

Reimbursement and Pre-payment of College Courses

The Head Start Act 2007 (as amended 12/12/07)

§ 648A (a) (5)

Each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high quality, sustained, intensive and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.

Policy

To improve staff qualifications and enhance professional development, Community Action Early Head Start (EHS) and Head Start (HS) will ensure all staff meet required professional development based on job position federal and state regulations. Professional development is provided by a combination of grantee-provided training, training offered through community partners, offsite services, and by attendance at conferences.

The **Training and Technical Assistance Plan (T&TA Plan)** outlines the training and professional development used by the program with details on tuition assistance and training priorities for staff, Policy Council, Governing Board, and parents.

Community Action Head Start will offer financial assistance (contingent upon available funds) to employees who are full-time equivalency status and have a **Professional Development Plan approved by their supervisor.**

A tiered approach is used with priority given to staff as listed in our T&TA Plan and below:

1. Staff who are in positions requiring only a high school diploma/GED who wish to obtain their CDA or to take classes that will enhance their professional development.
2. Family Services staff who do not meet the Head Start Program Performance Standards for their position.
3. Staff who wish to obtain their AA degree in ECE or obtain an ECE certificate in the field of Early Childhood.
4. Staff who wish to obtain their BS/BA degree in Early Childhood or related field.
5. Staff who request professional development to support their current position.

Students who receive grants, scholarships, or combination thereof sufficient to pay for tuition and fees **are not eligible for financial assistance through Community Action.** Community Action will provide financial assistance for tuition and fees, the net out of pocket cost to student.

Students are required to provide an account statement which includes the student's name, institution, dates attended, and itemized accounting, including any financial aid applied to the student's account. Staff who are on an active Coaching & Counseling notice (C&C) will not be eligible for tuition assistance or pre-payment of courses.

**Community Action Head Start
Washington County, Oregon**

Procedure

Pre-payment of Courses at Portland Community College *(leading to an Associate Degree in Early Childhood Education)*

Community Action (CA) will fund up to three courses per term and will pre-pay tuition/fees for employees in Academic Good Standing at Portland Community College and are taking courses to obtain an AA degree in ECE. An ECE course must be taken each term. If there are only electives taken during the term, CA Head Start will not pre-pay tuition and the student will be responsible for those costs. If an employee receives an Academic Warning or Probation, they will be responsible for pre-paying tuition and fees until reinstated to Academic Good Standing. If the employee completes the coursework in the current term with grades of "C" or better, funds for that term will be reimbursed.

Employee will:

- Meet with their supervisor to complete their **Professional Development Plan** as part of their employee evaluation, which indicates the goal of taking coursework, classes, or a training.
- At least six weeks prior to the beginning of the term, make an appointment with an academic advisor and complete an **Education Development Plan** form.
- Complete an **Education Request Form**.
- At least two weeks prior to the beginning of the term, submit the completed, signed **Education Development Plan, Education Request Form, and the Requisition for Disbursement Form**, to their supervisor, transcript and/or grade report from previous term (if applicable), and an account statement to the supervisor.
- After the term is completed, send transcripts or grade report showing the completed courses which were paid by the employer to the s). ***If this step is not completed, the next term will not be prepaid.*** Once the transcripts or grade reports is received by the PDS the course may be reimbursed.

Supervisor will:

- Submit the completed, signed Individual **Education Development Plan, Education Request Form, Requisition for Disbursement Form, PCC Student Account Statement**, and a copy of the signed employee Professional Development Plan (listed in the employee evaluation document) to the PDS.

Professional Development Supervisor will:

- Review and submit all paperwork for the classes attended to the appropriate manager for review. The Manager will submit to the Head Start Director (*if over \$3,500*) who will sign and return to PDS.
- If a reimbursement is to be made, the PDS will forward it to the fiscal department via email and will copy the staff member on that email.
- If it is a prepayment, the PDS will wait to receive the invoice from PCC. Once the invoice is received, the PDS will resubmit the following for final approval from appropriate manager and director:
 - Final Requisition for Disbursement
 - Vendor Name: Portland Community College
 - Vendor Code: leave blank
 - Description and Purpose: AA Tuition for Student Name and G#
 - Expense Account: 54950
 - Project Code: 106
 - Invoice from PCC

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- All paperwork submitted from staff member prior to enrolling in courses
- Once approved, a copy of all documents will be sent to fiscal for payment.

If a student needs to drop classes for any reason, they must immediately withdraw from their courses through PCC and notify the Professional Development Supervisor. Community Action is not responsible for any associated costs if the student withdraws from courses after the deadline.

If a student fails a course, they must notify the PDS as soon as possible. Community Action will only allow one failed class before declining pre-payment for other courses. The PDS will notify PCC upon termination or resignation of a staff member. PCC will release those charges back to the students account for them to pay individually.

Education Courses at Portland Community College *(for professional development purposes not leading to a degree)*

Community Action will reimburse for one approved early childhood education, a related field course, or a course for professional development related to current position, per staff per quarter at Portland Community College.

Employee will:

- Meet with their supervisor to complete their Professional Development Plan as part of their employee evaluation, which indicates the goal of taking coursework, classes, or a training.
- At least five weeks prior to the beginning of the term, submit the completed, signed **Individual Education Development Plan, Education Request Form, and the Requisition for Disbursement Form**, transcript and/or grade report from previous term *(if applicable)*, and an account statement to the supervisor.

Supervisor will:

- Send the signed **Education Request Form**, employee's account statement, the **Requisition for Disbursement Form**, and a copy of the signed employee Professional Development Plan (listed in the employee evaluation document), to the Professional Development Supervisor.

Professional Development Supervisor will:

- Review and submit all paperwork for the class completed to the appropriate manager for review. The manager will sign and return to the PDS.
- The PDS will forward it to the fiscal department via email and will copy the staff member on that email.

Pursuing Associate or Baccalaureate at Colleges and Universities other than Portland Community College

Tuition/fees for early childhood classes/courses (not including prerequisites nor electives) from other institutions will be reimbursed **contingent upon available funds** after the term is complete and if the employee receives a passing grade of "C" or better.

- Community Action will reimburse 100% of tuition and fees for one course per term in the early childhood education field for staff pursuing an associate degree.
- Community Action will reimburse 50% of tuition and fees for one course per term in the early childhood education field for staff pursuing a baccalaureate degree.

Employee will:

- Meet with their supervisor to complete their Professional Development Plan as part of their employee evaluation, which indicates the goal of taking coursework, classes, or a training.

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- At least five weeks prior to the beginning of the term, submit the completed, signed Individual **Education Development Plan, Education Request Form**, and the **Requisition for Disbursement Form**, transcript and/or grade report from previous term (*if applicable*), and an account statement to the supervisor.

Supervisor will:

- Send the signed **Education Request Form**, employee's account statement, the **Requisition for Disbursement Form**, and a copy of the signed employee Professional Development Plan (listed in the employee evaluation document), to the Professional Development Supervisor.

Professional Development Supervisor will:

- Review and submit all paperwork for the class completed to the appropriate manager for review. The manager will sign and return it to the PDS.
- The PDS will forward it to the fiscal department via email and will copy the staff member on that email.