Staff Scholarship for Financial Support

Policy
Arrowhead Head Start will support staff in the pursuit of educational goals leading to licensure, degree, credential, certificate, or renewal; and increased knowledge and skills in areas specific to Head Start.

Procedure:
- Monies for staff educational improvements will be set aside in the Scholarship budget.
- Staff that have successfully completed the probation period may request reimbursement for pre-approved coursework or applications.
- Staff must include a detailed educational goals statement with the request.
- Staff must obtain approval from their Program Manager prior to enrollment in coursework, program, or relevant work.
- The Program Manager must obtain approval from the Scholarship Committee.
- Priority for use of Scholarship Financial Support will go to the following Head Start staff:
  1. Lead Educators
  2. Full-time Teacher/Classroom Assistants
  3. Part-time Teacher/Classroom Assistants
  4. All other staff
- Priority for use of Scholarship Financial Support will go to the following purposes:
  1. MN Teaching Licensure
  2. Child Development Associate Credential renewal
  3. Bachelor’s Degree in Early Childhood
  4. Associate’s Degree in Early Childhood
  5. Other areas specific to Head Start
- Staff may request reimbursement or payment for a maximum of 3 credit, 4.5 CEU, 45 clock hour course(s) per fiscal year.
- Staff must present a copy of an itemized bill for reimbursement of coursework, application, or license; and proof of satisfactory completion of coursework to the Head Start office. Books, if not included with course work, and additional fees are not reimbursable.
- Staff must provide a copy of the license, certificate, credential, or transcript within 1 week of receiving it.
- Staff must not use any other outside financial assistance for the same financial support request.
- Staff will reimburse Arrowhead Head Start within 30 days if:
  - Completion of coursework is unsatisfactory.
  - Staff utilize scholarship funds for a baccalaureate or advanced degree and leave the Head Start program by choice before completing a 3 year commitment after using the funds. Reimbursement will be the total or prorated amount of the financial assistance received based on the length of service completed after the degree earned.
- Staff working on CDA renewal must also:
Utilize courses offered through Care Courses, colleges, universities, or other pre-approved trainers.

Take classes that meet the Council for Professional Recognition’s guidelines.

A. Preschool CDA candidates must have course(s) in the areas of early childhood education or child development for ages 3 to 5 years and meet one or more of the CDA subject areas.

B. Infant-Toddler CDA candidates must have course(s) in the areas of early childhood education or child development for ages Birth to 36 months and meet one or more of the CDA subject areas.

C. Home Visitor CDA candidates must have course(s) in the areas family systems, adult learning, home visiting, case management, early education, or child development, and meet one or more of the CDA subject areas.

See Staff Scholarship Request for Financial Support and CDA Staff Contract forms.

This policy complies with the Head Start Act 648a [42 U.S.C. 9843a] (6) (A) & (6) (B).

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