**Child Care Reimbursement Form**

We realized that childcare for parents might be an obstacle for participation in a disciple group, so we decided to reimburse parents for childcare costs incurred as a result of participating in a group. We wanted to remove any obstacles to people participating in group life.

**Childcare Reimbursement Chart**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1 hour** | **1-1/2 hours** | **2 hours** | **2-1/2 hours** | **3 hours** |
| **1 child** | $ 7.00 | $10.50 | $14.00 | $17.50 | $21.00 |
| **2 children** | $ 7.50 | $11.25 | $15.00 | $18.75 | $22.50 |
| **3 children** | $ 8.00 | $12.00 | $16.00 | $20.00 | $24.00 |
| **4 children** | $ 8.50 | $12.75 | $17.00 | $21.25 | $25.50 |

Childcare for more than 4 children will be reimbursed at $9.00 per hour. **Instructions for processing your childcare reimbursement request:**

1. Please complete the data fields below, making sure to include your information, Disciple Group/Event, date of meeting, number of children, number of hours, and amount requested (based on the reimbursement chart above).
2. For accounting purposes, please submit request no later than 30 days after event.
3. Use the reimbursement chart above to figure amounts due. You must submit one form per event.
4. You can expect your reimbursement check within 2 to 3 weeks from date of submission.
5. Reimbursements should not be used if childcare is provided at the event or group unless the children are sick or there is a transportation issue or some other obstacle.

Name: Email:

Address:

Group/Event: Event Date(s):

Number of Children: Number of Hours: Amount:

\*We treat childcare reimbursement as a form of benevolence, and we only reimburse the parents.  We do not pay babysitters directly.  Since we consider this a form of benevolence, we do not send a [1099 form](http://insidenorthpoint.org/admin/human-resources-accounting/childcare-reimbursements/) for miscellaneous income to the recipients of childcare reimbursements.