

Small Group Childcare Reimbursement Policy

Goal: Help alleviate the financial burden of childcare as a barrier to participation in an ACF Small Group.

Reimbursement Chart: Small Groups may apply for childcare reimbursement using the following chart that accounts for number of children and length of meeting. Maximum allowable reimbursement will be \$50 per month.

Individual Reimbursement Chart			
Number of Sitters	Hours of Event		
	1	2	3
1	\$10	\$20	\$30
2	\$20	\$40	\$50
3	\$30	\$50	\$50
Suggested Amounts			
Under 2:	1 babysitter to 2 children		
Pre-K:	1 babysitter to 5 children		
Elementary:	1 babysitter to 12 children		

Reimbursement Form: Small Group Leaders are required to fill out the Small Group Reimbursement Form in order to receive reimbursement. Reimbursement is at the discretion of the Community Pastor and/or designee, and may be denied at any time. Checks will be made out to the small group leader unless otherwise specified.

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Small Group Reimbursement Form

Small Group Leader Name: _____

Address: _____

Reimbursement Amount: _____

Meeting Dates: _____

Number of Sitters: _____

Number of Children: _____

- To receive reimbursement Small Group Leaders keep and submit weekly attendance.
- Form must be submitted on a monthly basis.