

# Childcare Reimbursement Policy & Form



LifePoint Church  
 2450 E. Main Suite H  
 League City, TX 77573  
[cometolifepoint.org](http://cometolifepoint.org)

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**Childcare Reimbursement Policy - Please note that this policy and the effectiveness of it will be evaluated on a semester basis.**

1. Reimbursement forms can be found on the website at [www.cometolifepoint.org](http://www.cometolifepoint.org)
2. Parents are reimbursed at a set rate for the cost of an individual babysitter (see bottom of this form for rates).
3. Individual forms are to be completed after each group meeting by each family requesting reimbursement. This may be done manually and given to your LifeGuard or you can e-mail the information requested on the form to your LifeGuard.
4. LifeGuards will sign and place the completed forms in the wooden offering drop. If the info. is received via e-mail, LifeGuards can forward the e-mail to [lbennett@cometolifepoint.org](mailto:lbennett@cometolifepoint.org).
5. Each form must be submitted to LifePoint within 15 days of the group meeting.
6. Checks will be distributed within two weeks of receipt of request.
7. Reimbursement is given for LifeGroup meetings times and E<sup>5</sup> Training times only.

**Please fill out one form per event**

Reimbursement Payable To:	
Name _____	Phone # _____
Address _____	City _____ ST _____ Zip _____
E-mail _____	
LifeGuard Name _____	
LifeGuard Signature _____	

Reimbursement Amount:			
Date _____	# of Children _____	# of Hours _____	Total Amount \$ _____
<i>For individual sitters, please use this chart.</i>			
Individual Reimbursement Chart			
Number of Children	Hours of Event		
	1	2	3
1	\$5.00	\$10.00	\$15.00
2	\$6.00	\$12.00	\$18.00
3+	\$7.00	\$14.00	\$21.00