



CHILDCARE REIMBURSEMENT POLICY

We place a high premium on Group Life at Northridge Christian. With that in mind we strive to alleviate as many barriers as possible. That is why we have made the commitment to reimburse childcare expenses for our Group Life gatherings when necessary. 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 for miscellaneous income to the recipients of childcare reimbursements.

Presently our childcare reimbursement initiative costs us over \$12k a year. Even though that is a lot of money, it is considerably less than building and maintaining classroom space for several hundred adults to meet during the week or on Sunday mornings.

Please read our policy for reimbursement below very carefully.

POLICY:

Each family or individual is responsible for finding their own sitter(s). This can bring great security to the family as they know the sitters personally and often have used them before. The reimbursement is NOT for the sitter but for the family. Therefore we do not issue a 1099 form to the family or the sitter. This reimbursement is primarily for those who would not be able to participate in Group Life without these funds. Therefore it is our intention to reimburse for regular Group Life meetings, not social outings or other personal, group activities.

For some groups having childcare at the host home with one or two childcare workers is a great way to provide both childcare and a distraction free environment for the Group to take place. This is not always possible or the best option. Often times there are too many children, children who are ill, not enough space, etc. With this being the case we are now providing family reimbursement for childcare if the Host Home childcare option is not effective for you or your group.

Reminder: this is a reimbursement, which means the individual will need to pay the childcare provider and then be reimbursed.

Integrity and accountability of reimbursement funds are of utmost importance and part of our Stewardship of the money that God has provided to Northridge Christian, so we ask that you please follow the reimbursement procedure below.

- We reimburse parents at a set rate for the cost of an individual baby-sitter. That rate is listed in the chart below. Since most groups can meet in 2 hours or less we have posted 2 hr. maximum reimbursement
- For accounting purposes the reimbursement form must be submitted within 30 days of the event and only to individual parent's not entire groups. This keeps the accounting process simple and clear of any ambiguity.

- Only one form can be submitted per week or event.
- This form must only be submitted for childcare expenses incurred for your participation in a Northridge Christian Group Life event. (Life Group, GroupLink, Connect2Gether Group, Life Group Leader training, etc.)
- We do reserve the right to follow up with you and/or your Group Leader about your group participation.
- A check will be issued and mailed to each couple/parent within 3-4 weeks to the address that you submit.

Individual Reimbursement chart

# of Children	1 hour	2 hours
1	\$7.00	\$14.00
2	\$7.50	\$15.00
3	\$8.00	\$16.00
4	\$8.50	\$17.00
5 or more	\$9.00	\$18.00