

BSACAP Career Development Allotment

This policy will begin with the Fall 2020 and remain in effect until further notice.

Tuition Assistance For Lead Teacher / Teacher Assistant With the Following Qualification(s)

- **IECE certification:** No additional financial assistance
- **Bachelors in ECE or related field:** No additional financial assistance
- **Bachelors in unrelated field:** May be approved for up to 3 early childhood college classes per semester.
- **Associates in ECE or related field:** May be approved for up to 3 college classes per semester
- **Associates in unrelated field:** May be approved for up to 3 early childhood college classes per semester.
- **Less than Associates:** May be approved for up to 3 college classes per semester.

Note: Additional classes may be approved depending on funding and unique individual situations.

Additional Assistance For Lead Teachers / Teacher Assistants

Mileage: Staff members enrolled in an early childhood college course are eligible to be reimbursed mileage for each mile traveled to and from regularly scheduled class time. Mileage must be recorded on the *Class Attendance Mileage Voucher* form and must be initialed by the instructor each date for which mileage is being claimed. Reimbursement will only be given after documentation is submitted to BSACAP Head Start of a passing grade in the course for which travel was required to attend an early childhood course. Completed mileage forms are to be submitted within thirty (30) days of completion of the early childhood course. Completed mileage forms are to be sent Patti Miller at 230 Court Street, Paintsville, KY 41240.

Textbooks: Staff members may submit textbook receipts for any approved college course to BSACAP for reimbursement. Reimbursement will only be given after documentation is submitted to BSACAP Head Start of a passing grade in the course for which the textbook was purchased.

Supplies: Staff will be given a \$100 standard supply fee for each early childhood course that was approved through the Career Development Request process. This reimbursement will only be given after documentation of a passing grade is submitted to BSACAP Head Start.

Assistance for Family Advocate With the Following Qualification(s)

Hired after 11-7-2016 with

- **Associates or Bachelors in an unrelated field** May be approved for up to 3 early childhood and/or family services classes per semester.
- **High School Diploma/GED** May be approved for coursework needed to obtain a family services related credential.

Non-Teaching Staff

Depending on individual situations not covered above, non-teaching staff positions may be approved for tuition assistance with 2 undergraduate courses per semester. Textbook reimbursements and the standard supply fee may be provided to non-teaching staff under special circumstances.

Additional Notes:

- All staff who receive tuition assistance from BSACAP will be required to sign a *Tuition Reimbursement Agreement*.
- Tuition assistance will only be given after the staff person has applied for financial aid and been denied. However, a denial from financial aid will not be a prerequisite for mileage, book, or approved early childhood supply fees.