

Week Day Group Child Care Reimbursement Agreement

As we continue to seek ways to connect people into groups and keep our current groups healthy, we are excited to offer childcare reimbursement to Weekday Groups (WG). This is a new process for our church and we recognize that we are still in the early stages of this. We will consistently evaluate this process throughout the year! Below are the current guidelines for WG childcare reimbursement. Email brooke@watkinsville.org if you have any questions about these guidelines.

Group Childcare - The reimbursement agreement is designed to support childcare for each Weekday Group meeting. It is not intended for individual families who hire a sitter at their home. Therefore, only **ONE** reimbursement per group, per meeting. The use of reimbursement should also be limited to regular group meetings and not for fellowship events. Our desire is for WG to meet between 10-12 times a semester with an average time needed for childcare being two hours. We will reimburse up to a total of 24 hours per group, per semester. We recommend that each group designate one person as the Group Childcare Coordinator. This person will be responsible for submitting reimbursement requests.

Partial Cost - The system is NOT designed to cover the entire cost of childcare, but to provide some assistance to the group in providing childcare.

Amounts - The current amount allowed for WG childcare reimbursement is stated below. If for some reason the actual amount paid to the sitter is less than the amount below, the lower of the two will be paid.

Rates:

\$20 per meeting (2 hours) up to four children
\$40 per meeting (2 hours) for five or more children

Website & Timeline - Please make reimbursement requests every month by using the form found at watkinsville.org/week-day-groups. We ask that these requests are completed no later than by the end of the following month.

Budget Year - Reimbursements may no longer be available once the budget line item is depleted. (That's a good reason to be timely in submitting the expenses.)

Annual Agreement - This signed agreement must be in place each year before the church will reimburse any expenses. Signers include the WG Childcare Coordinator, the WG Leader, and the WG Director (Brooke Lovingood).

_____ WG Childcare Coordinator

_____ WG Leader

_____ WG Director

