

## Childcare Reimbursement Policy

Groups pay childcare provider directly and will be reimbursed pursuant to the chart below. The rates below represent the rates at which we will reimburse you, but you are welcome to personally pay the childcare provider beyond these amounts if your group desires. We do not offer reimbursement for childcare expenses over 2 hours.

Reimbursement is available for regular group meetings, service activities, and one relationship-building activity per 10-week period.

### Childcare Reimbursement Process

Money is not available upfront for childcare expenses. The group host is ultimately responsible for making sure the childcare provider is paid. The host may wish to have parents contribute and give the money to the host, who can then pay the childcare provider from these funds, or the hosts can pay the childcare provider themselves.

The group host will fill out a reimbursement form and turn it in to the D-groups ministry team leader (mailbox located in the church office).

In order to qualify for reimbursement, forms must be submitted within 60 days of the date for which childcare reimbursement is requested.

Once the group host is reimbursed, the group host is responsible for disbursing funds to the other parents who contributed to the childcare payment.

#### Childcare reimbursement request:

Name of person requesting reimbursement: \_\_\_\_\_

Address of person requesting reimbursement: \_\_\_\_\_

Meeting date: \_\_\_\_\_ # of children: \_\_\_\_\_ Reimbursement amt: \$ \_\_\_\_\_

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Number of children	1.5 hours	2 hours
1	\$10	\$15
2	\$10	\$15
3	\$10	\$15
4 or more	\$20	\$30