**Procedure for Requesting SWI Childcare**

We will accept childcare requests for Term I and/or Term II in the form of an e-mail to swi@sbts.edu, beginning August 1, 2010. Please do not submit requests prior to August 1, as these will not be honored. Requests will be filled on a first come, first served basis and you will receive an e-mail confirmation once your request has been processed.

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. We will fill requests based on the order in which they are received **AFTER AUGUST 1**.

**Please include the following information in your e-mail request:**

- Names of children
- Birthdates of children
- Ages of your children as of August 1
- Any known allergies
- Is your request for Term I only or Term II only or both terms?
- Is your husband working or attending class during the time of SWI?
- Which SWI classes are you taking in Term I and II?
- Mother's name
- Mother's preferred phone number and e-mail address
- Were your children enrolled in SWI child care last year?
- Are you requesting STANDING child care reservations (care expected weekly unless you cancel by Monday) or OCCASIONAL child care reservations (care by request only)?