



## Childcare Reimbursement Form

| <b>Reimbursement Payable to Group Leader</b> |             |
|--|-------------|
| Name _____                                   | Phone _____ |
| Address _____                                |             |
| City, ZIP _____                              | Group _____ |

### Reimbursement Chart

| # of Children | Rate/Hour<br>Maximum 2 Hours | Max. Number of Reimbursable<br>Childcare Workers |
|---------------|------------------------------|--|
| 1             | \$8.00                       | 1  |
| 2             | \$8.50                       | 1  |
| 3             | \$9.00                       | 1  |
| 4             | \$9.50                       | 2  |
| 5-9           | \$10.00                      | 2  |
| 10+           | \$10.00                      | 3  |

| Date | # of Children | # of Childcare Workers | # of Hours | Amount |
|------|---------------|------------------------|------------|--------|
|      |               |                        |            |        |

### **Childcare Reimbursement Guidelines:**

1. Use of Childcare Vouchers must be approved at the beginning of the semester by the Small Groups Staff.
2. Group Leaders are reimbursed at a set rate for the cost of an individual childcare worker. You may hire more than one childcare worker if the childcare needs determine it.
3. Group Leaders are responsible for acquiring the appropriate number of childcare workers and a safe location for group childcare.
4. A check will be issued to reimburse the group leader as determined by the set rate.
5. Please turn in any reimbursement form within 30 days of group meeting.

### **For Office Use Only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursed by: \_\_\_\_\_ Date: \_\_\_\_\_