

Church of the King Childcare Reimbursement Instructions

Church of the King is excited to offer childcare expense reimbursements for individuals/couples attending COTK small groups. This program has been created to encourage families with small children to participate in a COTK small group.

Church of the King will reimburse childcare expenses incurred by families that attend COTK small groups and hire a babysitter for childcare in their home. Please note: this program does not make payment directly to a babysitter, but instead will provide reimbursement for childcare expenses that have already been paid. Additionally, the intent of this program is not to provide childcare in a group setting, but to allow small children to remain at home with a private babysitter.

Please reference the attached reimbursement form for a chart detailing the amounts that will be reimbursed.

All requests that meet the following guidelines will be approved:

- ❖ Disbursement for Childcare Reimbursement within one month after the request is received.

- ❖ All Childcare Reimbursement Requests *must be* submitted to the Church of the King Administrative office in person or by mail. Please mark your request "Attention Accounting Department". The mailing address is:
*P. O. Box 2306
Mandeville, LA 70470.*
The office hours are *Monday – Friday from 8:30 a.m. – 5:00 p.m.*

- ❖ Requests more than 60 days old will not be reimbursed. Incomplete requests will not be reimbursed. No reimbursement will be made for childcare in a group setting, but only childcare for your children.

- ❖ Reimbursement will not be made for childcare for special events including Freedom Retreat weekends.

**CHURCH OF THE KING
SMALL GROUP
CHILDCARE REIMBURSEMENT FORM**

PLEASE PRINT!

Reimbursement Payable To:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ PHONE NUMBER: _____

SMALL GROUP LEADER: _____ DAY/TIME OF MEETING: _____

Week	Event	Date	# of Children	# of Hours	Amount
1	Small Group				
2	Small Group				
3	Small Group				
4	Small Group				
5	Small Group				

Individual Reimbursement Chart

Number of Children	Hours of Event		
	1	2	3
1	\$7.50	\$15.00	\$22.50
2	\$8.00	\$16.00	\$24.00
3	\$8.50	\$17.00	\$25.50
4	\$9.00	\$18.00	\$27.00
5 or more	\$9.50	\$19.00	\$28.50