

Childcare Reimbursement Request

Complete one form per babysitter per meeting

Reimbursement check payable to:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Information about the childcare that was provided:

Date Childcare Provided:	Number of Children:	Number of Hours:	Reimbursement Amount Requested:
			\$
Name of individual you paid to provide childcare in your home:			Amount you paid:
			\$
Small Group Leader's Signature:			

Reimbursement Chart:

Number of Children	Hours at Small Group				
	1	1.5	2	2.5	3
1	\$7.00	\$10.50	\$14.00	\$17.50	\$21.00
2	\$7.50	\$11.25	\$15.00	\$18.75	\$22.50
3	\$8.00	\$12.00	\$16.00	\$20.00	\$24.00
4	\$8.50	\$12.75	\$17.00	\$21.25	\$25.50
5	\$9.00	\$13.50	\$18.00	\$22.50	\$27.00

SEE GUIDELINES ON REVERSE SIDE

Reimbursement Guidelines & FAQ

1. This reimbursement policy applies only to gatherings which are an official small group of Keystone Church.
2. Parents schedule and pay their own babysitter themselves, or groups hire a babysitter to watch the group's kids on-site.
3. Parents are reimbursed at a pre-determined rate in order to help offset the cost of a babysitter (see chart on other side).
4. Reimbursement forms are available at keystonechurch.us/grouplife
5. Individual forms are to be filled out after each group meeting by the family or group requesting reimbursement. The form must be signed by the group leader.
6. Parents are to return completed forms to the church office, or they can be emailed to chris@keystonechurch.us, or dropped off at Guest Services on Sundays.
7. Each form must be submitted within 30 days of the group meeting.
8. Checks are issued and mailed within 2 weeks of receipt of request.
9. No more than 3 requests can be made per month (per family or group.)

FAQ

Q) Why do you offer childcare reimbursement?

A) We believe that significant life change happens when you are connected in a group. Connecting regularly with a small relational community of people who know you, love you and are committed to helping you grow as a Christian is an essential ingredient in following Jesus. We feel so strongly about this that we are willing to "put our money where our mouth is" to help people get connected into those kinds of environments. If helping parents with some childcare costs will remove the financial barrier of connecting with a group, then we believe that is a great investment of resources.

Q) Are there limits to the reimbursement?

A) Reimbursement is available at a flat rate per child for up to three hours of childcare cost per group meeting. Meaning, you pay your sitter directly whatever amount you want to pay, but you will only be reimbursed at the pre-determined published rate per child, per hour (see rates on the other side). No more than 3 requests can be made per month (per family or group.)

Q) Who can take advantage of this reimbursement?

A) Anybody who needs it and is a member of a Keystone Life Group. Reimbursement is intended for anyone in a group who legitimately could use help with childcare costs in order to stay connected with his/her group.

Q) How frequently am I reimbursed?

A) We ask that you submit a reimbursement form after each group meeting where you use child care. Reimbursement checks are usually received within two weeks.

Q) I'm in a group where lots of us have kids. Is reimbursement available to each family for each group meeting?

A) Yes. If each family is securing and paying a separate sitter at their individual homes, then each family can request reimbursement for their individual costs (even though everyone is going to the same group meeting). But we do encourage you to consider combining your efforts if/when possible. Some groups consolidate their childcare costs by getting a sitter to watch all the member's kids in one part of the house while the group meets in another part. Or, if there's a member's home nearby, one home becomes the place where the sitter watches the kids while the group meets in another house. Find a solution that works for your group and your situation.