

## Human Resource

1<sup>st</sup> September 2021  
18-10-2021

### Policy for Day Care Facility

**Purpose:** The purpose of Day Care is to improve working parent spirit by providing day care facility to the children of age group of 2.5 years to 8 years of the working parents, students and visiting guest of the university. The facility is also extended to the child of Research Schoolers.

#### Policy statement:

Shoolini University recognizes the fact that on-site Day Care facility center benefits the working parent as well students who are pursuing higher studies. A safe and nurturing environment with a schedule of routine that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

**Principle:** Interests of Employee, Student & University are inseparable.

**Eligibility:** Kids between age group 2.5 years to 8 years.

#### Policy Benefits:

1. A best-in-class day care facility access to eligible employees' kid.
2. The day care facility is qualified with a lady Trained Graduate Teacher, one lady attendant and one lady security guard.
3. The day care facility will remain open with respect to university timings and shall be closed when university is closed.
4. The Basic amenities like safe drinking water, toys/play materials, child friendly furniture etc. will be available in day care.
5. Personal cleanliness of the child shall be maintained.
6. Activities like yoga, dance classes, movie theater and other recreational activities will be provided.

#### Requirement for Admission in the Centre:

1. Birth Certificate of the child
2. Medical fitness certificate
3. Declaration from parents
4. Photo (child & parents)

#### Timing of the Centre:

| Sr No | Activity                     | Time             |
|-------|------------------------------|------------------|
| 1     | Arrival of Attendants (Aaya) | 9:15am           |
| 2     | Arrival & receiving of Kids  | 9:30am           |
| 3     | Distribution of Fruits       | 11:00am          |
| 4     | Lunch                        | 12:45pm          |
| 5     | Sleeping                     | 1:00pm to 2:00pm |
| 6     | Distribution of Milk/Biscuit | 3:45pm           |
| 7     | Yoga & other activities      | 4:00pm to 5:00pm |
| 8     | Departure                    | 5:20pm           |



**Conditions for Parents:**

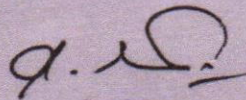
1. The parent is responsible for requesting for the facility. Request will be approved basis availability of seats.
2. Every Child should be medically examined before admission to the day care and fitness certificate shall be provided.
3. The milk and food should be provided by the parent to the day care in-charge.
4. The university shall allow only two visits a day for the parents to the day care facility.
5. No child shall be allowed if he/she is sick on any day.

**Administrative Control:**

1. An application must be provided to Executive Secretary of Vice Chancellor.
2. Final approval shall be granted by HR.
3. The child personal file shall be maintained by the lady TGT working at the day care.
4. Emergency Contact number should be shared with parents.

**Annexures:**

1. Daily Cleaning Check List
2. Weekly Audit sheet by HR
3. Do & Don'ts for parents



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