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HILLCREST BAPTIST CHURCH
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 hillcrestchurch.com

CHILDCARE REIMBURSEMENT

REIMBURSEMENT PAYABLE TO:

ADDRESS:

CITY:

STATE:

ZIP:

OFFICE USE ONLY

TODAY'S DATE:

REQUESTED BY:

MINISTRY:

APPROVED BY:

MINISTRY EVENT (LIFE FOCUS, HOME GROUP, ETC.)	DATE	# OF CHILDREN	# OF HOURS	AMOUNT
ACCOUNT #: 8520.1j				TOTAL

FOR INDIVIDUAL SITTERS, PLEASE USE THE CHART BELOW.

INDIVIDUAL REIMBURSEMENT CHART

NAME OF SITTER:

# OF CHILDREN	# OF HOURS			
	1	2	3	4
1	\$6.00	\$12.00	\$18.00	\$24.00
2	\$6.50	\$13.00	\$19.50	\$26.00
3	\$7.00	\$14.00	\$21.00	\$28.00
4	\$7.50	\$15.00	\$22.50	\$30.00

GROUP SITTING OF FIVE OR MORE CHILDREN WILL BE PAID AT A RATE OF \$8/hr.

Please return this form to the Director of Preschool Ministry within **14 days of the event.**

See reverse side for Instructions.

Childcare Reimbursement

PURPOSE:

The purpose of childcare reimbursement is to provide home care for preschoolers and children while parents attend activities sponsored by Hillcrest.

GENERAL:

1. Childcare reimbursement is for hired sitters, not family members, grandparents, etc. who volunteer to help.
2. **Childcare reimbursement forms must be turned in within 14 days of event to Monica Davis, Preschool Director, to ensure reimbursement.**
3. Reimbursement is only for time at event and does not include travel time.
4. We will only reimburse the parents. We will not pay babysitters directly.

INSTRUCTIONS:

- Step 1:** Choose and use a babysitter for a Hillcrest event. The event must be childcare reimbursement authorized.
- Step 2:** Fill out Reimbursement form.
- Step 3:** Turn in form within 14 days of event to Monica Davis to ensure reimbursement.
- Step 4:** Payment will be sent within two weeks of receiving form.

*Please direct all questions and concerns to:
Monica Davis | 850.476.2233 | mdavis@hillcrestchurch.com*