



## Crossroads Church Childcare Reimbursement Policy

As a church, we want to do everything we can to make full participation in the life of our small group ministry possible. We recognize that one limitation for parents participating in Community Groups can be child care. To help with this challenge, Crossroads has created a system to offset the cost of childcare by reimbursing parents for all or most of the childcare costs related to Community Group participation. We hope childcare reimbursement makes getting connected at Crossroads, not only easier, but also more enjoyable!

### How the Process Works:

1. You find and schedule a babysitter.
2. You pay the babysitter.
3. Crossroads will reimburse you according to the "childcare reimbursement chart" listed below. \*If you choose to pay the babysitter more than that is up to you.
4. A reimbursement check is mailed to you at the end of each month.

### Childcare Reimbursement Policy

1. Childcare reimbursements are for Community Group meetings only. \*This does not include Community Group parties, social events, or service projects.
2. Please complete one form per Community Group meeting.
3. Each form must be submitted within fourteen (14) days following the group meeting. Forms submitted after fourteen (14) days will not be reimbursed.
4. Parents are reimbursed at a set rate for the cost of an individual babysitter (see reimbursement chart for rates) – 2.5 hour maximum per event.
5. Group members are to submit completed forms online at [www.crossroadsefc.com/community-groups](http://www.crossroadsefc.com/community-groups) or by picking up a reimbursement form from the church office or welcome center kiosk.
6. Paper reimbursement forms may be submitted to the church office or placed in one of the tithe and offering boxes.
7. Reimbursement checks are issued and mailed at the end of each month. \*If this creates a financial burden on the family being reimbursed please contact the church office.

Please contact Pastor Marc Read at (574) 935-3533 or at [mread@crossroads-efc.org](mailto:mread@crossroads-efc.org) with any questions regarding reimbursement.

### CHILDCARE REIMBURSEMENT CHART

Number of Children	Hours of Event			
	1	1.5	2	2.5
<b>1</b>	\$6.00	\$9.50	\$13.00	\$16.50
<b>2</b>	\$6.50	\$10.25	\$14.00	\$17.75
<b>3</b>	\$7.00	\$11.00	\$15.00	\$19.00
<b>4</b>	\$7.50	\$11.75	\$16.00	\$20.25
<b>5</b>	\$8.00	\$12.50	\$17.00	\$21.50
<b>6</b>	\$8.50	\$13.25	\$18.00	\$22.75
<b>7</b>	\$9.00	\$14.00	\$19.00	\$24.00
<b>8</b>	\$9.50	\$14.75	\$20.00	\$25.25
<b>9</b>	\$10.00	\$15.50	\$21.00	\$26.50
<b>10</b>	\$10.50	\$16.25	\$22.00	\$27.75