



Guru Gobind Singh
Indraprastha University

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Sector 16C, Dwarka, Delhi-110075

GUIDELINES FOR DAY CARE CENTER

A Daycare facility has been set up in the university campus for the wards (6 months-6 years of age) of the university employees. Parents interested in availing this facility may note the following:

1. Application for admission into daycare center will be invited from interested parents. Registration forms are available online and in the office of the supervisor, daycare center.
2. The daycare center has 6-bed capacity, hence presently it can accommodate only 8 (eight) children.
3. Admission will be purely on first-cum-first serve basis.
4. An amount of Rs. 2000 (Two Thousand) will be charged from the parents of the wards per month for the maintenance of the services of the Daycare center. This amount should be paid in the form of bank draft in the name of registrar, GGSIP University, payable at Delhi. The same may be deposited with the supervisor, daycare center on the first of every month.
5. Timings: 8.30 a.m-6.00 p.m. (Monday to Friday). All government holidays and holidays listed in the university academic calendar will be observed. The facility will however remain open during summer and winter vacations.
6. List of holidays will be displayed on the notice board outside the daycare center. Parents are advised to kindly go through the displayed notices on a daily basis.
7. It is mandatory for the authorized person/s dropping and picking up the child from the daycare center to make an entry along with time in the register maintained at the gate.
8. Parents will be solely responsible for bringing their child at the daycare center from schools or from the bus stops and the time of entry shall be recorded by them in the register maintained at the entrance of the Daycare center.
9. Daycare center will not allow any accompanying person to remain inside or outside the premises till the child is availing the facility.

10. List of essential items such as, footwear, clothes, towels etc. are to be provided by the parents as per the needs of their child. Items belonging to the child must have his/her name written on them by the parents.
11. All efforts to potty train the child will be made in the daycare center. Parents are requested to follow the same at home.
12. Food should be provided by the parents for infant care and crèche with diet chart of the child.
13. Daycare children are required to carry wholesome lunch and evening snacks from home. Parents are requested not to send very spicy food.
14. Parents are informed that the Daycare center does not have any cooking facility whatsoever. Food provided from home may be refrigerated or warmed (in microwave) as per need during the day.
15. Mothers wanting to breast feed their child will be allowed twice a day and will be requested to leave the crèche immediately after feeding the child.
16. In case of a child falling sick or during an emergency, parents are to report immediately on receiving a call from the supervisor/university official.
17. Any child suffering from contagious/communicable disease should be kept at home. The child will be allowed to join back only after a medical certificate from the doctor.
18. No other person will be allowed to pick up the child except the authorized person listed along with his/her photo ID as filled by the parent/guardian in the registration form at the time of admission.
19. Suggestions/complaints/feedback are always welcome and the same may be handed over in writing to the supervisor. A copy of the same should also be sent to the Coordinator, Daycare center.
20. In case the supervisor of the Daycare center reports any behavioral or any related problem/s of any admitted child, it may be noted that the decision with respect to resolution of the problem shall rest with the university. This decision shall be final and binding on both the parties.

