RULES & REGULATIONS
FOR ADMISSION IN DAYCARE
INDIAN INSTITUTE OF TECHNOLOGY MANDI
KAMAND, MANDI,
HIMACHAL PRADESH -175005

Indian
Institute of
Technology
Mandi

General: Rules & Regulations

1. The Daycare will remain open from 8:45 A.M. to 5.30 P.M. on all working days expect on Sunday.

2. Age of Child/Children should be for boys between 06 months to 11 years or between 06 months to 12 years. (Presently, it is not mentioned in the Admission Form). Parents are expected to leave their Child/Children and pick them up from the Daycare. The Daycare worker will not take any responsibility for escorting the child.

3. At the time of the child's arrival at the Daycare, if the workers observe any signs of illness/disease, the child will not be allowed to attend the Daycare for fear of spread of infection to other children until he/she is fully cured.

4. In case of any emergency, the Daycare worker will contact the parents who are requested to take action immediately and pick up the child from the Daycare.

5. In case of any problems, the parents are requested not to enter into controversy with the Balsevika or Daycare Caretaker helper. The matter should be brought to the notice of the Daycare committee in writing.

6. Parents meetings will be called from time to time which should be attended by all the parents. During the meetings, suggestions and recommendations will be welcomed from the parents for the improvements of the Daycare.

7. Charges of the Daycare will be as prescribed by the Council from time to time. If a child is to be admitted to a Daycare temporarily for less than 15 days, an advance amount at the rate of Rs.200/- per day shall have to be paid. If a child is absent from the Daycare for more than a month with prior written notice, charges for the period of absence/leave shall be decided by the committee.

8. Payment of charges should be made on or before the 10th of every month failing which a fine of Rs.10/- per day will be charged. If the Daycare is closed on the 10th of any month the charges can be paid on the following working day without any penalty.

9. The following articles should be sent with the child daily:
   a) - One set of clothing
   b) - 3 - 4 extra panties/diapers
   c) - Feeding bottle sterilized
   d) - One Napkin or Hand Towel
   e) - One Handkerchief
   f) - Comb
   g) - Full lunch for the day
   h) - One feed of milk for children below 2 Years
   i) - Extra warm clothing in winter

   All articles should be properly marked for identification.

10. When the child is brought to the Daycare he/she should be properly bathed and dressed.

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12. The child should be handed over to the staff member of the Daycare and should not just be left in the premises.

13. To facilitate the adjustment of the child to his/her surroundings at the time of admission, one of the family members should spend some time with the child in the Daycare for a week or so.

14. The child should be left in the Daycare only for a few hours initially. So that the child becomes familiar with Creach children and staff.

15. Once the child is left in the Daycare, he/she should not be disturbed in between unless told by the daycare teacher/Incharge.

16. The parents should authorize one person who will take the child home in the evening. The child will not be sent from the Daycare with any other person.

17. The child should not be taken away without informing the staff present in the Daycare.

18. The parents should send lunch for the child properly cooked and packed in a clean container. Lunch should be according to the nutritional needs of the child.

I/We have carefully read Rules and Regulations for admission in the crèche and will abide by the same.

Date:_____ Signature of Parent(s)

Indian Institute of Technology Mandi

IIT Mandi Daycare Admission Form

Paste your recent Passport size photograph

Full Day Admission ☐ Half Day ☐ Per Day (no.of Days) ☐

Faculty/Staff ☐ Outsourced Staff ☐ Students ☐ Service Provider ☐

Child Name: _____Gender (Male/Female): _____.

Date of Birth: _____Current Age:_____.

Address: _____

_____.

Parent/Guardian Name: _____.

Telephone: Home _____Work _____Mobile No._____.

Email Id_____.

Name(s) of Person(s) authorize to Drop and collect_____Relation:_____.

EMERGENCY CONTACT (to whom child may be released if guardian is unavailable)

Name:_____Relationship: _____.
Telephone: Home _____Work _____ Mobile No._____.

MEDICAL EMERGENCY INFORMATION

Medical Conditions/History: _____.Allergies: _____.
Any other Relevant Information_____.

PARENT/GUARDIAN CONSENT AND AGREEMENT FOR EMERGENCIES:

AS: parent/guardian I consent to have my child receive first aid by facility staff and, if transported to receive emergency care. Will be responsible for all charges. I consent to the emergency contact person.

Date:_____ Signature of Parent(s)

Forwarded & Recommended:

Signature of Daycare Teacher Ex-Officio (Daycare)

Approved By:

Faculty In-Charge (Daycare)