DAY CARE POLICY FOR CHILDREN OF STAFF MEMBERS

Date Created	05 June 2020	Approved By	Board of Management
Last Reviewed	24 Dec 2024	Next Review Due	March 2028
Version	1.0	Owner	Office of the Registrar / IQAC

1. Purpose

The University Day Care facility is established to support staff members by providing a safe, supervised, and nurturing environment for their children during working hours. This policy outlines the eligibility, services, responsibilities, and operational guidelines to ensure transparency and smooth functioning of the Day Care.

2. Eligibility

- Admission is restricted to children of university staff members only.
- Children between the ages of 2.6 years to 6 years will be considered.
- Admission is subject to seat availability and compliance with health requirements.
- Admission will be granted on a first-come, first-served basis. Priority may be given to staff with younger children or female staff members, if required.

3. Admission & Registration Process

- Parents must complete the prescribed admission cum declaration form.
- Only authorized guardians (as per the admission form) will be allowed to drop off or pick up the child.
- Parents must inform the Day Care in advance if their child will be absent.

4. Health and Medical Requirements

- Children with contagious illnesses (fever, cough, diarrhea, skin infections, etc.) will not be permitted until fully recovered.
- The Day Care will not admit children with serious medical conditions requiring constant specialized care.
- Parents must immediately inform the Day Care of any allergies, medications, or medical conditions.
- In case of medical emergencies, the child will be taken to the University Hospital (being the nearest medical facility), and parents will be informed immediately.

5. Care and Supervision

The Day Care will ensure:

- A safe, hygienic, and child-friendly environment.
- Basic care, play activities, and supervision by trained caretakers.

- A maintained staff-to-child ratio to ensure quality supervision.
- First aid in case of minor injuries and immediate notification to parents.

The Day Care staff will not:

- Change diapers/pads or assist in feeding, to avoid any potential health issues that may arise during these activities.
- Provide personal food feeding services. Parents must supply food/snacks in ready-to-eat form, and children will be encouraged to self-feed under supervision.
- Administer any medication unless prescribed and provided in writing by parents along with clear instructions.

6. Parent Responsibilities

Parents must:

- Provide nutritious meals/snacks, drinking bottles, extra clothing, diapers, and personal hygiene items daily.
- Be reachable during university hours in case of emergencies.
- Drop and pick up their child on time as per Day Care timings.
- Maintain respectful conduct with Day Care staff and comply with all policies in the collective interest of all children.

7. Safety & Security

- Children will only be handed over to registered guardians listed in the admission form.
- The Day Care premises will be monitored for safety, and entry of outsiders will be restricted.
- CCTV monitoring will be used for safety purposes only.

8. Fees/Charges

- Day Care services are provided completely free of cost to the children of university staff members.
- No admission fee, monthly fee, or any other charge shall be levied on staff members for availing the Day Care facility.
- Any change to this provision in the future will be approved by the University Administration and notified to all staff members in advance.

9. Timings

- The Day Care will operate during regular university working hours only.
- No services will be available on university holidays or beyond official timings.
- Parents must strictly adhere to drop-off and pick-up schedules.

10. Discipline and Conduct

- Children are expected to follow basic discipline and respectful behavior.
- The University reserves the right to withdraw Day Care services in cases of repeated non-compliance with policy guidelines or misconduct by parents/guardians.

11. Liability and Disclaimer

- The University will ensure reasonable care and safety within the Day Care premises.
- The University and Day Care staff will not be held responsible for:
  - Pre-existing health conditions.
  - Any illness or injury beyond reasonable preventive measures.
  - Child's personal belongings (toys, clothes, bottles, etc.).

12. Feedback & Grievance Redressal

- Parents may provide feedback or raise concerns with the Day Care Coordinator.
- Issues will be reviewed by the University Administration for timely resolution.

13. Review and Amendments

This policy will be reviewed periodically by the University Administration to ensure it remains effective and relevant. Amendments, if any, will be communicated to all staff members.

By enrolling their child in the Day Care, parents acknowledge that they have read, understood, and agreed to comply with all terms of this policy. The University reserves the right to make changes as deemed necessary in the interest of child safety and smooth functioning.

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