

**Childcare Reimbursement Voucher**

Reimbursement Payable to Group Leader:			
Name _____	Telephone # _____		
Address _____	Group _____		
City, Zip _____			

For individual sitters, please use the chart below:

Individual Reimbursement Chart		
# of Children	Rate/Hour - Maximum 2 hours	Maximum Number of Reimbursable Childcare Workers
1	\$8.00	1
2	\$8.00	1
3	\$9.00	1
4	\$9.00	1
5-9	\$10.00	2
10+	\$10.00	3

Group	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 Pastor.
2. Group leaders are reimbursed at a set rate for the cost of an individual childcare worker.
3. Group leaders are responsible for acquiring the appropriate number of childcare workers and safe location for group childcare.
4. We pay childcare workers at a set rate (see above). You may hire more than one childcare worker if the childcare needs determine it.
5. A check will be issued to reimburse the group leader as determined by the set rate.
6. Please turn in all forms within 30 days of group meeting.

<i>For Office Use Only</i>	
Approved by: _____	
Reimbursed by: _____	

Please return to **Valley Creek Groups:**

Valley Creek Church - 5800 Long Prairie Road, Flower Mound, TX 75028 - 972.539.2002 ph - 972.691.9327 fax