

Childcare Reimbursement for Small Groups

If Childcare costs are a hindrance to your attending a Small Group, then please take advantage of our Childcare Reimbursement Program. The Chapel offers this opportunity to you as a means for you to remain connected.

Williamsburg Community Chapel
3899 John Tyler Highway, Williamsburg, VA 23185
Attention: Small Groups
Office: 757-229-7152 / Fax: 757-229-4310 / Email: Chapel@wcchapel.org

REIMBURSEMENT PAYABLE TO:

Name _____

Address _____

City _____ State _____

Phone Number _____

Email _____

SMALL GROUP INFORMATION:

Group Leader _____

Meeting Time/Day _____

- Please fill out ONE form per month
- Form must be submitted within 45 days of event
- Reimbursements will be paid on or before the 15th or 30th of each month.

SMALL GROUP CHILDCARE REIMBURSEMENT:

Date of Small Group Meeting	# of Children	\$ Amount Payable
Total Amount to be Reimbursed for the Month:		

PRICING PER MEETING

Number of Children	Amount
1	\$14
2	\$16
3	\$18
4+	\$20

THE ABOVE REIMBURSEMENT IS FOR THE CHILDCARE PROVIDER I CHOSE.

Printed Name of Parent or Legal Guardian

Signature

Date

Small Group Leader's Signature

Date

OFFICE USE ONLY

Date Received by WCC: _____

Approved By: _____

Acct./PC#: 0-55020

Childcare Reimbursement Program FAQ

1. Who chooses the babysitter and the location?

The babysitter is of your own choosing at the location of your choosing. Unfortunately, the Chapel is not an option as a location for your babysitting to occur.

2. Who pays the babysitter?

You pay the babysitter and are reimbursed by the Chapel.

3. At what rate does the Chapel reimburse?

The rates vary depending on the number of children being watched. The rates at which the Chapel reimburses are shown on the form.

4. How do I submit my completed form?

You can email, mail, or fax your completed form to the address or numbers shown on the form. Please put to the attention of “Small Groups”.

5. How often can I submit a form?

In an effort to not overwhelm our accounting staff, we are asking that you only fill out one form per month (you may list multiple dates on the same form).