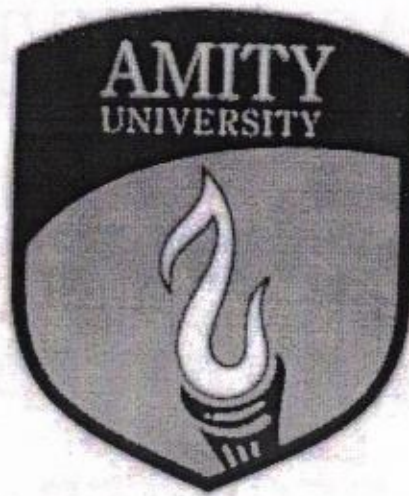


128



POLICY GUIDELINE FOR CRECHE

(Total 03 pages)



127

Ref. No. AUMP/RO/2017/70

Date: 15/02/2017

POLICY GUIDELINE FOR CRECHE

Introduction

1. AUMP has a fairly good number of faculty members & staff who have very young children. With an increasing trend where both the parents work, it is imperative for the university to have a crèche facility within the campus. This will facilitate parents to focus on their professional duties and at the same time, they will be able to look after children at stipulated time within the campus.

Aim

2. The aim of this SOP is to lay down the procedure for effective & smooth running of crèche facility in the campus.

Methodology

3. Crèche will provide day care services for the children of faculty/staff members of Amity University, Madhya Pradesh. Procedure & norms being followed for effective running of the facility are as given in succeeding paragraphs.

4. Age Group. Crèche facility is set up for children in age group of 06 months to 06 years.

5. Accommodation/Space.

(a) The Crèche is set up in well lighted portion of H2 hostel on ground floor with adequate ventilation.

(b) It has clean toilet and sanitation facility for small children.

(c) There is a room available as safe play area in the Crèche.

(d) There is a kitchen or cooking area in lobby available for warming/preparation of food for children.

6. Facilities for Children.

(a) Sleeping facilities are available for children.

(b) A safe and potable drinking water facility is available in Crèche.

(c) The hostel is equipped with basic first Aid kit for common ailments like fever, vomiting etc. and ointments, disinfectants, band aids, cotton wool etc. for minor injuries.

126

7. **Care taking/ Security/ Safety of children.**

- (a) Lady warden of H2 and designated lady assistant are responsible for care & safety of children using the Crèche facility.
- (b) Parents are required to hire a dedicated 'Aaya' for children below age of 18 months.
- (c) Security guards remain present in hostel area to ensure safety & security of children.

8. **Monitoring/ Supervision/ Running of Crèche.**

- (a) Lady warden of H2 and the lady attendant are responsible for supervision and smooth running of the Crèche.
- (b) Crèche is run as a welfare measure.
- (c) Parents should bring their own safe drinking water, milk, lunch and snacks. It will be heated only if requested and fed to the children.
- (d) Parents can visit the crèche only 3-4 times a day and spend 5-6 minutes their without affecting their work at university. Besides this they can also spent their lunch time there, if as desired.

9. **Timings of Crèche.**

- (a) Crèche facility remains available on the working days of university.
- (b) The timings of Crèche are as per the timings of university only.

Conclusion

10. The aspects covered in this SOP serve as guidelines for parents & concerned staff for effective & smooth running of crèche facility. The children should feel at home and the parents should remain worry -free during working hours in the campus.

Copy to:

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. Dean (Research)
4. All Hol's
5. All HoD's (Teaching & Non - Teaching)
6. Office Record


Registrar
