

# **Day Care Center Policy, 2023**

## **University of Chenab, Gujrat.**

**Effective Date: June 21, 2023.**



**Purpose**

The purpose of the University of Chenab Day Care Center is to provide a safe and nurturing environment for children while their parents or guardians attend classes, work, or engage in other university-related activities. This policy outlines the guidelines and expectations for the operation of the day care center.

**Operating Hours**

The day care center operates from Monday to Friday, between the hours of 8:00 AM and 5:00 PM. The center will not operate on public holidays.

**Age Limit**

The day care center is open to children aged between 3 months and 7 years. Children must meet this age requirement to be admitted to the day care center.

**Caretaker/Babysitter Arrangement**

Parents or guardians are responsible for arranging a qualified and reliable caretaker or babysitter for their child. The university does not provide attendant staff for the day care center. The appointed caretaker or babysitter must be present at the day care center during the child's stay. Parents are responsible for the conduct and behavior of their child while on the premises of the Day Care Center.

**Child Boundaries**

Children admitted to the day care center must remain within the premises of the facility at all times. They are not allowed to roam around the university campus unsupervised. The safety and security of the children are of utmost importance.

**Facility Maintenance**

The university will provide basic cleaning and maintenance services for the day care center. However, it is the responsibility of the attending staff to keep the premises clean and tidy during their child's stay. Any damage or loss caused by the attending staff will be the financial responsibility of the respective parent or guardian.

**Day-Care Supervision**

A doctor appointed in the adjacent clinic will be responsible to oversee the day-to-day activities of the day care center. The doctor will ensure policy compliance and report the breaches to the management.

**Parental Consent and Medical Information**

Parents or guardians must provide written consent for emergency medical treatment in case of an accident or illness. They are also required to provide the necessary medical information about their child, including allergies, medication requirements, and any existing medical conditions. This information will be kept confidential and shared only with authorized personnel involved in the care of the child.

**Parental Responsibilities**

Parents or guardians are responsible for promptly dropping off and picking up their child within the specified operating hours of the day care center. They are also responsible for providing all necessary supplies, such as diapers, formula, extra clothes, and personal belongings for their child. The parent can attend their child/ren in the daycare during the official timings during their free time, with the informed consent of their respective heads.

**Liability and Safety**

The University of Chenab will not be held liable for any accidents, injuries, or damages that may occur during the child's stay at the day care center. It is the attending staff's responsibility to ensure the safety and well-being of their child. Staff members are responsible for promptly reporting any loss or damage caused by their negligence to the administration. Any resulting charges will be borne by the responsible staff member.

**Registration Form**

Parents shall complete the prescribed form, providing accurate details about their child and the assigned caretaker, before availing the facility.

**Compliance with Policies and Regulations**

All attending staff and parents or guardians are expected to comply with the policies and regulations set forth by the University of Chenab and the day care center. Failure to comply may result in the suspension or termination of day care services.

This policy is subject to review and modification as deemed necessary by the University of Chenab. Any updates or changes will be communicated to the attending staff and parents or guardians in a timely manner.