



# San Francisco Early Childhood Educator BA / MA Bonus 2010-2011 Application Guidelines



**Bonus:** Qualifying Early Childhood Educators with BA and/or MA degrees working at approved Preschool For All (PFA) or Title 5 funded sites can receive \$825 per quarter. Due to the number of anticipated applicants this year, the maximum bonus will likely be \$3300 annually.

**Eligibility: To be eligible for the BA / MA Bonus in 2010-2011, 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 or Title 5 funded 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.
- ▶ If you received any quarter of the BA/MA Bonus in 2010-2011 you only need to submit a continuing eligibility form by the application deadlines listed below.

**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 or Title 5 funded site once your leave ends.
- ▶ If you are a first time applicant, please submit a copy of your Social Security card along with your application. A copy of your card will not be kept in your file.

**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 or Title 5 funded 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. The completed form must be returned to the SF CARES office by the deadline printed on the form. Your bonus check will be mailed within 6-8 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 <sup>st</sup> Quarter	9/30/10	10/8/10	\$ 825
2 <sup>nd</sup> Quarter	12/31/10	1/7/11	\$ 825
3 <sup>rd</sup> Quarter	3/31/11	4/8/11	\$ 825
4 <sup>th</sup> Quarter	6/30/11	7/8/11	\$ 825

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, 6<sup>th</sup> Floor, San Francisco, CA 94103**