

Registrar  
Budhendra  
6/4/22

कुलसचिव कार्यालय  
डायरी सं० 2842  
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DR-I Jorath  
Rohi  
10.5.22



2022

# Day Care Centre



Day Care Centre



Central University of South Bihar, Gaya	
Registrar	
IAO	
DR-I	
DR-II	
AR (Dev.)	
AR (Estt.)	
AR (Rectt.)	
AR (Purchase)	
AR (Acad/Exam)	
PS	

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Budhendra  
6/4/22

पंजीकृत कक्षा  
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## [1] Introduction

Every parent wants to be with his/her child, but due to various constraints, sometimes this may not be possible especially for working women parents. It's become very tough to them to deal with family and work together. Moreover, the safety and security of children is a major concern for working mothers. Therefore, to provide a comfortable, safe and secure environment to the children's of CUSB staff/faculty, the Day Care Centre (DCC) at Central University of south Bihar (CUSB) is established. With an aim to provide an ample assurance to the CUSB fraternity that when they leave their children in a trusted environment in CUSB, they remain assured that their baby are taken care of with sincere effort and thus they may feel contented and happy. This will also help such parents to focus on their academic career to extent. Apart from this, several reports also suggests that the children's going to a Day Care Centre are greatly benefited in terms of their social behavior, smoother transition to formal schooling, inculcated discipline etc.

## [2] Aim and Objective

The DCC in CUSB is constituted in February 2022. The main objective of the DCC is to provide day care facilities to the children of age group 2 - 6 years of the working parents, students and visiting guest of the university. The facility also extended to the children of research scholars. However, due to various constraints DCC shall not accept any children with special need. The DCC has following aims and objectives:

- Provide quality time for all the admitted children.
- Foster the total development of the child by providing an environment consisting of:
  - A warm, friendly atmosphere
  - A safe and healthy facility
  - A variety of suitable toys and fun activity during the day
  - Activities to support physical, social, emotional and intellectual needs

## [3] Hours of Operation

The DCC will operate Monday to Friday throughout the year, except Declared Holidays as per academic calendar. In consultation with parents, DCC staff and other involved professionals, the proposed activities will be monitored and adjusted, accordingly. Hours of operation will be from 9 AM – 5 PM. All parents shall collect their children due in time. The Centre shall be managed by a Management Committee constituted by the university authority in consultation with NSS coordinator. Initially no food items shall be provided by the administration. The parents shall bring such food items as per the need of their children and instruction may be given to the DCC staff accordingly. However, in future such facility may be extended as per the need and requirement.

**Upon arrival, parents must:**

- Sign the “*In Register*” before leaving the DCC
- Handover all diaper bags and extra clothing to the DCC staff
- Label all the belongings of their children
- Talk to staff about the need of their child
- Wait for 5-10 minutes for their child to settle down

**Upon departure, parents must:**

- Sign the “*Out Register*” with time
- Collect all belongings of their child

**DCC staff shall:**

- Make a call to parents/guardians for any emergency and/or query related to any child.
- Call to Medical Officer along with parent in case of any medical emergency.
- Immediately report to the DCC coordinator and the parents for any aggressive or unusual behavior, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, food poisoning, neglect, other injury, physical abuse, poisoning, sexual abuse, unexpected illness.
- Ensure every day with the security officer that the web cam installed in the DCC is operational. With the permission of competent authority, the security officer shall ensure the installation and working of the webcam in the care center.
- Release the child only to the parent or his/her legal guardian. Picture identification shall be required if that person is not known to the DCC staff.

[4] Maximum Strength

Currently the maximum strength of the Day Care Centre is 15.

[5] Monthly Fee Structure

5.1 The fee structure per child per month shall be as follows:

- a) Group – A Employees:
  - i. Single working parent : Rs. 600/-
  - ii. Both working parents : Rs. 900/-
- b) Other Non-Teaching staffs, Research Associates (Research Scholars and Students):
  - i. Single working parent : Rs. 450/-
  - ii. Both working parents : Rs. 600/-
- c) Casual employee of the University (Maximum 20% of the seat) : Rs. 300/-
- d) Single day Temporary (charge per day per child for the visiting /campus dwellers or any category other than 1 to 3 listed above.) : Rs. 50/-

- 5.2 If for any unavoidable circumstances the day care center remains closed, there shall be **NO** fee deductions. However, if the closure is pre-notified.
- 5.3 Fees are to be paid by 7<sup>th</sup> of every month. If last day for payment appears to be a holiday, previous working day shall be last day for the payment.
- 5.4 A fine of Rs. 10 per day shall be charged after 7<sup>th</sup> day of every month.
- 5.5 **NO** fee deduction shall be permissible for sick/missed days or statutory holidays.

[6] Admission in the Centre:

The admission shall be on first come first serve basis However; the strength shall be revised time to time as per the need and available infrastructure. For admission, parents must fill the admission form and submit the form in DCC along with a copy of following documents

1. Birth certificate of the child/children.
2. Medical fitness certificate duly approved by the Medical Officer of the University.
3. Two copies of passport size photos.
4. Photo Identity card of parents

[7] Closing/Discharge

- 7.1. Parents shall give a request letter (along with the discharge form) for a child to be withdrawn 2 weeks in advance.
- 7.2. If the child is discharged on or after 15<sup>th</sup> day of the month, **NO** fee deduction shall be permissible. In the latter case, 50% of the monthly fee shall be refunded.

[8] Infrastructural facilities:

The Day Care Centre is running with a number of equipment's and play toys that have been procured during the year 2022 with overall initial cost to administration as Rs.25000. In the upcoming years, a computer table with six chairs will be procured/supplied by the University administration for the supervisor's office. At present, the center is equipped with limited infrastructures and play toys for cognitive and physical development of the children, which shall be updated in upcoming years as per the requirement.

[9] Management Committee:

The management of the day care center is vested upon the NSS Coordinator as constituted by the University authority, who shall further constitute a committee with the members from parents, faculty members and university administrative officers for smooth functioning of the center. Students may also be involved as per "*earn as you learn*", if necessary.



Room No. 109,  
1<sup>st</sup> Floor Administrative Building,  
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Mob: - +91-8789680886



**For office use only:**

Date of Enrollment: \_\_\_\_\_ Registration No. DCC/CUSB/20\_\_/\_\_\_\_

## Application Form

### Personal Information

Name of Child : \_\_\_\_\_ Gender: \_\_\_\_\_

Name Child Responds To: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Number: \_\_\_\_\_ Mob Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Number: \_\_\_\_\_ Mob Number: \_\_\_\_\_

### Persons Authorized to Pick up Child (other than parents listed above)

Please give Name, Relationship, contact No. and address of the authorized person.

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**Emergency Contact (other than parents listed above)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work/Cell Number: \_\_\_\_\_

**Consent for Emergency Care**

I \_\_\_\_\_ authorize the DCC staff to call a medical practitioner or ambulance in the case of accident or illness of my child, if the parents cannot be reached immediately.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Health Information (Please attach a separate sheet if necessary)**

Please state any health information (like allergies, seizures, asthma, vision, hearing, behavior, speech, language, mobility etc.) ,about your child that you want to share with DCC

\_\_\_\_\_

**Language**

1) Primary language spoken at home: \_\_\_\_\_

2) Other languages spoken at home: \_\_\_\_\_

**Any Other Comments**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Parent/Guardian Providing Information**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Photo Documentation Consent**

Documenting the DCC activities is a part of regular activity. From time to time your child's picture may be taken. Pictures taken will be used as displays in the DCC webpage only.

I, \_\_\_\_\_ understand that photos may be taken of my child in DCC. I give the permission to DCC staff to take photos and display in the DCC and/or website.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

OR

I, \_\_\_\_\_ do not give permission to DCC <sup>to</sup> post photos of my child anywhere.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date