

2011-2012



SOUTHEASTERN
BAPTIST THEOLOGICAL
SEMINARY

Childcare Request

Women's Life Office
120 S. Wingate St., Wake Forest, NC 27588
Phone: 919-761-2340/Fax: 919-761-2238
Email: womenslife@sebts.edu

Biblical Women's Institute

Form must be completed 1 week prior to start of Term. Payment is due upon registration.

STUDENT'S NAME _____

E-Mail _____

Phone (day) _____ (evening) _____

Mobile Phone _____ Husband's name _____

Class Attending _____

THURSDAY EVENING CLASS

Please circle **one term** only.

Term 1 Term 2 Term 3 Term 4

Was your child (children) enrolled in BWI childcare last term? _____

Please provide the following information for each of your children who may be in our program:

Child's first name	Date of Birth	Age as of the start of this term	List known allergies

We again encourage dads to stay home with the children if at all possible. We have a limited number of spaces available in each age group. We will do our best to accommodate everyone until all the spaces are filled. Form is to be turned in with payment to the Women's Life Office no later than 1 week before the start of the term. You will be notified if there are no openings for your children. Thank you for your patience.

I have received, read, understood, and will adhere to all childcare guidelines stated with this document.

Signature: _____

*Please see following instructions on the back of this form.

If you have any questions, please email the Women's Life Office at womenslife@sebts.edu.

___ WLO/Data

For Office Use Only

___ WLO/File

Biblical Women's Institute Childcare Guidelines

- Children must be registered at the start of **each term**. You **cannot** register for all terms at one time. There is a fee of \$12 for first child, \$10 for each additional child due at the time of registration. Cash or check made payable to SEBTS are accepted. This fee covers **one term only**. The fee must be paid every term upon registration.
- Childcare is only available for BWI student's whose husband is also in class or working.
- Please **CALL** if your child will not be attending childcare that week. After three missed Thursday nights without proper notification your child may lose his spot in his classroom.
- Children may not be dropped off at childcare until 6:45PM. If your class begins at 6:30 please notify the Women's Life Office and arrangements will be made to assist you.
- Please bring a snack and a drink for your child. We ask that you be considerate of food allergies and do not bring snacks that contain peanuts.
- When you drop your child off please sign them in. For security reasons the same person **MUST** sign the child out. If someone different is picking up the child the parent must fill out a **Pick-Up Consent Form** before leaving for class.
- Please follow all health guidelines listed on the next page.
- When dropping off your child you will be asked every night to provide your cell phone number. This will be the way we contact you in case of emergency.
- If your child is in diapers please provide all supplies.
- Make sure that your child's belongings are labeled.
- If your child can walk please make sure they have shoes. All children who can walk must keep their shoes on at all times.
- We will make every effort to make your child feel welcome while you are in class. If your child has a difficult time being away from you and is disrupting class (ie: crying non-stop and causing the other children to feel uncomfortable) you will be contacted to pick them up.

Please keep your children and others healthy by allowing your child to stay home when he/she is experiencing:

1. A fever or has had a fever in the previous 24hrs.
2. Vomiting or diarrhea in the previous 24hrs.
3. Children who have been on antibiotics less than 48hrs may not attend childcare.
4. Any symptom of a childhood disease such as chicken pox or whooping cough.
5. A common cold from onset through one week.
6. Sore throat
7. Croup
8. Any unexplained rash.
9. Any skin infection. (boils, ringworm, or impetigo)
10. Pink eye or other eye infection.

If your child should develop a communicable disease such as Chicken Pox within two days of being in childcare, please contact:

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(919) 761-2340
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