

LifeGroup Childcare Reimbursement Policy

ChristWay invests a significant amount of resources into LifeGroups and offers reimbursement to facilitators to cover the cost of childcare for LifeGroups. LifeGroup facilitators are responsible for choosing and securing childcare workers with whom they and their LifeGroup participants deem qualified and feel comfortable with watching their children. This form will be located in the Resource section of the Church Center app, along with a link to the form. You will not receive reminders to fill out the form. Therefore, it is the person needing reimbursement's responsibility to submit when necessary. The person needing reimbursement must be the same person who fills out the form each time due to the direct deposit setting.

- Childcare workers are to be paid at the conclusion of each LifeGroup meeting. If the facilitator doesn't pay the worker, they must not request reimbursement until payment is made to the individual. Options for payment include: Cash, Venmo, Cash App, etc.
- The childcare reimbursement request form is to be used for LifeGroup meetings or events. The form can be located by clicking the link: <https://christway.churchcenter.com/people/forms/861911>
- Only one event per week may be reimbursed. For example, if a LifeGroup meets on a Sunday and the group has an outing another time during the week, the reimbursement request will only be good for one meeting/event.
- The reimbursement amount will be \$30 per childcare worker per meeting. If the number of children present is greater than 4, the leader may request reimbursement for two childcare workers.
- There are three options on the time frame that you may request for reimbursement:
 1. Weekly
 - a. You may fill out the reimbursement form each week for reimbursement.
 2. Every other week
 - a. You may fill out the reimbursement form every other week for reimbursement.
 3. Monthly
 - a. You must fill out the reimbursement form **by the last day of the month** to be reimbursed on a monthly basis.
- Direct Deposit: We will utilize direct deposit to ensure that you receive your reimbursement in a timely manner. There is a week lag time from when you fill out the form to when you will see the deposit. For instance, If you fill out the reimbursement form on a Monday, you will receive the actual deposit the following Monday or Tuesday at the latest. (The finance office initiates the direct deposit on Sundays.)

We will need:

- a. A direct deposit form printed from your bank (preferred)
or
- b. A voided check

Please email the direct deposit form or a photo of a voided check to lalexander@christwaychurch.org

- If this becomes a financial burden, or if you have any questions, please contact the discipleship team at discipleship@christwaychurch.org.
- If you have any questions related to reimbursement, please contact Laurie Alexander at lalexander@christwaychurch.org