

# Connection Pointe Adult Small Group Childcare and Reimbursement Policy



We love our Small Groups! We want to serve you, and that is why we will reimburse the cost of childcare for your regular small group meeting! Please see below our guidelines and instructions for this process:

- Connection Pointe does **not** provide childcare for groups
- Small Groups must do their own due diligence when identifying a babysitter citing background checks, references, etc. as examples
- Reimbursement Requests are to be used for small group events *only*. Unless otherwise approved, other ministries are not entitled to use this reimbursement process.
- Reimbursement is only intended to cover “normal” small group meetings, not to exceed one event per week.
- Only one event per week may be reimbursed. For example, if a small group has Bible study on Wednesday and another meeting on Friday, they may only request reimbursement for *one* of those events.

These are Connection Pointe’s suggested guidelines for childcare ratios:

- Infants: 1 caregiver to 2 children (We recommend infants stay with the parents)
- Toddlers: 1 caregiver to 4 children
- 2’s – PreK: 1 caregiver to every 6-8 children
- Elementary: 1 caregiver to every 8-10

If 1-6 children, you should have 1 childcare provider.

If 7 or more children, you should have 2 childcare providers.

Hourly reimbursement rate is determined based on number of children, as follows:

- 1-2 children: \$7.00/hour
- 3-4 children: \$8.00/hour
- 5+ children: \$9.00/hour

Reimbursement Instructions:

- Reimbursement will be made to the small group leader (not childcare provider)
- Maximum reimbursement is limited to 3 hours/once per week
- Small group leader should complete the reimbursement form and email to [connectionpointe@bill.com](mailto:connectionpointe@bill.com)

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- The form should be submitted by the 5<sup>th</sup> of the month to receive reimbursement for the previous month
- Reimbursements should be received by small group leader within 5 to 7 business days after the form is received by accounting (bill.com)

If getting a babysitter all the time is a challenge for your group, here are some ideas for other childcare solutions:

- Have a group rotation where one or two adults are responsible for the childcare for that week.
- Do a rotation of WHO meets.  
Example:  
Week One- Men Only  
Week Two- Women Only  
Week Three- Families  
Week 4- Off