

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Career Development Financial Assistance  
**Revised:** February 27, 2003

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## **POLICY:**

NAEYC Guide to Accreditation by The National Academy of Early Childhood Programs, revised addition.

SWHRA Head Start Program Policies and Procedures Manual Addendum to the SWHRA Policies and Procedures Manual.

In Consonance with the policy on SWHRA Head Start Career Development that encourages Head Start Staff to pursue appropriate credentials with the educational financial assistance of the Head Start Department, this policy sets maximum financial assistance limits for individuals pursuing AA/BA/S and graduate degrees, as funds allow.

It is the policy of the Head Start Department that those individuals pursuing higher education first obtain an AA Degree at a local community college before continuing pursuit of a BA/S Degree.

Those individuals who enter or are currently enrolled in a job-related AA Program can receive financial assistance not to exceed \$1,015 per semester. Financial assistance will be provided upon receipt by the Head Start Department of tuition fee charges and book fees. Actual costs not to exceed the \$1,015 ceiling will be reimbursed.

Those individuals with AA degrees and/or having at least 64 credit hours toward a BA/S Degree will be provided financial assistance through the Head Start Program not to exceed \$1,500 per semester. This assistance may be used to pursue your job related course of study at a State or private higher education institution. Reimbursement will be made upon receipt of charges for tuition/book fees. The semester fees provided by Head Start for pursuit of a BA/S Degree at a State Institution of higher learning will pay approximately 100% of the costs. Upon completion of a Bachelor's Program, if an employee wishes to work toward a graduate degree, the agency will provide financial assistance not to exceed \$1,800 per semester for a job related course of study at a state or private higher education institute.

Financial assistance for books and tuition for online degree programs and summer classes will be given, as funds allow, based on the number of hours during each term (not to exceed 12 hours).

An employee may take a class during work hours if the following conditions are met: The class is a required class for a job related degree and is not being offered any other time outside of work hours or there is not another class that the employee can take. If these conditions are met, an employee will be allowed the class time of 1 class (up to a 4 hour class) per semester to attend the class. For example, if an employee takes a 3 hour English course (s)he will get three hours. Any additional time above class hours will require that the employee take leave.

Agency Policy allows for Leave of Absence without pay for educational purposes when the course of study being pursued is related to the employee's work and will enhance the employee's value to the Agency.

Individuals are expected to complete classes with a passing grade. Any individual who does not, will be expected to reimburse the Agency in full either in one lump sum or through payroll deduction. The Agency will only pay for a course one time. If it is necessary for an individual to repeat a course, (i.e., to raise a D to a C), the cost of repeating the course will fall to the individual. Any employee who drops a course for any reason other than sickness, personal or family, after the drop date will be required to reimburse the Agency in full.

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### DEGREE/CREDENTIAL PLAN

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current position: \_\_\_\_\_

Credential (CDA, SSCBT, AA/S, BA/S) required for position: \_\_\_\_\_

Credential you currently have: \_\_\_\_\_

Number of college hours you currently have: \_\_\_\_\_

Credential sought: \_\_\_\_\_

Institution: \_\_\_\_\_

GPA requirements: \_\_\_\_\_

Number credit hours needed: \_\_\_\_\_ Projected graduation date: \_\_\_\_\_

I am not interested in pursuing a degree (AA/S or BA/S) at this time. \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Assistant Director for Admin/Career Dev. Signature: \_\_\_\_\_

**Employee: Please attach a copy of college transcripts and curriculum requirements for the degree you wish to pursue.**