



# **ORIENTAL UNIVERSITY INDORE**

***POLICY FOR DAY CARE CENTRE***

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Oriental University Indore has established a crèche or day care centre within the university premises to cater to the female employees having kids below the age of six years. The day care centre is maintained as per the guidelines issued by the Ministry of Women and Child Development, Government of India. The Maternity Benefit Act, 2017 states that the crèche facility is mandatory for every establishment employing 50 or more employees. The aim of the establishment of the day care centre is to combat the challenges faced by new working mothers to strike a balance between their duties as a mother and an employee. It also helps in providing quality childcare services to children between six months to six years.

1. Day Care Centre for whom: Children between ages of six months to six years including children of permanent, temporary and/or contractual employees.
2. Location: Within the University premises.
3. Timings: 09:00 am to 05:00 pm
4. Infrastructure: The following points shall be taken care of:
  - a. Preferably on the ground floor to ensure the safety of the children.
  - b. The centre should be well ventilated with proper lights, proper drinking water and an attached washroom for the convenience of children as well as attendants.
  - c. It should not have any unsafe spaces like open drains, garbage bins etc.
  - d. There should be definite spaces for sleeping, feeding and playing of kids for both categories of children i.e. 0-3 and 3-6 years.
  - e. Each child should have a space of 10 sqft for playing and learning.
5. Equipments: The crèche/day care centre should have age-appropriate equipment for all the children. Care should be taken that the equipment should be child-safe with no sharp edges. The detailed list of instruments is attached in Annexure-I.
6. Safety: The environment, instruments and all the practices at the crèche/day care centre should be safe and child friendly. Entry cards should be issued to the parents and staff members. Proper documentation containing all the details about the child's identification including name, photo, parents' names, and residential address should be maintained. The furniture used should be sturdy. Any kind of dangerous objects like sharp pins, knives (used for the pantry), blades etc. and chemicals like detergents, dishwashes, floor cleaners should be kept away from the reach of children. There should be no open wiring in the day care centre and fire extinguisher should be provided for any kind of emergency. The child should not be left alone at any point, even during lunch breaks. Any kind of physical or verbal abuse is strictly prohibited.
7. Health practices: Every child is required to undergo a monthly routine checkup from the in-house doctor and records to be maintained by the caretaker. A proper first aid kit containing ointments, bandages, disinfectants

and pediatric medicines for common cold, cough, fever etc. to be maintained at all times in the day care centre.

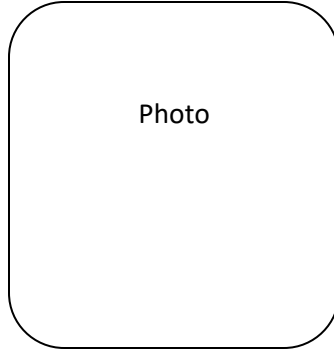
8. Human Resources: One day care unit would have up to 20 children.

The ideal adult to child ratio should be 1:10. One teacher in charge plus one helper must be appointed. One guard must be appointed for the security of the children. One faculty in charge must be appointed to monitor and supervise the day care centre activities.

9. Hygiene and Sanitation: Proper hygiene and sanitation practices must be practiced within the day care center. Proper cleaning of the room along with regular sanitization of all the toys and equipment must be done. Shoes should not be allowed within the center. Dustbins should be segregated for disposing off soiled diapers and other waste materials. Regular washing of hands must be encouraged for both staff and children.



# Day Care Center Registration form



<b>Name of Child</b>	
<b>Age</b>	
<b>Gender</b>	
<b>Name of OUI Employee with Employee ID</b>	
<b>Relation with the Child</b>	
<b>Mother's Name</b>	
<b>Father's Name</b>	
<b>Name of Guardian</b>	
<b>Permanent Address</b>	
<b>Contact Number of</b>	
<b>Contact Number of Mother</b>	
<b>Contact Number of Father</b>	
<b>Contact Number of Guardian</b>	
<b>Medicines needed (if any)</b>	
<b>Date of Admission</b>	
<b>Signature of Parent</b>	
<b>Signature of Care Taker</b>	

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