

# CHILDCARE REIMBURSEMENT AGREEMENT



Liberty Baptist Church believes in LIFE Groups and desires to help make your group meeting an effective time together by assisting with childcare. This summary covers both the details and agreement between the LIFE Group and the church.

1. The reimbursement agreement is designed to support childcare available to all families participating in an Off-Campus LIFE Group, not for individual families who hire a sitter at their home. Therefore, only one reimbursement per group per meeting is appropriate. Use of a reimbursement should also be limited to regular group meetings and not for fellowship events.
2. The purpose of the reimbursement is not to cover the entire cost, but to provide some assistance to the group in providing childcare.
3. One person within the group should be the designated "LIFE Group Childcare Coordinator," who will make all arrangements with the sitter, pay the sitter, collect funds from group members and file the reimbursement request through the system.
4. Reimbursements may cease during a calendar year if the church budget line item covering childcare reimbursement is depleted.
5. Please submit the written reimbursement request to the GROW Pastor. The request should be made within 30 days following the meeting date, not in advance. Requests received by Monday at 5 pm will be processed and mailed by the following Monday.
6. The current amount allowed for reimbursement to the LIFE Group Childcare Coordinator is stated below. If the actual amount paid to the sitter is less than the allowed amount shown, the lesser amount will be paid. Please contact the GROW Pastor if more than 10 children below the age of 12 are attending the group.

\$15 per week for up to three children  
\$20 per week for four or more children

7. This signed agreement must be in place before the church will reimburse any expenses. Signers should include the Off-Campus LIFE Group Teacher, LIFE Group Childcare Coordinator and the GROW Pastor.
8. The safety of the children should guide any decisions made about childcare. Following are some recommendations:
  - a. Make sure the area is safe. Inspect for any possible danger.
  - b. If possible, have at least two sitters with the children, preferably not a married couple.
  - c. It is a good practice to have someone check on the children periodically.
  - d. If possible, do background checks on workers. Teenagers will not have a record. The church will assist with background checks on adults, age 18 and above.
  - e. Make sure the sitter is aware of any allergies (milk, peanuts, etc.) a child might have.
  - f. Be clear in communication and expectations (time involved, safety, spiritual content, etc.).
  - g. Have a list of parent cell numbers so the sitter can text a parent if needed.
  - h. If the number of children is more than five, or if the ages are diverse, it may be best to separate the children into younger and older groups whenever possible.

## SIGNATURES:

Electronic signatures are allowed by sending an email to the GROW Pastor indicating, "I have read, understand, and agree to the Child Care Reimbursement Agreement."

\_\_\_\_\_  
Off-Campus LIFE Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
LIFE Group Childcare Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
GROW Pastor

\_\_\_\_\_  
Date