



## 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	\$8.50	1
3	\$9.00	1
4	\$9.50	2
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. Childcare Vouchers are designed for groups that cannot meet during church designated childcare times or who live some distance from the church facility.
3. Group leaders are reimbursed at a set rate for the cost of an individual childcare worker.
4. Group leaders are responsible for acquiring the appropriate number of childcare workers and safe location for group childcare.
5. We pay childcare workers at a set rate (see above). You may hire more than one childcare worker if the childcare needs determine it.
6. A check will be issued to reimburse the group leader as determined by the set rate.
7. Please turn in all forms within 30 days of group meeting.
8. Childcare vouchers are not valid for groups that regularly use VCC provided childcare at other times.

*For Office Use Only*

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