

## Child Care Reimbursement Policy

Christ Community Church is pleased to offer childcare reimbursements on a limited, first-come, first-serve basis to help off-set some of the cost barriers for families seeking to participate in a Community Group.

**\*\*Please Note:** to ensure we can serve as many families as possible and comply with IRS requirements, ALL Christ Community Church Childcare Reimbursement Requests are subject to the following guidelines.\*\*

1. Each family in the group is responsible for submitting their own childcare reimbursements within 30 DAYS AFTER the group meeting date. Requests submitted after 30 days will not be paid. Due to unforeseen absences or meeting cancellations, requests submitted prior to the group meeting date will not be processed.
2. Submit a SEPARATE reimbursement request for EACH meeting date child care was provided. (For example, if your group met twice per month and you utilized childcare both times, submit 2 requests.) Please do not re-submit duplicate requests. Contact Kendra Ross (contact information below) with questions about a reimbursement you have already submitted.
3. Church-approved hours include your official group meeting time (check with your group leader, if you aren't sure) plus up to 30 minutes (10-15 min each way) for travel time, if applicable. Amounts larger than those approved will not be paid.
4. This form is only for use by members of Community Groups who are also CCC members OR regular attenders (someone who considers Christ Community to be your church home).

*For additional questions about childcare reimbursements or information on submitting a request for another campus, please contact the Adult Ministries Executive Admin Assistant Kendra Ross at [kross@ccclife.org](mailto:kross@ccclife.org) or 630-485-3375.*