

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies
(Head Start Act Sec. 648A.)

Subject: Taking Classes

Policy:

Head Start/Early Head Start will pay for at least one class and book per semester for any staff member interested in pursuing a field-related degree (if funding is available and/or was denied the T.E.A.C.H. scholarship and/or a Pell grant). If funding is limited, Head Start/Early Head Start will pay only for staff that is required/mandated to obtain their degree.

Procedure:

1. Staff members interested in taking classes must work with the Education Specialist to register for classes.
2. Staff are required to apply for the T.E.A.C.H. scholarship and/or for a Pell grant and denied before Head Start/Early Head Start will pay for courses. If the staff receives the T.E.A.C.H. scholarship, then an agreement will be signed. Head Start/Early Head Start and the staff member will follow the terms of the agreement.
3. Classes taken must be related to the degree that is being pursued.
4. Classes must be taken in the evening, distant learning, or online.
5. If there are special circumstances related to classes needed such as time or certain time of the year the class is being offered, then Head Start/Early Head Start will view these circumstances on an individual basis.

The following applies to staff whose classes are being paid for solely by Head Start/Early Head Start.

6. Grades will be submitted to the Director upon completion of the course. Books will be returned upon completion of the course.
7. Staff members that receive an “F” as their final grade will not be able to receive payment for their next class by Tri-County until a passing grade has replaced the “F” grade in the course.

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8. Any staff member that drops their class after the college's last day to drop with a refund will not receive payment on future classes until the staff has paid for and taken the class that was dropped.
9. Dropped classes are required to be reported to the Director immediately.
10. Staff that are required to take classes are given flex time. Flex time is not given for staff that are not mandated to take classes.