



## Childcare Reimbursement Policy for Groups at Gateway Church (GTWY) (effective January 2019)

**Why?** We believe in “rows to circles” here at GTWY and are more than excited that you have chosen to jump into a group. Whether this is your first group experience, or you have been involved in groups for years, we are beyond thrilled and excited for what you are going to be learning in your Life or Discovery Group this year. We also realize that for many of our church family, finding a way to be involved with a group is made just a bit more difficult when little ones are involved. Knowing this, we hope that offering childcare reimbursement to parents/guardians who desire to use it will not only help our current families but be one less road block to getting even more people into CIRCLES!

**When?** We will be reimbursing parents/guardians for childcare expenses for up to 16 group meetings per year per family. Reimbursement will occur 3x/year regardless of whether you are in a Life or Discovery Group, coinciding with the 3 semester model that is encouraged. The months when reimbursement will be issued are May, August, and December. A reimbursement in May will cover expenses for December through April, and similarly in August for May through July, and in December for August through November.

**How?** GTWY will be using a bill-payer type system and a physical check will be mailed to parents/guardians during the specified 3 months above. As Step1, Parents/Guardians must fill out a Participation Agreement Form BEFORE the first group meeting qualifying for reimbursement and also before any funds are disbursed, ensuring that both parents/guardians have (or in the case of a single parent/guardian, the parent/guardian has) released GTWY from any responsibility of misconduct or damages from the childcare workers hired by parents/guardians. It is our desire to focus on reimbursement and not advise whom to use for childcare.

This will apply to parents/guardians who elect to find their own childcare in their own home OR follow a more traditional model of having multiple families combine their children at one location. As Step 2, at the end of the semester, Parents/Guardians will submit a Reimbursement Request Form to the Reimbursement Coordinator, who will then verify that at least one parent/guardian was in attendance for the weeks desired to be reimbursed. This is made possible through our group leaders' diligent use of Planning Center Online (PCO) for attendance.

Access Forms:

[Participation Agreement Form](#) - Step 1 (before semester)

[Reimbursement Request Form](#) - Step 2 (after semester)

These forms are filled out online, at two separate times, and submitted to the Reimbursement Coordinator.

There will be a tiered system of reimbursement corresponding to the number of children age 12 and under in the family. Each tier is based on 2 hours of childcare.

1 child: \$10/hour, total of \$20 per group meeting.

2 children: \$11/hour, total of \$22 per group meeting.

3 children: \$12/hour, total of \$24 per group meeting.

4 children: \$13/hour, total of \$26 per group meeting.

5 or more children: \$14/hour, total of \$28 per group meeting.

Example: If a parent/guardian attends 8 group meetings, and a childcare worker is used in his/her own home for 3 children, this would qualify for UP TO \$24 per group meeting, totaling \$192.

If a parent/guardian chooses to pay their childcare worker more than the maximum allowable reimbursement amount, then the cost difference would be the responsibility of the parent/guardian. Likewise, if the parent/guardian pays less than the maximum allowable reimbursement amount, we trust individuals will only request what they paid out.

Guidelines:

1. This is designed for children age 12 and below. Reimbursement will not be issued for teenagers.
2. We will not reimburse in the situation where a child is watched by a relative.

**Questions?** Any questions or suggestions for improvement on this policy can be directed to Matt Baldwin, current Reimbursement Coordinator [Email: [discoverygroups@gtwy.church](mailto:discoverygroups@gtwy.church)].