



Childcare Reimbursement Form

Manna Church West Florida
PO Box 64
Niceville, FL 32578

Email: andrew.basquez@manna.church

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 Name	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
1	\$7.00	\$14.00	\$21.00
2	\$7.50	\$15.00	\$22.50
3	\$8.00	\$16.00	\$24.00
4	\$8.50	\$17.00	\$25.50

***Group setting of 5 or more children will be paid at a rate of \$9 per hour.
 Please mail, email, or drop off this form at the church office.***

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 Manna West Florida Office or by mail or email.
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.