



BIBLICAL  
*women's*  
 INSTITUTE

## Childcare Request

Certificate Services Office  
 120 S. Wingate St., Wake Forest, NC 27588  
 Phone: 919-761-2371  
 Email: cert@sebts.edu

### *Biblical Women's Institute*

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

STUDENT'S NAME:

STUDENT ID:

E-Mail:

Phone Number:

Class Attending:

#### WEDNESDAY MORNING CLASS

**Fall:** Session 1      Session 2

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
1)			
2)			
3)			
4)			
5)			

*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 Certificate Services Office (Stealey Hall 202) 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. Yes      No**

Signature: \_\_\_\_\_

# 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.
- Please **EMAIL the Childcare Coordinator (email address TBA) Wednesday by 9:30am** if your child will not be attending childcare that week.
- Children may not be dropped off at childcare until 10:20am.
- If you choose to send your child with a snack, please 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 bottom of the page.
- When dropping off your child you will be asked every time to provide your cell phone number. This will be the way we contact you in case of emergency.
- **You will also be required to present a valid ID (SEBTS Student ID is acceptable) to pick up your child.**
- If your child is in diapers please provide all supplies.
- You are welcome to bring some toys and/or books, but please 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.

**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:**

**Certificate Services Office**

**(919) 761-2371**

[cert@sebts.edu](mailto:cert@sebts.edu)