



## **CHILDCARE** **reimbursement**

Childcare expenses are processed in the following ways:

1. We reimburse parents at a set rate for the cost of an individual baby-sitter. Please note that the maximum number of hours to be reimbursed is two (2).
2. A childcare reimbursement form is to be filled out completely by each couple/parent for the event they are attending. The Group Leader must sign each form at the end of the event. The form must be submitted within 30 days of the event for reimbursement to be considered.
3. Group members must return completed forms to the Life Group Information desk on Sundays, or mail it to Calvary's address, or fax it to 727-447-2983.
4. A check will then be issued and available for pick-up within two weeks at the Life Group Information Desk.
5. You may pick up childcare reimbursement forms at the Life Group Information Desk in the lobby.



## Childcare Reimbursement Form

Please Fill Out One Form PER EVENT  
Form must be submitted within 30 days of event

Individual Reimbursement		
# of Children	Hours of Event	
	1	2
1-3	\$7.00	\$14.00
4 or more	\$9.00	\$18.00

**Reimbursement Payable To:**

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

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

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

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

**Group Leader's Approval:**

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

Date: \_\_\_\_\_

Leader Name	Date	# of Children	# of Hours	Amount Requested

**Guidelines:**

1. We reimburse at a set rate for the cost incurred for an individual baby-sitter for family group meetings, using rates on the chart on this form.
2. One reimbursement form should be filled out for each family group meeting.
3. Return completed forms to the lobby Life Group Information Desk or mail it.
4. A check will be issued and mailed for reimbursement within 2 weeks of the receipt of this form.
5. Each form must be submitted within 30 days of the event.

Childcare Reimbursement Form
<i>Office Use Only</i>
Today's Date: _____
Approved By: _____
Approved By: _____