



Childcare Reimbursement Form

Access Church
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Bldg 200 Suite 250
Jacksonville, FL 32257

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Reimbursement Payable To:

Name

Address

City

State

Zip

Phone #

Group Leader Name

***Please fill out ONE form per event.
Form must be submitted within 30 days of event.***

Event (Community Group, etc)	Date	# of Children	# of Hours	Amount

For individual sitters, please use the chart below.

Individual Reimbursement Chart				
Number of Children	Hours of Event			
	1	2	3	4
1	\$7.00	\$14.00	\$21.00	\$28.00
2	\$7.50	\$15.00	\$22.50	\$30.00
3	\$8.00	\$16.00	\$24.00	\$32.00
4	\$8.50	\$17.00	\$25.50	\$34.00

***Group setting of 5 or more children will be paid at a rate of \$9 per hour.
Please mail or fax this form to the attention of Ben Habeck***

Childcare expenses are processed in the following ways:

1. We reimburse parents at a set rate for the cost of an individual baby-sitter.
2. One childcare reimbursement form is to be filled out by each couple/parent per event attended.
3. Group members return completed forms to the Access Church office or the information table on Sundays.
4. A check will then be issued and mailed to each couple/parent within 2-3 weeks.
5. For accounting purposes, each form must be submitted within 30 days of the event.