**Childcare Reimbursement Policy**

Dear ,

I received your request for an application for childcare reimbursement for your community group meetings. The policy for receiving funding has changed and will be limited to groups with extenuating circumstances regarding the cost of childcare. The church is adjusting the policy to reflect the new small group structure which should minimize the child care costs to each family.

The Community Group Coordinator will review applications and determine need based on the following requirements:

1. Community Group Leaders must submit a reimbursement form and provide justification for the request to the Community Group Coordinator.
2. Community Group Leaders are required to meet with the Community Group Coordinator to address the financial needs of the group.

If the application is approved, please note that:

* 1. The group will be reimbursed as funds become available.
	2. The group will be reimbursed at a set rate for the cost of an individual childcare worker.
	3. Are responsible for acquiring the appropriate number of childcare workers and a safe location for your group’s childcare.
	4. Reimbursement may be approved for up to 12 weeks with each request.

Please complete the Childcare Reimbursement Form within 30 days of your group meeting. You can find the form at CommunityGroups.StoneWaterChurch.com