

# Child Care Voucher Agreement

Updated: March 1, 2010

Westwood Baptist Church believes in Home Groups and desires to help you eliminate obstacles to attendance. Although our childcare reimbursement plan has the potential to cost the church a significant amount, it is considerably less than building and maintaining classroom space for adults on Sunday mornings.

1. The intent of this system is to provide assistance with child care costs, but may not necessarily reimburse the entire cost, especially as many factors affect the cost of child care.
2. Vouchers are to be used for regular home group meetings and not for fellowship events of the group. Regular meetings should occur in a home and include a significant amount of Bible study and prayer.
3. As the budget is limited and the use somewhat unpredictable, the possibility exists that the voucher system may not be fully funded for the entire year and might be discontinued at some point. Should this happen, people who have used the system in that calendar year would be notified of the needed adjustments.
4. Vouchers should be brought or mailed to the Ministry Center at 209 Cloverdale Circle in Alabaster. An online system should be in place soon at [WestwoodGroups.com](http://WestwoodGroups.com).

Mailing Address: Westwood Baptist Church  
Attn. Small Groups  
P.O. Box 630  
Alabaster, AL 35007

5. Paper vouchers must be completed and returned to the ministry center within thirty (30) days of the event. Vouchers should not be turned in to the home group leader. Once received, a check will be mailed within ten (10) days of receipt of voucher. The same schedule applies to electronic submission.
6. For participation in the voucher program, a signed agreement must be in place before any expenses are reimbursed. This may be accomplished by sending an email to [wendy.sipes@wwbc.org](mailto:wendy.sipes@wwbc.org) that includes the following language: "I have read, understand, and agree to abide by Westwood's Child Care Voucher Agreement." Also include your group leader's name and night of meeting.
7. Should the actual amount paid be less than the "voucher amount", the lower of the two will be paid.
8. Vouchers may be obtained via the internet at [WestwoodGroups.com](http://WestwoodGroups.com) or at the church office.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Home Group Leader: \_\_\_\_\_

Meeting Night: \_\_\_\_\_

# *Child Care Voucher*

This voucher is designed to supplement in-home child care expenses for individuals attending Westwood Home Groups or other events approved for voucher use. It is not intended to cover the entire cost. Voucher must be submitted to the church office within 30 days of the event. If mailed, send to: Westwood Baptist Church, Attn. Small Groups, P.O. Box 630, Alabaster, AL 35007. Policy subject to change.

Your Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event: \_\_\_ Home Group Regular Meeting \_\_\_\_\_ Actual Amount Paid: \$ \_\_\_\_\_

Name of Child Care Provider: \_\_\_\_\_ Voucher Amount:  \$15 (one child)  
(Ages B-12)  \$18 (two children)  
 \$21 (three + children)

Your Mailing address: \_\_\_\_\_

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