

## **NIPGR-DAYCARE FACILITY**

### **Working Hours:**

9:00 AM to 6:30 PM, Monday to Friday

### **Age Group:**

6 months to 12 years

### **Facilities:**

- The daycare is fully air-conditioned and equipped with various toys, board games, and storybooks.
- The daycare is under CCTV surveillance.
- Both indoor and outdoor play areas are available.

### **Contact:**

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### **Norms and Standards to be Followed in the Day-Care Facility, NIPGR**

- The facility is extended to children aged 6 months to 12 years of all employees, including temporary, daily wage, consultant, and contractual personnel, as well as to outsiders, depending on the availability of seats.
- For small children aged 6 months to 2 years, a personal attendant may be required. An additional charge will apply for the personal attendant.

### **Working Hours and Fees**

The day-care working hours are from 9:00 AM to 6:30 PM, Monday to Friday.

We request parents to kindly pick up their children within the closing time; however, we do consider certain unexpected delays, and hence an allowance of an extra 5 minutes is accepted. After this grace period, a fine of Rs. 100 will be levied for every 5-minute delay beyond 6:35 PM.

#### **Day-Care Fees for NIPGR Employees:**

- **Full Day:** 9:00 AM - 6:30 PM - Rs. 6,050 per month
- **Half Day:** 12:30 PM - 6:30 PM - Rs. 4,235 per month
- **Quarter Day:** 2:00 PM - 6:30 PM - Rs. 3,025 per month

#### **Day-Care Fees for Outside NIPGR Individuals:**

- **Full Day:** 9:00 AM - 6:30 PM - Rs. 7,100 per month
- **Half Day:** 12:30 PM - 6:30 PM - Rs. 5,335 per month
- **Quarter Day:** 2:00 PM - 6:30 PM - Rs. 4,125 per month

#### **Availing Daycare on a Per Day Basis:**

- Charges are Rs. 880 for a full day, Rs. 550 for a half day, and Rs. 385 for a quarter day. Daycare fees must be paid within the first week of every month through online mode, and transaction details should be provided to the Daycare Coordinator immediately.

- A regular daycare parent needs to choose the mode of availing the daycare service at the beginning of the month (monthly or daily). For non-regular parents, the per-day basis is applicable only for NIPGR residents or individuals visiting NIPGR for official purposes. Notably, prior permission must be obtained from the NIPGR daycare committee.
- Due to space limitations, a maximum of 12 children can be enrolled in the facility.

**The daycare staff will take excellent care of the children; however, neither the staff nor the committee members are responsible for any accidents. It is the parent's decision to send their children to the daycare. The daycare is equipped with CCTV cameras installed throughout the facility. Parents will be provided with live access to CCTV footage to monitor their child, and the facility will keep a backup of the CCTV footage for 20 days.**

### **Equipment/Material**

- (a) Provision of equipment and materials for complementary nutrition, cleaning, personal hygiene, sleeping, and medical aid has been made in the facility.
- (b) Furniture and play equipment are available at the facility, appropriate for the age and number of children.
- (c) All equipment in the facility is sturdy, safe, free of sharp edges, and easy to maintain.

### **Safety/Protection at the Facility**

- All necessary precautions and measures have been implemented at the facility for safety and protection, in accordance with the guidelines prescribed by the Ministry of Women and Child Development. (Fire extinguishers, sharp objects, evacuation plan, open wiring, sharp edges, police verification of guards and daycare helpers, CCTV cameras)
- To ensure health and avoid contagion, children with sickness or those who have been in contact with sick individuals are advised to refrain from attending daycare until fully recovered.
- The teachers at the facility will maintain a 'record of accidents,' wherein all details regarding any accidents, falls, or misbehaviors are recorded in a book when they occur.
- Daycare staff members are expected to maintain the highest standards of cleanliness and personal hygiene, including frequent handwashing and the regular use of anti-lice treatments.
- Mosquitoes are vectors of serious diseases. Standard mosquito repellents such as Good Knight or equivalent will be used.
- Children may not be left unattended except when sleeping. Staff must periodically check on sleeping infants.
- Carrying children is allowed, but dragging or pulling their arms is not permitted as it can cause injury.

### **Health Practices**

- Children should be dressed in simple, comfortable, weather-appropriate clothing and footwear that are easy to wear. Avoid putting expensive jewellery or party clothing on children, as loss or damage to such items is not the responsibility of daycare staff.
- For infants, parents are requested to provide an adequate number of diapers—preferably 5 diapers per day per child—along with baby wipes and bibs, including spares. If the

diapers are used only during sleep hours or playtime, parents should provide at least 2 diapers per child each day. Cooperation with caregivers is appreciated.

- For health reasons, hygiene practices must be routinely followed for all children equally by the staff. For instance: [a] usage and disposal of diapers, [b] change of clothes, [c] sending used clothes back, [d] washing and antiseptic use.
- Parents are requested to ensure that their child undergoes regular medical check-ups, preferably on a monthly basis, by a qualified medical practitioner, and a copy of the medical card should be provided to the Daycare Coordinator every month.
- Parents should ensure age-appropriate immunization for their child.
- The facility is equipped with a basic first aid kit containing pediatric medicines for common ailments such as fever, vomiting, cough and cold, dehydration, common stomach ailments, minor injuries, ointments, band-aids, cotton wool, and disinfectants.
- The Daycare Coordinator will check the expiry dates of the medicines every month and dispose of any expired ones immediately.
- In case of any medical emergency, parents will be informed immediately.
- If a child is undergoing treatment, parental authorization is required to administer the medicine. Clear, written instructions must be provided for the proper administration of prescribed medications. For multi-dosage or daily intake, parents are requested to provide this in writing for the caregiver. Parents are encouraged to come down themselves for medication as well.
- Children suffering from infectious diseases such as chickenpox, conjunctivitis, viral fevers, colds, or stomach bugs should not be sent to daycare. If daycare staff suspects that a child is suffering from an infectious disease, they will immediately inform the parent, who should then take charge of their child. Such children should not return to daycare unless they have been symptom-free for at least 3 days.
- If a child develops a fever during the day, parents will be informed, and they must pick up their child within an hour of notification.

### **Hygiene and Sanitation Practices for Staff Members at the Facility**

- Each daycare staff member, including teachers, is responsible for the cleanliness of the children.
- Staff are required to minimize the risk of disease by washing toys that are licked and ensuring that children do not eat from each other's plates. In any event, toys must be frequently cleaned and dusted.
- A dust-free, insect-free, and arachnid-free environment (free from ants, cockroaches, spiders, and scorpions) will be maintained due to the high incidence of respiratory problems in children.
- Staff will maintain a regular schedule for cleaning and sanitizing toys, linens (weekly), and curtains (monthly). These activities must be recorded in a logbook.
- Preventive measures such as handwashing, wiping noses, and changing diapers will be practiced to minimize the spread of germs.
- Check the diaper once the child arrives at the center. If soiled, change the diaper.
- Diapers should be changed every 2.5 to 3 hours, or sooner if needed.
- Every week, check children's nails. If the nails are long, they should be trimmed. If parents request not to trim them, ask the parents to do so.
- Place two spare slippers in front of the toilets for children's use.
- Use separate towels for each child whenever required.

- Staff members should tie their hair back while working at the facility.
- If any pests are identified, pest control will be conducted promptly.
- Supervision of the housekeeping and sanitation staff is necessary to maintain the cleanliness of the toilets, dining area, activity area, and all surroundings, especially in the corners.
- Water taps should be placed at a height that can be easily accessed by the children independently.
- A shoe rack should be provided for keeping children's shoes.
- Preferably, slippers should not be worn in the crèche.

### **Meals**

- Parents are requested to provide food and snacks for their children, but please do not send junk food and chocolates that are unhealthy and likely to create conflicts.
- Parents should ensure that their child receives a well-balanced and nutritious diet, as per the sample meal charges attached as Annexure I.
- The NIPGR daycare has an RO water purifier that provides clean drinking water for the children. However, parents may also provide drinking water bottles, milk (pre-boiled), and lunch.
- The NIPGR daycare has a stock of forks and spoons that may be provided to children upon request. Caregivers will use clean spoons to feed babies and toddlers, but they will encourage toddlers to eat independently.
- Generally, the facility does not provide food for any children.

### **Rules of Engagement**

- Daycare staff members may not engage in extended social conversations or any form of social engagement. They are required to be courteous and polite to parents under all circumstances. Any substantial criticism or suggestions must be brought to the attention of the coordinator immediately.
- Daycare staff must treat all children equally. No special favors will be allowed, and children should not be compared with one another. On occasion, the threat of punishment or brief punishments (such as time-outs) may be employed. Foul language, public displays of temper in front of children, and other forms of unprofessional behavior are strictly prohibited.
- Beating and pinching are strictly prohibited, and there is zero tolerance for such behavior; caregivers will be removed from work for these actions. Locking children in cupboards, toilets, bedrooms, etc., is also prohibited.
- Unannounced and unpermitted leave is strictly prohibited. Leave must be taken with the full knowledge of the daycare coordinator. The daycare committee and coordinator will be the ultimate arbitrators of leave matters.
- Common areas such as the kitchen, corridors, sleeping areas, and toilets must be impeccably maintained at all times. All furniture and toys must be child-proofed. Daycare staff members are required to anticipate problems before they arise.
- Children's lunch should precede staff's lunch. Staff members should take lunch in shifts to ensure that there is always supervision of the children.

- During daycare hours, NO ONE except those associated with the attending child is allowed inside the daycare.
- Without parental permission, daycare staff are not allowed to take photographs or videos of the children.

### **Sleeping Schedule**

- Daycare staff encourages all children under the age of 3 to take an afternoon nap.

### **Other Terms and Conditions**

- The use of the daycare is a privilege and not a right. It is a campus resource, just like any other scientific facility. Failure to abide by the regulations can result in restricted usage or dismissal from the daycare, depending on the severity of the violation.
- It is the responsibility of the parents to educate their children about appropriate behavior. While in the NIPGR daycare, children must respect and listen to the daycare teachers and staff. This applies to staying within daycare premises, participating in activities, and demonstrating respectful behavior towards other children and daycare staff.
- It is the responsibility of the daycare staff to ensure that children do not pose a danger to themselves or others in the facility. NIPGR daycare staff are not allowed to use corporal punishment. Most issues will be addressed with affection and/or redirection to other activities.
- At any given time, if a child fails to listen to the staff or teacher, warnings will be given. The teachers at the facility will maintain a 'record of accidents' in which all details regarding any accidents, falls, or misbehaviors are recorded in the book as they occur.
- NIPGR daycare is an open facility. Parents of enrolled children are welcome to visit our center at any time but are requested to avoid doing so too often, as it disrupts the peace of the daycare environment.
- NIPGR daycare welcomes parent participation in the activities and operations of the center. Interested parents should kindly direct ideas, queries, or complaints to the coordinator via email. The NIPGR daycare coordinator will respond to these queries. Ultimate decisions on matters of policy, rules, and regulations will lie with the NIPGR daycare committee and administration. Under no circumstances may parents issue orders or abuse the NIPGR daycare staff.
- In order to foster a comfortable and safe environment for all children, NIPGR daycare staff encourages daily routines for activities, meals, and sleep schedules. Parents are requested to respect these routines unless deviations are required for medical reasons.
- Parents are not allowed to give personal gifts or money to the staff or children.
- Birthday parties may be celebrated at NIPGR daycare, but parents are required to discuss the plans with the Day Care Coordinator beforehand. Only healthy snacks, plain cakes without cream, muffins, cupcakes without cream, and fresh fruit juice are allowed. Plates, spoons, and glasses must be arranged by parents. All forms of return gifts are strictly prohibited. Friends, colleagues, relatives, or cousins of parents or children are not allowed to attend birthday parties at NIPGR daycare.
- Please discourage children from bringing personal items such as toys or books to NIPGR daycare. Parents should ensure that children do not carry sharp objects like knives, blades, or compasses that can cause harm. Loss of such items is not the responsibility of NIPGR daycare and may create chaos within the daycare premises.

### **Pick Up and Drop Off**

- Although daycare staff will pack each child's belongings at the end of the day, it is also the responsibility of parents to ensure that everything is packed. Baskets and bags will be kept in their respective lockers, but in case of missing items, please inform the staff as soon as possible.
- Parents should provide their emergency contact numbers.
- Daycare staff members are not allowed to take any child out of the daycare premises.
- If activities or summer camps for older children are arranged, those activities will incur extra charges, and parents will be consulted beforehand.
- TV viewing is restricted to 30 minutes per day in daycare for the kids.

### **Toilet Training**

Because daycare serves children from infants to toddlers to school-age, staff members can provide help with basic toilet training as a supplement to training at home. This is an essential part of the basic maintenance and nurturing of children, making daycare a unique facility compared to many others.

### **Special Points**

The permission of the Chairperson of the Day Care Committee must be obtained before inducting or terminating the admission of a child. Preference will be given to children of NIPGR staff and students.

### **Child Protection Policy**

The Day Care Facility at NIPGR has adopted a Child Protection Policy as proposed by the National Minimum Guidelines for Setting Up and Running Crèches under the Maternity Benefit Act 2017. For this purpose, a Child Protection Committee has been formed, as detailed below:

Any complaint about child abuse behavior by a teacher or any incident should be reported to the Coordinator and Chairperson of the Child Protection Committee.

## Annexure I

### Sample meal charts

#### 6 months to 2 years

Meal Timing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (10 to 10.30)	Suji kheer (1 bowl: 100 ml)	Apple puree/ custard/ smoothie/cereal mix (1 bowl: 100 ml)	Dalia/oats/ halwa (1 bowl: 100 ml)	Poha kheer/ rice kheer (1 bowl: 100 ml)	Suji kheer/ sabudana kheer (1 bowl: 100 ml)	upma/ oats (1 bowl: 100 ml)
Afternoon (1.00 to 1.45)	Kichidi/daliya (1 bowl: 100 ml) with curd	Kichidi/daliya (1 bowl: 100 ml) with curd	Dal(pulse) chawal (1 bowl: 100 ml) with curd/raita	One stuffed paratha and dahi/ khichri with veggies (1 bowl: 100 ml)	Kichidi/daliya (1 bowl: 100 ml) with curd	Dal(pulse) chawal (1 bowl: 100 ml) with curd/raita
Evening (4.30 to 5)	One seasonal fruit/ milk/ cheese lings	150 ml milk and Biscuit	1 bowl custard/ one seasonal Fruit	Biscuit /muffin with 150 milk	150 Milk and one nutritive laddoo	

#### 2 years and above

Meal Timing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (10 to 10.30)	Upma/ 2 idli with chutney	Apple puree/ custard/ smoothie/cereal mix (1 bowl: 150 ml)	Dalia/oats/ suji halwa (1 bowl: 150 ml)	Poha/one uttapam	One chilla/ one pancake	One sandwich/ Fruit salad
Afternoon (1.00 to 1.45)	Kichidi/daliya (1 bowl: 150 ml) with curd	Two roti sabji with curd and salad	Dal (any pulse) chawal (1 bowl: 150 ml) with curd/ raita	One stuffed paratha and dahi/ one dosa with chutney	Vegetable pulao (1 bowl: 150 ml) with curd and salad	2 poori with aloo sabji and curd, salad/ kheer or ice-cream
Evening	One	2 cutlets	Fruit custard	One seasonal	Roasted	

(4.30 to 5)	seasonal fruit with one muffin/cake piece			fruit with one muffin/cake piece	makhana/ Fries	
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**Notes:**

- Junk and packed foods not allowed.
- The above is the suggested menu, though parents can send variety of food based on their child's habits.