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|  REIMBURSEMENT OF CHILD CARE FOR DAY CARE STAFF   | NO.  |
| It is the policy of Winning Wheels, Inc. that a staff member employed in the Day Care department may, with administrative approval, be reimbursed for child care services provided for their own children (of whom the employee has legal custody) by a licensed day care provider other than the Lyndon Play and Learn Center. The employee must provide Winning Wheels with a copy of the child care provider’s license and insurance.The rate of reimbursement will be equal to the Lyndon Play and Learn Center discount Winning Wheels employees receive. The employee must submit a bill from the child care provider to be reimbursed. The employee is responsible for payment to their child care provider. |
| Approved: | EffectiveDate: 12/04 | Revision Date:3/17 | Change No.: | Page: 1 of 1 |