

# |Off-site Childcare Reimbursement|

Live Oak Community Church has implemented an off-site childcare reimbursement program to help to give Small Groups more options and to allow us to continue to offer childcare help as we grow out of our facilities.

- With this off-site plan, groups can choose to meet any night of the week and still have affordable childcare in their homes.
- Groups can take advantage of reimbursement by hiring their own childcare provider and requesting reimbursement online.
- Groups can choose to hire a sitter/sitters for the entire small group (most economical option) or parents can each choose to hire their own sitter and request reimbursement individually.
- Reimbursement Rates \$5 per child per session or \$20 per session cap for children ages 6 weeks thru 12 years. (not per hour)
- An online form has been created to fill in and submit for reimbursement. You can find it on the App and website under Sign Up and Events >> Small Group Childcare Options.
- Requirements for Approval
  - All parents must be in a small group and the parents and children must attend small group on the date/dates being submitted.
  - All groups are responsible for hiring and paying for their own childcare.
  - All approved reimbursement requests can be submitted weekly or monthly and MUST BE SUBMITTED NO LATER THAN the 10th of the following month for the prior month's sessions.
  - Groups are allowed no more than one meeting per week for reimbursements. Live Oak Community Church is not responsible for and will be held harmless in childcare worker hiring, vetting, background checks, recommendation of childcare workers or any situations arising from off-site childcare.
  - Your group must choose between using either onsite or offsite childcare system