

RESTON BIBLE CHURCH

CHILDCARE REIMBURSEMENT

CHILDCARE REIMBURSEMENT POLICY

We understand that the expense of childcare can be deterrent to joining and participating in an event. Because we are committed to reducing the obstacles people face when attempting to connect, the church reimburses those who need this resource at a predetermined rate to help subsidize their childcare expenses.

Please keep in mind that this is not meant to cover the entire cost of childcare, but to help defer the expense, when needed.

Childcare expenses are processed in the following ways:

1. We reimburse couple/parent at a set rate for the cost of an individual babysitter.
2. One childcare reimbursement form is to be filled out by each couple/parent per event attended, less travel.
3. Completed form is submitted to the Reston Bible Church office.
4. A check will then be issued and mailed to each couple/parent within 2-3 weeks.
5. For accounting purposes, each form must be submitted within 30 days of the event.

RESTON BIBLE CHURCH

CHILDCARE REIMBURSEMENT

REIMBURSEMENT PAYABLE TO:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

MINISTRY EVENT: _____ Date: _____

#Children _____ #Hours _____

<i>NUMBER OF CHILDREN</i>	<i>1hr</i>	<i>2hrs</i>	<i>3hrs</i>	<i>4hrs</i>
1	\$8.00	\$16.00	\$24.00	\$32.00
2	\$8.50	\$17.00	\$25.50	\$34.00
3	\$9.00	\$18.00	\$27.00	\$36.00
4 or more	\$10.00	\$20.00	\$30.00	\$40.00

TOTAL AMOUNT: \$ _____

RBC will reimburse actual childcare expenses not to exceed the maximum rate based on the above chart.

Please drop this form off in the Reston Bible Church office.

OFFICE USE ONLY

Date: _____

Requested by: _____ Ministry: _____