

## SWI CHILDCARE POLICIES

The Seminary Wives Institute (SWI) seeks to provide a safe, secure, loving environment for children. In an effort to accomplish this, we have to have certain guidelines in place. Our childcare facilities are conveniently located in the Honeycutt Center, rooms 244 and 246 which is a quick walk from the SWI classrooms in Norton Hall.

### RESERVATION PROCEDURES

It is our desire that no student wife be unable to attend SWI due to a lack of childcare arrangements. Therefore, we strongly encourage your husband to take care of the children at home whenever possible to allow space for those who have no other option. A childcare request form must be filled out each semester (Fall and Spring). There are no carryovers. Completed requests should be mailed to Campus box 244. Requests will be filled in the order in which they are received. Confirmation of childcare will be sent via email or a phone call.

Those who have been notified that they have **STANDING RESERVATIONS** will need to do nothing if you plan to bring your children on a given week. **If for some reason you know you will not be bringing your child/children, you should call SWI voice mail at 897-4816 BEFORE Monday at noon to cancel your reservation.** If your child/children become ill after that time and before Thursday night, please call to cancel as soon as possible. Habitual no-shows will risk loss of standing reservations. **AGAIN, please call SWI voice mail if your child/children will not be in childcare on Thursday night.**

Those who have **OCCASIONAL** childcare needs can call or email the childcare coordinator, Carla Greenway ((502) 797-7977, [csgred@insightbb.com](mailto:csgred@insightbb.com)) **AFTER** Monday at noon to request reservations. Space will be filled on a first call/first fill basis. Please leave your daytime phone number when you call or email. You will be notified whether or not space is available. Please note: Your child **MUST** be registered and confirmed for occasional childcare in order to be considered.

We are pleased to continue to offer childcare at the low rate of one dollar per child per night. We are able to keep the cost down due to the fact that the majority of our child care workers are volunteer faculty/staff wives, so please express your appreciation to them. Please pay childcare fees in Norton Room 105 each week when you use childcare services. You may pre-pay for the entire six weeks if you wish to do so. **CHILD CARE PAYMENTS MUST BE PAID SEPARATELY FROM TUITION PAYMENTS.**

We will do our best to accommodate those who need child care, however, please realize that we have **LIMITED** space available.

## **PARENTAL RESPONSIBILITY**

A child who APPEARS ILL or who has been ill in the preceding 24 hours cannot be accepted in our child care program. This is for the protection of the child, the other children, and the teachers.

Recommendations taken from the report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics say that a child should not be taken from the home when any of the following exists:

- Fever
- Vomiting and/or diarrhea
- Any symptom of the usual childhood diseases (Scarlet fever, German measles, mumps, chicken pox and whooping cough)
- Common cold
- Sore Throat
- Croup
- Any unexplained rash
- Any skin infection
- Pink eye and other eye infections
- Any green or yellow nasal discharge

Mothers will be notified if a child appears ill during a class session.

Mothers are to bring disposable diapers for the time that their child is in childcare. They are also to clearly label all diaper bags, bottles, etc.

## **MEDICAL PROCEDURES**

An injury can usually be treated with a little loving attention, a cool cloth, or a Band-Aid. A first aid kit is available with the coordinator. In the event a child needs more attention than we can provide, you will be notified. An "ouch report" will be filled out upon any injury and you will be given a copy.

We are not authorized to give ANY over the counter or prescription medications.

## **SECURITY PROCEDURES**

The parent is to register the child at the door of the classroom and will be given a name/security tag. Name/security tags will be provided by SWI. For the child's protection, ALL children must be picked up by a parent with the name/security tag. If you lose the tag, go to Mrs. Dei Chung, SWI Childcare Director, for further instruction.

## **SCHOOL-AGE CHILDREN**

School age children will be given a place in which to do homework. Children are encouraged to bring a favorite book with them each week. There will also be board games for them to play and/or a video to watch. Children will need to stay with their

teacher and will not be allowed to wander around the building. Any child who refuses to cooperate with the teacher could lose the opportunity to participate in the childcare program. Please do not bring scooters, skates, or skateboards.

**IF YOU HAVE FURTHER QUESTIONS...**

Mrs. Carla Greenway will be ready to greet you at 6:45 p.m. on Thursday evenings. All children are checked-in at Honeycutt Room 244. Children aged 25 months and older will remain in HCC 244 and those from 2months-24 months will be next door in HCC 246. If you have further questions, please contact Mrs. Greenway through the SWI Voice mail system at (502) 897-4816.

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Please understand, for any program to run efficiently and fairly, we must operate by our stated policies.

We are confident that your children will enjoy their experience with other seminary children while you are attending class.

We will provide a structured program for your children including either supervised gym time or outdoor time when weather permits for children of appropriate ages. We will also have a quiet time for the latter part of the evening which will include a video and small snack (goldfish crackers and juice boxes).