

# **CHILDCARE REIMBURSEMENT POLICY FOR COMMUNITY LIFE GROUPS CENTURY BAPTIST CHURCH**

As a church, we want to do everything we can to make full participation in the community life of our church family possible. We recognize that one limitation for parents participating in Community Life Groups can be child care. If this is a limitation for you, Century Baptist Church has created a system to offset the cost of childcare by reimbursing parents for all or most childcare costs related to church events. We encourage parents to take advantage of this program.

1. Reimbursement forms are available through the group leader or at the Information Table.
2. Parents are reimbursed at a set rate for the cost of an individual babysitter (see reimbursement form for rates).
3. Individual parents are to secure their own babysitter, personally making all the arrangements.
4. Childcare will be reimbursed for a maximum of up to 2 ½ hours per family per Community Life Group meeting.
5. Individual forms are to be filled out after each group meeting by each family requesting reimbursement.
6. Group members are to return completed forms to the church office (Monday thru Friday 8:30am – 4:00pm) or church office inbox on Sundays.
7. Each form must be submitted within thirty (30) days of the group meeting.
8. Checks are issued and mailed within two weeks (approximately) of receipt of request.



# CENTURY BAPTIST CHURCH

*a place to grow*

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**FOR OFFICE USE ONLY:**  
Submittal Date: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Department: \_\_\_\_\_  
Account: \_\_\_\_\_

## CHILDCARE REIMBURSEMENT FORM For Community Life Group Ministry

### Reimbursement Payable To:

*Please complete the information below and mail or fax this form to the attention of Pastor Paul Herr.  
Return Users: Provide name and check "Information is on file" box.*

Name: \_\_\_\_\_  *Information is on file (Proceed to next section)*

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

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

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

### Ministry Event:

*Reimbursement forms must be submitted within 30 days of event.*

Ministry Event: (Community Life Group, Starting Point, Link-up, etc.)	Date:	Number of Children:	Number of Hours:	Amount:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Childcare Reimbursement Chart:

*For babysitters rates please use the chart below.*

Number of Children	Ministry Event Duration:			
	1 Hour	1.5 Hours	2 Hours	2.5 Hour
1	\$5.00	\$7.50	\$10.00	\$12.50
2	\$5.50	\$8.25	\$11.00	\$13.75
3	\$6.00	\$9.00	\$12.00	\$15.00
4	\$7.00	\$10.50	\$14.00	\$17.50

Group sitting of 5 or more children will be paid at a rate of \$8.00 per hour