



LifeGroup Childcare Reimbursement @ Asbury

We value community! Our goal is to remove obstacles that may hinder your participation in LifeGroup. We believe "life is better connected" which is why Asbury provides childcare reimbursement for parents attending LifeGroup meetings. *We view it as an investment.*

LIFEGROUP CHILDCARE REIMBURSEMENT GUIDELINES:

I. ELIGIBILITY

Asbury offers childcare reimbursement for parents and legal guardians who are attending LifeGroup meetings.

II. CHILDCARE PROVIDERS

When meeting off campus, church approval prior to hiring childcare is not required. LifeGroup childcare may be done in one of two ways [maybe more if you get creative]:

1. Group members may individually recruit and hire their own childcare provider, leaving your child(ren) at home.
2. Your Group may choose to hire one or more sitters providing combined group childcare; designating a group members home as the childcare location. Some groups appreciate the relationships forged between group member's children. This option tends to work well when children are similar ages.

If a group meets on campus for a special event or for a season, they must follow Asbury's Safe Sanctuary Policy regarding children and youth. Copy of policy available upon request.

III. REIMBURSEMENT FORM

You may obtain a reimbursement form from your group leader, or the Director of Groups and Service – sharonh@asburyleigh.org, or go online at <http://asburyleigh.org/armc/lifegroups> to complete a form.

Please submit one form per month including the dates and times childcare was utilized for LifeGroup meetings. Forms must be submitted no later than 30 days after month end.

REIMBURSEMENT PROCESS

1. See reimbursed rate charts below. If you pay less than the amount shown on the chart please submit the actual amount paid. If you paid more, you are responsible for the overage.
2. Travel time to and from LifeGroup meetings may be included up to 15 minutes each way or 30 minutes total per meeting. *Two hours per week* is the maximum time reimbursed for a weekly LifeGroup meeting.
3. Group childcare reimbursement will be paid a flat rate of \$15.00 per sitter, per week. Maximum of 3 sitters per week. Sitter to child ratio should be 1 adult to 6 children. The LifeGroup leader will request reimbursement on behalf of the group.
4. Unfortunately, budgeted funds are not unlimited so we ask you to help us be good stewards of these resources. If funds are depleted prior to the budget year end, childcare reimbursements will cease until funds are available in the new budget year. You will be notified if this happens.

CHILDCARE REIMBURSEMENT RATES:

# of Children	1 Hour	1.5 Hours	2 Hours
1	7.00	10.50	14.00
2 or More	7.50	11.25	15.00



Childcare Reimbursement Form

Reimbursement Payable to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

Group Leader Name: _____

Date of LifeGroup Meeting	# of Sitters (GROUP childcare only)	# of Children	# of Hours	Amount

Signature: _____ Date: _____

Office Use Only

Date: _____ Requested by: _____

Account #: 5440 Total Request: \$ _____

Approval: _____