

| 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 new 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 \$15 per session cap for children ages 6 weeks thru 12 years. (not per hour)
- For groups that share childcare, reimbursement cap is \$15 per sitter.
- An online form has been created to fill in and submit for reimbursement. You can find it on the Live Oak APP under SG Childcare Links.
- Reimbursement submission max is 11 weeks per semester.

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.
- If your group chooses to hire a group sitter/sitters, please submit only one reimbursement for per group.
- **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.**
- Each family in your group must choose only one program to use for the semester (onsite or offsite childcare).

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THE REIMBURSEMENT FORM CAN BE FOUND ON THE LIVE OAK WEBSITE AND APP UNDER THE SIGN UP & EVENTS LINKS

Childcare Coordinator

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