

LIFE GROUPS

CHILDCARE REIMBURSEMENT

Creekwood's heart is to ensure that childcare costs do not prohibit people from participating in a life group. Childcare Reimbursement is set up to help individuals or families with some of the cost of childcare during scheduled life groups time if unaffordable. **Please read the information below carefully before submitting the form!**

Creekwood Church offers childcare reimbursement to parents who are attending a Life Group and need assistance paying for childcare. If you choose to join more than one Group, Creekwood will only reimburse you for the meetings of one specific Group. Creekwood Church does not pay the childcare provider directly, but will reimburse the parent(s)/ guardian(s) for the childcare cost that has already been paid.

Creekwood Church will reimburse up to the following amounts, total, per meeting:

1 child = \$15/meeting | 2 children = \$20/meeting (not per child) | 3+ children = \$25/meeting (not per child)

Childcare reimbursement is made available for parent(s)/guardian(s) with children birth through 5th grade. **Forms must be submitted by the 15th of each month for childcare provided during the previous month.** Example: Childcare Assistance Requests due August 15 can only include dates between July 1 and July 31. Reimbursement requests are normally processed within 5-7 business days once all information and attendance is captured, but please allow 10-14 days to arrive by mail.

IMPORTANT INFO FOR GROUP LEADERS

- Attendance must be submitted for group dates in Planning Center Groups in order for us to process reimbursement requests. Make sure you have events set up in your group!
- Each member is responsible for their own reimbursement. We are unable to process reimbursements for the group as a whole or for multiple childcare providers.
- Reimbursements will be sent directly to the person requesting them, not to the childcare provider.

IMPORTANT INFO FOR GROUP MEMBERS

- If attendance is not submitted for the dates requested by your group leaders, it will take more time to process your request.
- Requests should not be submitted for more than a month at a time, and are due by the 15th of the following month.

CHILDCARE REIMBURSEMENT FORM

Click the button above or visit <https://creekwoodchurch.churchcenter.com/people/forms/983156>