati	August 31	Fall
Washington State Community College	July 30	Fall
Youngstown State University	February 15	Summer
Zane State College	April 1	Summer

T.E.A.C.H. is a partnership with our sponsors and scholars. We all share a responsibility to make the most efficient use of the funding available to us. The following steps are necessary to ensure this happens:

1. T.E.A.C.H. OHIO will not be able to reimburse scholars for books paid for with PELL Grant money.
2. If your college has requested verification of information on the FAFSA application, please respond to the request. The request may have come to you via mail or email. Please check your college-based email account.
3. T.E.A.C.H. OHIO will need verification you are not eligible for PELL Grant funds if you are not currently using PELL Grant funds. The financial aid office at your college or university can provide you with an award letter stating what financial aid you are eligible for. All scholars eligible for PELL assistance must follow through with financial aid verification and accept PELL funds. PELL funds do not need to be paid back. They are not loans.
4. T.E.A.C.H. OHIO will require student account statements that show how your PELL funds were used the previous term, before beginning a new term. We need to verify that your college applied your PELL funds to your account properly.
5. Scholars can exhaust their financial aid eligibility at a community college if they have earned more than 90 credits. Most colleges have an appeal process by which financial aid eligibility can be restored. T.E.A.C.H. OHIO requests all scholars, who become ineligible because of credit limits, initiate the appeal process.
6. Keep in mind, if you experience a life event that changes your household income during the school year, you can contact the financial aid office and request your award be amended.

Starting with T.E.A.C.H. - Forms and Procedures

The Contract

When you receive your contract (Form A), please read it carefully to understand all of your responsibilities. Remember you are making a long-term commitment to your current child care program when you sign this 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. Return your contract with the required signatures. This contract is effective for 12 months, and must be renewed each year.

The contract starts the first term you attend class, i.e. summer 2009. The contract would run for one year, and need to be renewed before you may attend class, i.e. summer 2010.

Call us with questions. The contract is not in effect until it is signed by you and your Director (unless Type-B provider) and returned to T.E.A.C.H.

The contract requires a minimum of 9 semester credits, or 12 quarter credits to be completed. If you are unable to complete the minimum of 9 semester credits, or 12 at a quarter based school, in the contract year, you may be eligible for an extension of one term. Contact your T.E.A.C.H. OHIO Counselor to find out about contract extensions, Life Issues, or class scheduling problem may make you eligible for a contract extension.

Schedule and Registration

You need to register for classes on your own with your college. If you have questions about how a class is scheduled, what information will be presented, etc., you will need to talk with your college/instructor.

The T.E.A.C.H. OHIO Associate Degree scholarship only pays for classes required to complete an Associate of Applied Science Degree that leads to Pre-K licensure.

Submit a schedule to your Counselor as soon as you are registered. This information can be emailed, faxed, or mailed to your Counselor. Your Counselor must approve the classes. They will notify you about your course approval. If you register or pay for courses NOT authorized under your scholarship, you will not be reimbursed for tuition, books, or release time for these courses. Let us know ASAP if you have any class changes after you register and send your Counselor a new schedule.

Typically the first term a scholar is on contract they will take 1 or 2 classes. We strongly encourage you only to register for one class your first term. We will not approve more than 2 classes your first term on contract. If you are successful that first term, you may consider adding an additional course. Additional courses may not be approved if you do not demonstrate you are capable of handling additional courses, for example, if you received a grade of "C" (the minimum required for AAS degree credit) in the one class you took first term on contract, this does not demonstrate you can handle adding a second class. Approval of an appropriate course load is always at the discretion of your T.E.A.C.H. Counselor and T.E.A.C.H. Director.

T.E.A.C.H. scholarship contracts come with yearly credit limits: 18 at quarter based schools, and 15 at semester based schools. Your T.E.A.C.H. Counselor will help you plan each term so you do not exceed your total contract credit limit.

At a quarter based schools there are typically 4 terms per year. Evenly spreading the courses each term means a scholar can take 6 credits during two terms and 3 credits during the other two terms (i.e. $6+6+3+3 = 18$) to reach the 18 credit maximum per year. If for example you schedule 9 credits in your second term, you will have to sit out at least one term to stay under your 18 credit limit (i.e. $6+9+3+0 = 18$). Your Counselor will ask you why you feel this is necessary, and remind you this will require you to sit out a term. The Counselor will request approval of the T.E.A.C.H. OHIO Director for the planned course schedule.

Requests to exceed your contract credit limit may be made, however approval is not guaranteed and many factors will be considered before approval is determined including: availability of funding, permission of your sponsoring center, past and current contract compliance by you and your sponsor, and others factors as determined by the T.E.A.C.H. OHIO Director.

Tuition

T.E.A.C.H. scholarships for program based professional pay for 80% of tuition, your sponsoring center pays 10%, and you pay 10%. Type-B Family Professionals do not have a sponsor, so they pay 20% of tuition.

The college or university will send us a bill. Although we pay the bill for the approved coursework, you are still responsible for your percentage of the tuition, based on your contract model. You do not pay the college directly for tuition. Our database will compute the balance, and we will send you a reimbursement check or bill after receiving your completed form B and statement of account. If you receive a bill, payment is expected by the due date shown on the invoice.

For example the following may be your charges and credits for one term on scholarship with us:

- PELL award \$500
- College Tuition bill is \$700 (PELL is applied to your bill by the school $\$700 - \$500 = \$200$. Then you are responsible for 10% of the remaining \$200, which is \$20)
- Book cost \$100 (T.E.A.C.H. reimburses you 80% or \$80)
- Travel/internet stipend \$45 (quarter based school)

In the above example the form B (showing book cost) and statement of account (showing tuition charges, and PELL award) you send in will allow us to process a reimbursement for you. The reimbursement will be for \$80 (books) + \$45 (Travel) - \$20 (college bill) = \$105 paid to you.

Adding, Dropping, or Withdrawing from a Class

You must notify your Counselor if you plan to add, drop, or withdraw from a class at any time during the term.

After you drop, withdraw from a class you must send in a new schedule with proof of withdrawal or drop. After adding a class you must send T.E.A.C.H. a new schedule.

You must drop a class before the college drop date, or else you will still incur tuition charges. Some schools charge students if any classes are attended. And, schools will not drop you automatically if you do not attend class. If you do not drop or withdraw from a class before tuition is charged, or you fail a class, you will have to pay back T.E.A.C.H. for your portion of tuition charges.

Retaking or not Successfully Completing Classes

T.E.A.C.H. will only pay for one re-take of a class that is not successfully completed (including withdrawals or drops where T.E.A.C.H. was billed tuition). Successful completion of a class is determined by the terms of the college handbook at the institution you are attending. For example if a “C” is required for the course to count toward your AAS degree, then you must get a “C” in the course for it to be “successfully completed”. If you do not successfully complete a course after two attempts, T.E.A.C.H. **will not pay for you to take that class a third time**. This policy spans all contracts, so if you fail a course two contracts (years) in a row, we will not pay for the class during a third contract.

If you do not successfully complete **more than two** courses during one contract year, **you will have to pay T.E.A.C.H. for 100% the tuition for the third unsuccessful completion, and any others above that**. For example, your college requires a grade of “C” for successful completion of courses for your degree. You receive three “D” grades in your three courses during one term. You will owe T.E.A.C.H. 100% of the tuition for one of those courses you received the “D” in (in addition to the 10% of tuition contracts normally require for the other two classes). Any other unsuccessful completions in subsequent terms over the contract will also have to be paid back (100% of tuition) to T.E.A.C.H.

NOTE: Classes not successfully completed, do not count toward your fulfillment of the minimum credit hours required per contract (necessary for payment of a bonus).

Books

You are responsible for purchasing your own books. Send us a completed Tuition/Travel/Book Reimbursement Claim Form (Form B), with your copies of itemized book receipts/cash register receipts as soon as you can during the first half of the term. **T.E.A.C.H. will reimburse you for 80% of your books**. Please put your name on your copies of the book receipts and keep them with your Form B, which can be mailed, faxed, or scanned and emailed to us. You can purchase books online or at any bookstore, but you must be sure to save and send us copies of your receipts. Save the original receipts for your records. We cannot reimburse the tax on the books, but we can reimburse shipping.

Instructions are with the form (See Appendix). You can send us tuition receipts from your school, in order to be paid as soon as possible. Alternatively, your book claim will be paid after we receive the tuition bill from your college. It is your responsibility to get the tuition receipts from your school if you wish to be reimbursed prior to T.E.A.C.H. receiving the tuition bill from your school.

Travel/Internet Stipend

Once T.E.A.C.H. has received and paid the college tuition bill AND we have received your Form B with copies of receipts, we will process your term reimbursement or bill. You are eligible for the \$180 Travel/Internet Stipend each year you are on contract. The stipend is split over the terms you are attending class. If you do not attend class during a term, you will forfeit that portion of the stipend. You may want to save some of your reimbursement check for your next term’s expenses, such as purchasing your books.

NOTE: Even when books are not purchased, you must send a Form B each term you attend class in order to receive your Travel/Internet stipend.

Release Time

Release time is **reimbursed to your sponsoring program at a rate of \$8.00 per hour. During your release time you are paid your normal wage by your sponsor.** The amount of release time each term is related to the number of credits a scholar is taking. For example, 3 credits equal 3 weekly hours of paid release time. The highest weekly hours of rt is 6, if a scholar is enrolled in 6 or more credits. See the table below.

Number of Credits enrolled per term	Total hours of release time allowed per week	Release Time reimbursement to the program per week
1	1	\$8
2	2	\$16
3	3	\$24
4	4	\$32
5	5	\$40
6 or more	6	\$48

NOTES:

- Directors or other Managers are not eligible for release time.
- You are also not eligible for release time for summer semester if your program is not open during the summer semester (however you may still attend school).
- Part-day preschool contracts (open less than 12 hours per day) are not required to provide the full amount of release time, if their employees work less than 30 hours per week.

- Release Time cannot be used during school breaks (Holidays, Winter/Spring break) unless an assignment is due.
- Children must be in care at your program during the time you claim Release Time. For example you cannot claim release time on Sunday, if your program is not open on Sunday. And you cannot claim Release Time at 9pm at night, if your program is not open at 9pm.

Most scholarship participants attend classes at night, on weekends, or online. It is not required that your paid release time be used to attend daytime classes (however it still must be granted so that you can use it to study or attend to other needs on a schedule convenient for your program). Some facilities can accommodate day classes, but they are not required to do so.

When you and your supervisor sign the Form C, you are confirming that the information is accurate. Do not sign and send it if it is not accurate. Let your Counselor know if you are having any problems getting your required paid release time. Release time is a required component of your contract. Forfeiting release time could cause your contract not to be renewed.

Send us your completed Form C at regular intervals (weekly, biweekly, or monthly). You will have until 30 days following the end of the term to turn in your Form C's. We reserve the right not to pay for release time that arrives more than 30 days after the term has ended.

Grades

Some of the schools we work with send us your grades automatically. This is authorized when you sign the "Authority for Exchange of Information" form with your T.E.A.C.H. application. Those schools include:

- Cleveland State University
- Columbus State Community College
- Cuyahoga Community College
- Lorain County Community College
- Owens Community College
- Stark State College
- University of Cincinnati

If you do not attend one of the schools above, once you have finished your term, you need to send us a grade report **within 2 weeks**. This can be sent by email, fax, or letter, but it needs to be authentic from the college or university. To send grades from the website to your Counselor by email:

1. Open a blank email and address to your Counselor.
2. Click over into your college student record on the college website. Pull up your grade report/student transcript.

3. When you see your grades online, click your “Print Screen” button, which is above your “Insert” key. You will want your screen as big as you can get it.
4. Click back into the blank email and “Paste” into email. You can right click on your mouse to paste or press the “Control” and “V” keys.
5. This will paste a “snapshot” of what you saw on the screen with your grades right on it.

NOTE: All paperwork is required within 30 days after the end of the term. We will not be able to provide your bonus, until the required paperwork is submitted.

Professional Registry

All scholarship recipients are required to register with the Professional Registry at the Ohio Professional Development Network website. You may register at the link below:

<http://www.opdn.org/?wid=1>

After you have registered, or if you are already registered, please let us know your OPIN number. It can be found in the top left hand corner of your profile page. You may also print your profile page and send to. The button to print it looks like this:



Once you have printed your summary, please fax (614-396-5960) or (scan) email it to us. Please contact your Counselor if you need assistance.

Student Teaching

You will need to speak directly to your chosen college or university to find out what their rules are about student teaching. Some schools might allow students to teach in their current program, but many will not. In addition, even within the same college, they will have different expectations for different students based on what the student has already done. If you do student teaching outside your current program, you will still be allowed to retain your T.E.A.C.H. contract (even though you will not be working the required number of hours per week in your program). If you are a home provider, you may need to get permission from your County DJFS for the hours required to have a substitute. Talk to your Counselor for more information. Student Teaching amendments to your current contract may be available (if funding is), so keep your Counselor informed of your plans to Student Teach.

Contract Information

Compensation

Upon successful completion of the contract, you will receive compensation in the form of a bonus or raise, depending on your contract. For program staff, the sponsoring program chooses which compensation you will receive during the application process. The compensation they choose must be above and beyond any regularly scheduled bonus or raise (for example above and beyond an annual cost of living adjustment).

Compensation letters will be sent out when a contract is completed and all paperwork is submitted (ex: grades, wages, FAFSA). If you leave the sponsoring program or home setting before the commitment year is completed, you forfeit all future bonuses and raise payments (and also will not be eligible for another T.E.A.C.H. scholarship in the future).

Center Staff Bonus Payments

T.E.A.C.H. pays its portion of the bonus in two installments, one following the completion of the contract, and the second six months later. The sponsoring program will be reminded with a letter to pay their portion of the bonus. **You need to give us proof that you have received the bonus or raise from the center with a copy of the check or paystub.** When you complete each contract, you will receive an Information Update Form with your bonus payment. Send this back with proof of income (copy of a paystub for center staff) **AFTER** you receive your compensation from your sponsoring program (your employing center). The paystub you return must show your bonus or raise. If your center is not paying your bonus or raise as you expected, contact your Counselor for assistance

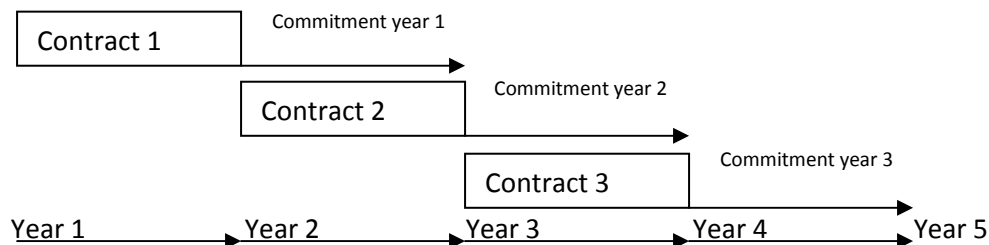
Home Provider Bonus Payments

T.E.A.C.H. will pay the family child care home provider a bonus issued in 2 equal installments. The first half will be issued upon successful completion of the contract period and the second half will be issued 6 months later.

Commitment

After your contract is completed, you agree to continue employment in your CURRENT setting for an additional 12 months. You must work at least the same number of hours, agreed to for your contract, during both the contract year and the commitment year.

Every one year T.E.A.C.H. 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.



After your graduate or otherwise leave the scholarship program, the commitment period of your last contract will be in effect for 1 year from the time the contract ends.

When Leaving T.E.A.C.H. and/or Leaving Your Program

If you are “laid off” we cannot continue to support you on a scholarship. In some cases you can finish your current term (contact us immediately to find out), but need to be employed in another child care program that is willing to sign a new T.E.A.C.H. contract before the next term begins, in order to continue with our support.

If your employer changes (ex: your center is bought by a different agency), please let us know right away. The new employer will need to agree to the terms of the original contract or sign a new contract. If the employer does not agree to a contract, we cannot continue to support you on a scholarship.

Let us know if you leave your program by your own choice. If you have a Life Issue (i.e. serious illness) that forces you to leave your program please let us know. Otherwise, if the contract is broken or the commitment year is not completed you will be prohibited from re-joining T.E.A.C.H. in the future, and your current contract will be terminated, including forfeiture of any bonus due. Sponsoring programs may expect you to reimburse them some funds (i.e. they may try to reclaim a bonus or raise from you, release time, or the share of tuition they paid for your current or previous contract, if you leave during a commitment year). Be sure to consult an employment lawyer before breaking your contract, so that you are prepared for any possible repercussions. T.E.A.C.H. OHIO staff cannot give legal advice.

NOTE: You need to be working the number of hours per week agreed upon by your contract, during the contract year and the commitment year in order to fulfill your contract. If your hours are cut by your program, contact your Counselor.

Renewing your Contract

The renewal process is not automatic or guaranteed; if all terms and conditions of the previous contract are not followed by all parties the contract might not be renewed. Contract renewal is also dependent on availability of funding.

When you successfully complete a contract, you may be eligible to renew your contract. If you have a balance from your previous contract, you (and your sponsor if they have a balance) may need to pay the full amount due before a new contract will be awarded. We will send you a new contract that will need to be signed and returned along with all of your paperwork; this will include documentation of your hourly rate, hours worked per week, grades, and new FAFSA results. We will track your compensation through the Information Update Form, so it is very important that you return this form along with a recent paystub AFTER the compensation has been received. You will not need to complete a new application with each contract.

Surveys

You will receive by email a link to a survey following the payment of your first bonus installment from T.E.A.C.H. Within the next six months you will have to complete this survey in order to receive your second T.E.A.C.H. bonus payment. This new requirement begins with contracts starting January of 2010. If you do not have a computer or internet connection available to you, we will send you a copy of the survey by mail. If your current contract starts before January 2010, the survey will remain optional, and you will receive an email link to it following successful completion of your contract, and we appreciate your response to it.

Graduating

If you graduate (receive an associate degree or bachelor degree), please send us a copy of your diploma that proves you have graduated.

Importance of Advocacy

On occasion, we may contact you to share your story with one of our state partners, funders, or legislators. Please take the opportunity to share how T.E.A.C.H. has helped you and the children in your care.

Contact Information & T.E.A.C.H.OHIO Staff Directory:

Contacting Your Counselor

We want to be an active part of your career in Early Care and Education. We encourage you to call or email the office at least once a semester to check on paperwork and next steps. Please contact us if you have any questions about your scholarship or college, any needed resources, etc. We especially want to hear from you:

- When you have a personal emergency that prevents you from attending school or work for an extended period of time.

- When you have gotten married or had a baby (or grandbaby).
- When you are having trouble in or failing a class.
- When you are considering dropping or withdrawing from a class.
- When you have received an academic award or honor.
- When you or your program have achieved national accreditation or received a star in Step Up to Quality.
- When your number of hours worked or the age group you work with changes.
- When you are considering changing jobs or are no longer employed in your program.
- When you have graduated or earned a credential, or degree.
- When any of your contact information changes.

We are so proud of the effort you are making to increase your own professional development and provide high quality care for young children. Congratulations!

T.E.A.C.H. Staff Directory

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

Chris Stoneburner, Executive Director of OCCRRA
 Email: cstoneburner@occrra.org, phone ext. 308

Greg Yorker, Director of T.E.A.C.H. Early Childhood® OHIO
 Email: gyorker@occrra.org, phone ext. 304

Tonya Ward, Counselor: CDA scholarships, University of Cincinnati and Cincinnati State Community College
 Email: tward@occrra.org, phone ext. 307

Cathy Ryan, Senior Counselor, All other scholarships and schools except the above handled by Tonya.
 Email: cryan@occrra.org, phone ext. 303

Rebecca Weber, Administrative Assistant
 Email: rweber@occrra.org, phone ext. 317

General Contact Information

Ohio Child Care Resource & Referral Association

6660 Doubletree Ave. Suite 11

Columbus, OH 43229

Phone: (614) 396-5959

Toll Free: (877) 547-6978

Fax: (614) 396-5960

Email: teach@occrra.org

See our website at www.occrra.org/TEACH for more information, paperwork, and forms.

T.E.A.C.H. Early Childhood® OHIO

Participant Procedures Handbook Form

I have read and understand the information contained in the Participant Procedures Handbook. I will contact my T.E.A.C.H. Counselor with any questions. I realize T.E.A.C.H. will not pay any money towards my contract until I return this signed form, as well as any other required paperwork.

I understand the policies and procedure in the Participant Procedures Handbook may change at any time. It is my responsibility to check the website periodically at www.occrra.org/TEACH for updates.

Name (print and sign)

Date

Return this form to your T.E.A.C.H. Counselor

By fax: 1-614-396-5960

Or mail: **T.E.A.C.H. Early Childhood® OHIO**

6660 Doubletree Ave. Suite 11

Columbus, OH 43229