



Childcare

Reimbursement Form

SMALL GROUPS/WEEKLY MEETINGS

Month _____

WEEK ONE

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

WEEK TWO

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

WEEK THREE

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

WEEK FOUR

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

WEEK FIVE

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

*Please refer to the Reimbursement Chart on the back

Continued on back...

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

Read the questions below to comply with the guidelines of childcare reimbursement.

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 childcare?
 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 childcare?
 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.

For groups taking place in a home, can a group leader have baby sitting at their own home and be reimbursed for that?
 Yes, as long as you are paying for the childcare and it is only your children being cared for. You are not allowed to hire childcare that would care for children in addition to your own.