



POLICY FOR CAMPUS CRECHE

PUNJAB CAMPUS
CU/ PB/ADMIN/ 02 /2023)

Approved by 24th Governing Body Meeting dated 02 September 23 vide Agenda No. 24.15



OFFICE OF ADMINISTRATION

POLICY FOR CAMPUS CRECHE

Purpose - The purpose of the Creche is to provide the staff / students at the University, who are young parents, especially mothers, with a safe and comfortable space for their children to be taken care of, so that they can work efficiently and without worry about the wellbeing of their children.

Age bracket of children - Children of age 1 Year to 6 years shall be permitted.

Timing - Working Hours shall be 8 am to 5:00 pm on all working days of the University.

Process for registration – The parent is to submit a completed Application Form to the HR department. Complete details of the child are to be submitted.

Indemnity Bond – The University shall take all action to ensure the safety, security and wellbeing of the children in the Creche during the period of stay in the Creche. An Indemnity Bond must be filled and submitted by parents.

Permission to meet the child -Mothers shall be permitted to meet their children 4 times a day. The parent is to confirm details of the people (along with their photograph), who are permitted to pick or drop a child from/ to the Creche.

In case of delay in Pickup - The parent is expected to pick his/her child from the Creche by 5:30 pm. In case of any delay, the parents should be called after 15 minutes by the Creche Staff. In the event of delay of more than 15 minutes, the parent shall have to pay a token amount, as honorarium for overtime of Creche staff.

Timetable – Various activities shall be planned for the children (based on their age) in the creche. A timetable shall be laid for the same. Parents are requested to provide material that they would like their wards to use, other than the common toys and study material that would be provided.

Other Material for Activities: Parents would be requested to provide their wards with some material like coloring books or drawing books or Alphabet books, that help improve the skills of their wards, based on their age.

Spare set of Dress: Parents are requested to provide a spare set of dresses in the kit of the child. This is to facilitate change of clothes in case the dress the child is wearing gets soiled.

Food / Refreshments – Parents are expected to send in the kit of the child, the required snacks/refreshments /drinks. It is advised that the tiffin boxes and water bottles of the child be labelled with name and time of meal, for easy reference by the Creche staff.

Personal Hygiene – The parents would need to ensure that the basic hygiene of the child is maintained. This includes proper haircuts, brushing of teeth, trimmed nails etc.

Medical Support – Required medical support shall be provided in case of an emergency from the dispensary. First aid should be available in the creche. In case the child gets hurt or falls sick, the parent shall be informed, and the parent is expected to provide an early response. Final decision of the medical treatment would be initiated based on the decision of the parent.

Points to Note - In case the child is unwell with any disease, the parents are requested not to bring the child to creche. This is for the safety of the other children in the creche.

Parents are requested not to send children who are unwell and have been vomiting or children who had diarrhea, until at least 48 hours have elapsed since the last attack.

Medical examinations of the children must be conducted every 3 months and relevant records must be maintained for scrutiny at any time. This must be ensured through dispensary by the parents. In case they desire to avail facility of any other doctor / hospital, they may do so. Records may be submitted to the creche staff without fail.

Language: Language used would be Punjabi mainly and Hindi also.

Discriminatory Behavior/Remarks- Any discriminatory language, behavior or remarks by children, parents or any other adults are unacceptable in the crèche. Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behavior/remarks will not be tolerated.

Interaction with Creche Staff – The parents are expected to treat the Creche staff with respect. At no time shall they be permitted to admonish or use foul language with the Creche staff. In case they are not satisfied with the services of the creche they may bring the matter to the knowledge of Administration.

Office of Administration, CHITKARA University