



San Francisco Early Childhood Educator BA / MA Bonus



2008-2009 Application Guidelines

Bonus: Qualifying Early Childhood Educators with BA and/or MA degrees working at approved Preschool For All (PFA) sites can receive \$1,250 per quarter up to \$5,000 annually.

Eligibility: To be eligible for the BA / MA Bonus in 2008-2009, you must meet all of the following guidelines:

- ▶ Hold a BA or MA in ECE/CDEV or a BA or MA in any field plus 24 ECE units or a Teacher Permit or higher. (Foreign degrees must be evaluated by an approved evaluation agency. Call SF CARES for a list of approved agencies.)
- ▶ Work in San Francisco at a First 5 San Francisco-approved PFA site as an Assistant, Associate, Teacher, Lead Teacher, Site Supervisor, FCC Owner or FCC Assistant, serving infants, toddlers, and/or preschoolers.
- ▶ Start working on or before one of the deadlines below, work an average of 15 hours per week providing direct instruction to children and work continuously through the end of each quarter. In order for those 15 hours to count toward your eligibility, your presence in the classroom during this period must count toward your program's compliance with minimum adult-child ratios set by laws, regulations, or other requirements governing your program.

The following Employment Exceptions will apply:

- **9 month employees** – If your employment ends before June 30th due to a break in your school session, you can still qualify for that quarter if you work through the last week of the school session.
- **Maternity leave and work related disability** – Maternity leave and work related disability will be considered as long as it is not longer than three months and as long as you return to the same employer or another approved PFA site once your leave ends.

Continuing Eligibility: If you received the BA/MA Bonus during any quarter in 2007-2008 and continue to satisfy the eligibility requirements above, including the revised requirements regarding direct instruction and ratios, you do not need to reapply. You only need to submit a continuing eligibility form by the application deadlines listed below.

Deadlines: To get started, you must apply through SF CARES. To see when your eligibility begins, refer to the chart below. Start by determining the earliest quarter in which you were working and apply by the application deadline to the right. **You only have to apply once.** After you are approved, eligibility will remain ongoing as long as you meet all of the above requirements, continue to work a minimum of 15 average hours per week, and work continuously through the end of each quarter at an approved PFA site. At the end of each quarter, you will automatically be mailed a bonus request form. You and your employer must sign, confirming your continued employment, and return it to the SF CARES office by the deadline printed on the form. Your bonus check will be mailed within 4-6 weeks from the deadline. If further documentation is needed to determine your eligibility your bonus check may be delayed.

Bonus Cycles	Employment must start on or before one of the dates below.	Application deadlines: Submit application by 4pm on dates below. If Applications are mailed, they must be postmarked by the dates below.	Bonus Amount
1 st Quarter	9/30/08	10/7/08	\$1,250
2 nd Quarter	12/31/08	1/6/09	\$1,250
3 rd Quarter	3/31/09	4/7/09	\$1,250
4 th Quarter	6/30/09	7/7/09	\$1,250

Applications must may be mailed or dropped off to the SF CARES address below. Faxes will not be accepted. If you have questions, need an application, or wish to make an appointment call SF CARES at: (415) 856-8140

The San Francisco Early Childhood Educator BA / MA Bonus program is made possible by funding from



SF CARES: 706 Mission Street, 6th Floor, San Francisco CA, 94103