

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

SUBJECT:

Staff Professional Development Assistance

POLICY:

Head Start staff will be considered for tuition assistance and additional support for professional development efforts directly related to their current position and/or movement up the career ladder.

- *This policy relates to [Head Start Performance Standards](#) 45 CFR 1304.52*

PROCEDURES:

1. Career Development assistance for Head Start staff will be as follows:
 - Teaching staff (teachers, assistants, & education managers) who do not have an associate degree may request up to three (3) college classes per semester.
 - Teaching staff who have an associate, baccalaureate or advanced degree, but lack the emphasis in early childhood education may request up to three (3) early childhood classes per semester.
 - Teaching staff who have the appropriate associate degree (*at least 15 hours of early childhood courses*) and are working towards a baccalaureate degree in early childhood education may request three (3) college class per semester.
 - Teaching staff who have the appropriate baccalaureate degree (*at least 30 hours of early childhood courses*) are not eligible for career development assistance.
 - Teaching staff who have Interdisciplinary Early Childhood Education (IECE) certification are not eligible for career development assistance.
 - All other staff positions may be approved for one (1) class per semester in a field related to their current position depending on available funds.

2. All professional development activities must be directly related to the employee's present position and/or movement up the career ladder (i.e. Teacher Assistant to Teacher to Education Service Manager).
3. The program will only approve tuition and/or professional development costs not covered by other sources. Verification that a Free Application for Federal Aid (FAFSA) has been completed for the current school year must be submitted to the grantee office along with a signed Release of Information. Staff working in a blended program must also submit verification that a KHEEA Early Childhood Development Scholarship application has been completed for the semester.
4. Those applicants working towards a child development associate (CDA) credential must submit a signed CDA Tuition Reimbursement Agreement to the grantee office by the stated deadline. All other applicants must submit a Tuition Reimbursement Agreement to the grantee office by the stated deadline. If the agreement is not submitted, tuition assistance will be voided.
5. Procedure for submitting a professional development request is as follows:
 - a. Submit the request for assistance to the delegate Head Start Director for initial approval.
 - b. The delegate Head Start Director reviews request for completeness and forwards any approved request to the grantee office in a timely manner (10 days maximum from day received).
 - c. Approved professional development requests must be received in the grantee office by the stated deadline given by the grantee office. The deadline will be scheduled according to registration dates at the local colleges.
 - d. Submitted requests will be reviewed for approval by the grantee office and the agency's Executive Director.
 - e. Upon approval, the grantee office will prepare approval vouchers for all approved requests.
 - f. The applicant will be notified by mail.
 - g. The Delegate Head Start Director will be notified of all staff approved for professional assistance.

6. Any Head Start employee approved for tuition assistance who does not complete the class requested must reimburse the grantee for the tuition cost or forfeit any future professional development assistance. The grantee Head Start Director and the Executive Director may waive payment in the event of an employee's extended illness or circumstances beyond their control.
7. The employee must provide proof of the successful completion of the class for which tuition assistance was received before any future request will be approved.
8. Receipts for any textbooks purchased for college level coursework may be submitted to the grantee office for reimbursement immediately upon purchase. Reimbursement of textbook costs may be suspended during any given semester dependent on the number of staff taking college courses.
9. Staff members enrolled in an early childhood education course are eligible to be reimbursed at the rate of 41 cents per mile for each mile traveled to and from regularly scheduled class time. Mileage must be recorded on a *Class Attendance Voucher Form* and must be initialed by the instructor each date for which mileage is being claimed. Mileage claims must be submitted within thirty (30) days of completion of the early childhood course.
10. A standard supply fee of \$100.00 may be paid to staff who enroll in and complete a three (3) credit early childhood education college course that is directly related to their present position and/or movement up the career ladder. Early childhood education courses that are less than three (3) credits or are offered in a condensed time period will be reviewed on an individual basis to determine eligibility for the standard supply fee or a modified amount of the fee. Documentation of successful completion of early childhood education course work must be submitted to the grantee office no later than thirty (30) days after grades have been posted or a certificate of completion has been issued. This practice may be suspended during any semester dependent upon the number of staff taking college courses.