

FIFE ROAD CO-OPERATIVE HOMES INC

CHILD CARE REIMBURSEMENT POLICY

Approved by the Board of Directors on January 24, 2019

Confirmed by Members on January 31, 2019

CHILD CARE REIMBURSEMENT POLICY

1) PURPOSE

- a) The purpose of this policy is to ensure that Co-op members can fully participate in the management and operations of the Co-op without incurring expenses that would otherwise restrict their participation
- b) In all situations, Co-op members are encouraged to utilize volunteer child care and babysitting exchanges with other members and qualified Co-op youth

2) ELIGIBILITY

- a) Members who participate in the following activities are eligible for reimbursement of child care expenses
 - Attendance at Board of Directors meetings
 - Attendance at Annual and General Members Meetings
 - Attendance at any other meetings required and called by the Board of Directors
 - Special maintenance tasks (e.g. spring and fall cleanups)
 - Attendance at COCHF and CHF meetings when required
 - Other extraordinary tasks, defined from time to time, by the Board of Directors
- b) Single support parents are eligible for reimbursement
- c) Two-parent families are eligible for reimbursement if:
 - Both members are participating in Co-op activities as defined above, or
 - One member is participating in an eligible Co-op activity as defined above and the partner is working
- d) Reimbursement will be provided for children aged 13 and under
- e) Only babysitters aged 14 and over, or babysitters under the age of 14 with a babysitting certificate, will be accepted

3) LIMITATIONS

When one member of a two-parent family is participating in an eligible co-op activity and the partner is at home or not working, the members are not eligible for child care reimbursement.

4) REIMBURSEMENT

- a) Members are required to complete a Child Care Reimbursement Form. These forms are available in the Community Centre or at other locations, as determined by the Board of Directors
- b) Eligible child care expenses will be reimbursed up to the limit of the current year's child care budget or as otherwise approved by the Board of Directors.
- c) The hourly rate of reimbursement will be the actual incurred cost to a maximum of \$14.00 per hour for the first child and \$5.00 for each additional child to a maximum of \$25.00 per hour.
- d) If a special needs child requires a specialized babysitter, the member can request the full amount to be reimbursed with an INVOICE FOR SERVICES PROVIDED-FAMILY SUPPORT OPTIONS ((SSAH/MFTD/Specialized Support form completed by the "Independent Contractor (I.C.))