

About Semester Preview

To support school success, *Semester Preview*, is designed to supplement our monthly e-newsletter, *T.E.A.C.H. Talk*. We publish three times a year – prior to spring, summer and fall semester activity. If there's something you'd like us to address in future newsletters, let us know.

Contract Adjustments and Extensions

T.E.A.C.H. scholarship contracts are written for three semesters for the 3-8 Credit Model, Associate Degree, Bachelor's Degree and 12-credit Credential models. 18-credit Credentials (Preschool and Administrator) are written for four semesters. There are times when a contract needs to be adjusted or extended by one semester to allow for a successful completion of a scholarship and compensation issued in recognition of completed courses:

- A recipient is unable to meet the minimum credit requirement of a scholarship. Contract is adjusted to a 3-8 Credit Model scholarship, or from a 19-30 credit AA/BA contract to a 9-18 credit AA/BA contract.
- The college cancelled courses due to low enrollment. Student is unable to take the courses required to complete a degree or credential. Contract is extended by a semester in order to complete coursework or adjusted to a lesser credit amount and closed out.
- Student was unable to take all the credential courses within the contract dates, including an extension. Contract is adjusted to a 9-18 Credit Model Scholarship, and student renews or reapplies for a 3-8 Credit Model Scholarship to finish last course and commission. Centers may choose the 3-8 Credit Model Limited Option scholarship. In this model, no raise or bonus is required from the center. The recipient's commitment period is one year either to the current center or to another regulated child care program in Wisconsin.
- Student completes required Credential course work but is unable to go through The Registry commission process. Contract is adjusted to a 9-18 Credit Model Scholarship and closed out.
- Student has unexpected personal needs arise and is not able to continue coursework or finish course work by the expiration date of the contract.

Counselors will discuss the options for contract extensions and adjustments both with the scholarship recipient and the sponsoring center. As the director of a sponsoring program, you are able to agree to the extension/adjustment or decline. If you choose not to sign the contract extension/adjustment, your recipient is held to the terms of the original contract. This may lead to the recipient's withdrawal from the scholarship program due to not fulfilling the credit requirement.

Mark Your Calendars for These Deadlines!

All reimbursement requests (Forms B, C & D) for expenses incurred this fall (along with receipts, if required) must be submitted by **February 1**. Requests turned in after that date cannot be honored. Please keep in mind that reimbursement forms may be submitted at any time during the semester, up to the deadline date.

All courses you are enrolled in for this Spring semester must be reported to your counselor by **March 1** in order for T.E.A.C.H. to pay your tuition directly to the college of your choice through a Direct Billing Authorization (DBA). We will then bill you and your program for your share. We encourage you to contact us as soon as you register for Spring courses so your account at the college does not incur late fees. T.E.A.C.H. cannot pay late fees to the college.

Annual Sponsor's Survey and Recipient Evaluations

Thank you to all who have completed the annual sponsor's survey and recipient evaluations at the completion of contracts. We value your feedback and suggestions as we are always looking at how to best serve you!

Words from the Wise

These tips were taken for our most recent scholarship recipient evaluations:

- "Make it a priority - this will have a direct reflection of staff performance and trickle down to other staff looking for a more professional program."
- "Make sure to keep all of your documents in one specific location to ensure that all documentation can be submitted when necessary."
- "Teach provides the employee financial assistance to improve their own skills and in turn makes them a better employee and increases the overall quality of the program."
- "Do it! It only benefits the center - making them higher on The Registry - which benefits you also give the employees more knowledge on how to handle certain situations and gives them more ideas as an educator. It also makes them feel like an educator not just a babysitter!"
- "Keep a file of contracts/forms/communications for all participants."
- "Be supportive and helpful as possible. I also give my teachers who are in the program extra time at work to work on homework."
- "Make a list of who needs what done when to ensure everything is turned in on time."

Considering a Credential as Your Next Learning Opportunity?

Credentials are great ways to gain content-specific knowledge while advancing your career and professionalism. And at times, credentials offer a faster route to move up the Wisconsin Registry Career Ladder for individuals without early childhood coursework or degrees. T.E.A.C.H. currently supports five Registry approved 12-credit credentials: Afterschool & Youth Development, Family Child Care, Inclusion, Infant-Toddler; Leadership, Program Development, and Supporting Dual Language Learners and two Registry approved 18-credit credentials: Administrator and Preschool. Learn more about the newest credentials below.

The Diversity Credential: This spring we are adding the Diversity Credential to the list of T.E.A.C.H. approved credentials. This new 12-credits credential offers the opportunity to learn skills and strategies to work with children and families from diverse cultural backgrounds, building on their assets and cultures, and culturally appropriate guidance and curriculum. This credential will be offered online at the University of Wisconsin-Whitewater starting Spring 2020. New applications for this credential will be considered for a scholarship in Summer 2020. Individuals interested in learning more about the credential should contact Carmen Rivers at 252-472-1802 or riversc@uww.edu.

Supporting Dual Language Learners Credential: This 12-credits credential is designed for individuals looking to gain the skills and strategies to effectively work with dual language learners and their families. The four courses provide an introduction to dual language in early childhood settings, components of quality dual language programs, language acquisition and responsive assessment methods. This credential is currently being offered online at the Universities of Wisconsin-Whitewater (UWW) and Platteville (UWP). The credential is also offered as a dual-language program with content taught in both English and Spanish at UWP. New applications for this credential will be considered for scholarship in Summer 2020. Individuals interested in learning more about the credential, at UWW, should contact Carmen Rivers at 252-472-1802 or riversc@uww.edu. For UWP contact Chenoa Ruecking at 608-342-1315 or rueckingc@uwplatt.edu.

Spring Semester Checklists

T.E.A.C.H. Scholar's Checklist:

If you are completing Fall coursework:

- Send us completed reimbursement request forms (along with receipts if applicable) for expenses incurred in the Fall semester by **February 1**. These include: Form B for books/tuition, Form C for release time, and Form D for travel stipend.
- Send, copy or fax a copy of your grades as soon as you receive them.
- Make a payment if you've received a recent invoice. If you are unable to pay in full upon receipt, please call to set up a payment plan. It is important to keep your account in good standing.
- Give us feedback on your experience through the on-line evaluation form you receive by e-mail. If you need a copy sent to you by mail, let your counselor know.

If you have renewed or are enrolling in Spring courses:

- Read your contract carefully, sign it, and get it back to us promptly. If you have questions, talk to your Counselor or refer to your Handbook.
- Register for your classes at the college of your choice.
- Notify your counselor regarding the classes you plan to take. If your counselor has not heard from you about classes by **March 1**, T.E.A.C.H. cannot pay your tuition directly to the college of your choice and you will have a limited time to pay your own tuition in full and request reimbursement from us.
- Discuss release time with your director; plan ahead for the 15 hours they must provide to you within the Spring semester. This is challenging for your program, so be willing to be flexible and compromise when you can.
- At the close of the semester, make sure you send in reimbursement forms, grades, and your evaluation; let your counselor know if you plan to renew a contract.
- Celebrate your accomplishment!

Sponsor's Checklist:

- Ask questions when a Scholarship Counselor calls to let you know a contract is being awarded to your employee. This call indicates the contract and our handbook are on the way.
- Read the contract carefully before you sign and return it; make sure you've accurately adjusted your budget to meet your financial responsibility to T.E.A.C.H. and to your employee(s).
- Negotiate a plan for providing release time that meets the needs of the program and those of the T.E.A.C.H. scholar. As indicated in the contract, you are responsible for providing 15 hours of release time per semester. This will be reimbursed by T.E.A.C.H. at the rate of \$12.50/hour.
- Call if you have questions. The scholarship counselor is available to help you too, so keep their phone number in a convenient place. In the event of a program closure or change in the scholar's employment status, contact the counselor as soon as possible.
- Establish a routine for regularly checking in with your T.E.A.C.H. Scholar to help, encourage and notice when they move from new learning to implementing new ideas in the classroom.
- Make a payment if you've received a recent invoice. If you are unable to pay in full upon receipt, please call to set up a payment plan. It is important to keep your account in good standing.
- Inform the scholarship recipient of your plan for providing the bonus or raise you agreed to in the contract. You have until the end of their commitment period to provide the raise or bonus in full.
- Remind your employee to send us grades immediately at the end of the semester so we can reward with them with a T.E.A.C.H. bonus.
- Celebrate your employee's accomplishments when the semester ends and the contract is closed or renewed.

SPRING 2020

Semester Preview:

a newsletter of



**Spring Semester
is about to begin!**
*We have important
information to share
with you!*



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What's inside?

- T.E.A.C.H. Celebrates 20 years!
- Contract Adjustments and Extensions
- Fall Semester Checklists
- Important Deadlines!
- Words from the Wise
- New Registry Credentials

T.E.A.C.H. Early Childhood® WISCONSIN

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T.E.A.C.H. Celebrates 20 years!

This fall, we celebrated a 20-year milestone of proudly serving the Wisconsin early childhood community. As we reflect on the past 20 years, we are all proud of the work we have done together. We've provided more than 16,300 higher education scholarships to over 9,000 early childhood professionals. We continue to put your educational needs at the center of our work and consequently continue to receive your strong support. From our last exit surveys, 95% of recipients and over 96% of sponsoring programs would recommend T.E.A.C.H. We could not do this without you all, THANK YOU!

As we move forward, we remain committed to ensuring early educators have the opportunity to attain an excellent and affordable education and earn living wages to support themselves and their families. We are also committed to supporting innovative practices in higher education because we understand the demands of work, family, and school.

Your experience, opinion, and story matter! We invite you to stay connected and engaged, to keep sharing your stories and words of wisdom. The feedback you provide helps us improve our services. It also helps current and prospective recipients and sponsors as they navigate our program and higher education institutes. Furthermore, we share stories with our partners, policy, and decision-makers.