



VCC

Childcare Reimbursement Form

CHILDCARE REIMBURSEMENT POLICY

- Childcare reimbursement is available to VCC regular attendees/members involved in an eligible VCC event or volunteer service.
- Parents pay childcare provider directly, then VCC will reimburse parents once a month at a flat rate per child.
- Parents will be reimbursed for the cost of one childcare provider for up to two hours of childcare at the rates below. Keep in mind these are simply the rates at which we will reimburse you, but you can choose to pay your sitter above and beyond these amounts should you desire.

Reimbursement Payable To:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone #: _____

VCC Event: _____

# of Workers	Date	# of Children	# of Hours	Amount	Total Reimbursement

CHILDCARE REIMBURSEMENT RATES

Rank	MAXIMUM REIMBURSEMENT		
	1 child	2 children	Family
E1-4; NAF1-2; GS1-4	\$3.00/hr	\$6.00/hr	\$24.00 max
E5-9; NAF-4; GS6-7	\$1.50/hr	\$3.00/hr	\$15.00 max
WO1-5; O1-8; NAF5-6 and GS8 & up	\$1.00/hr	\$2.00/hr	\$10.00 max

We do not offer reimbursement for your expenses beyond 2 hours!

VCC recommends that if you have more than 4 children in a childcare group that you hire at least 2 workers.

Provider Signature: _____ Date: _____

VCC Member Signature: _____ Date: _____

Staff Approval Signature: _____ Date: _____

- Fill out the childcare reimbursement form completely.
- Return your completed form via one of these options:
 - Mail it to the VCC (at the address above). ATTN: Treasurer.
 - Drop it off at the VCC mail box outside the Thrift Store.
 - Submit in person at the next VCC event.
- The monthly reimbursement deadline is the **first of each month**. All forms received by or on that day will be processed and reimbursement checks will be mailed by the 10th of that month. All forms received after the first of each month may/will be processed the following month.
- In order to qualify for reimbursement, forms must be submitted within 30 days of the date of the VCC event for which childcare reimbursement is requested (meaning, your reimbursement opportunity expires if you wait too long).

FAQ's

Q. Are there "limits" to the reimbursement? How long will this be available?

Reimbursement is available at a flat rate per child for up to two hours of childcare cost per VCC event of meeting. Meaning, you pay your sitter directly whatever amount you want to pay, but you will only be reimbursed at the pre-determined published rate per child, per hour (see rates on the other side). Our hope is to be able to offer this to VCC members every year, but there is a limited budget amount available. In the event that we are no longer able to offer this resource, we will communicate accordingly.

Q. Who can take advantage of this reimbursement?

Anybody who needs it and is a member of the Vicenza Community Club. Obviously there is a level of trust built into this. We are using the "honor system" and choosing to trust people. Reimbursement is intended for anyone who legitimately could use help with childcare costs in order to stay connected with our community. So if you need it, use it and don't feel badly. But if you don't need it, please don't abuse it as funding is limited.

Q. How frequently am I reimbursed?

Remember, you pay your childcare provider directly. Then follow the procedure listed on the form to request reimbursement. VCC will send you a reimbursement check once a month (if you get your forms in on time!).