



Childcare

Reimbursement Form

SMALL GROUPS/WEEKLY MEETINGS

Month _____

	Group Name	Date	# of Children	# Hours	Total Amt*	Leader Signature
WEEK ONE						
	Week One Subtotal					

	Group Name	Date	# of Children	# Hours	Total Amt*	Leader Signature
WEEK TWO						
	Week Two Subtotal					

	Group Name	Date	# of Children	# Hours	Total Amt*	Leader Signature
WEEK THREE						
	Week Three Subtotal					

	Group Name	Date	# of Children	# Hours	Total Amt*	Leader Signature
WEEK FOUR						
	Week Four Subtotal					

	Group Name	Date	# of Children	# Hours	Total Amt*	Leader Signature
WEEK FIVE						
	Week Five Subtotal					

Signature: _____
 Print Name: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Phone Number: _____

Subtotals

	Week One
	Week Two
	Week Three
	Week Four
	Week Five
	Events
	Total Reimbursement

REIMBURSEMENT CHART

# of Children	1 hr	1.5 hrs	2 hrs	2.5 hrs	3 hrs	3.5 hrs	4 hrs
1	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00
2	\$13.25	\$17.75	\$22.25	\$26.75	\$31.25	\$35.75	\$40.25
3	\$14.50	\$19.50	\$24.50	\$29.50	\$34.50	\$39.50	\$44.50
4	\$15.75	\$21.00	\$26.25	\$31.50	\$36.75	\$42.00	\$47.25
5 or more	\$17.00	\$22.50	\$28.00	\$33.50	\$39.00	\$44.50	\$50.00

FAQ

Can I include my travel time to and from the group?

Yes, up to 15 minutes each way—to and from the group. For example: if the group is from 7-8:30pm, you can be reimbursed for 2hrs (1.5hrs for group + 30min for travel).

Which groups are covered?

Groups listed in the “groups” or “serve” sections of the catalog and website are eligible. However, if your group occurs during weekend worship times, reimbursed childcare is not available. Covenant Kids is available during those times.

Where do I get the reimbursement form?

From your group leader, Guest Services, or print one off at covenant.cc/childcare.

When will I be reimbursed?

You should receive reimbursement within two weeks of turning in your reimbursement form.

Who signs our reimbursement form?

Both you and your group leader must sign it—one signature for each gathering.

Where do I turn in this form?

Each person turns in their own form after the proper signatures have been filled in. Please turn it in at Connections during weekend services or at the main office during the week.

How much will I be reimbursed for?

Please refer to the Reimbursement Chart above.

What if I pay more or less for my sitter?

If you pay less, then just turn in the actual amount paid, but if you pay more, then you are responsible for the overage. We're trusting that you won't abuse the goodwill nature of this process.

Is there a limit to How many groups/hours per week I can be reimbursed for?

As many as needed, but only up to 4 hours per group per week.

Do I have to get approval for hiring my own baby sitter?

You do not have to get approval, and, in fact, it is totally your responsibility to get and decide who watches and cares for your children. Our role is only to reimburse you according to the formula in the chart below.

Can a group leader have baby sitting at their own home and be reimbursed for that?

Yes, as long as you are paying the sitter.