

# CHILDCARE REIMBURSEMENT POLICY



We understand that the expense of childcare can be a deterrent to joining and participating in a community group. Because we are committed to reducing the obstacles facing people attempting to get into community, the church reimburses its group members at a predetermined rate for their childcare expenses.

Athens Church now offers childcare reimbursements online. To receive access to the online system, please fill out the request form at AthensChurchGroups.com.

Once you fill out the form, you should receive an email containing further instructions within 3-5 business days, including your login information.

Childcare reimbursements should then be submitted online at AthensChurchGroups.com.

Please talk to the assimilator for your area if you have any questions. Assimilators are the people in the room wearing the uniform shirts.

Childcare expenses are processed in the following ways:

1. We reimburse parents at a set rate for the cost of an individual baby-sitter.
2. One childcare reimbursement form is to be filled out by each couple/parent per event attended.
3. Group members return completed forms to the Community Groups Ministry office or the information table on Sundays.
4. A check will then be issued and mailed to each couple/parent within 2-3 weeks.
5. For accounting purposes, each form must be submitted within 30 days of the event.

**A**THENS  
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## CHILDCARE REIMBURSEMENT

### OFFICE USE ONLY

Today's Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Department: \_\_\_\_\_

## REIMBURSEMENT PAYABLE TO

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Group Leader Name:  
\_\_\_\_\_

**PLEASE FILL OUT ONE FORM PER EVENT.  
FORM MUST BE SUBMITTED WITHIN 30 DAYS OF EVENT.**

ACCOUNT NUMBER	MINISTRY AREA EVENT <small>(Area Fellowship, Community Group, Starting Point, FPU, etc.)</small>	DATE	# OF CHILDREN	# OF HOURS	AMOUNT
05-003					

**FOR INDIVIDUAL SITTERS, PLEASE USE CHART BELOW**

INDIVIDUAL REIMBURSEMENT CHART			
	1 HOUR	2 HOURS	3 HOURS
1 CHILD	\$7.50	\$15.00	\$22.50
2 CHILDREN	\$8.00	\$16.00	\$24.00
3 CHILDREN	\$8.50	\$17.00	\$25.50
4 CHILDREN	\$9.00	\$18.00	\$27.00

**PLEASE NOTE THAT WE WILL REIMBURSE UP TO 3 HOURS FOR EACH EVENT.  
GROUP SITTING OF 5+ CHILDREN WILL BE PAID AT A RATE OF \$9/HOUR**

*PLEASE MAIL OR FAX THIS FORM TO THE ATTENTION OF THE COMMUNITY GROUPS MINISTRY*