

SNU Crèche Policy

Policy # HR 411 SNU Crèche Policy V1.0

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Policy Details

1. OBJECTIVE

SNU is committed to provide quality work life balance to its employees. With that objective a Crèche facility has been setup inside the campus to enable working parent(s) to leave their small children under the care of trained staff while they can perform their official duties. The objective of this policy is to define the guidelines, process, rules, and regulations of Crèche facility offered at SNU.

2. SCOPE

The Crèche facility covers children of all full time faculty and staff members of SNU. It also covers all full time contractual faculty and staff members. Crèche facility is meant for children in the age group of 6 months to 36 months. Crèche facility is not available to children of part time employees and adjunct faculty. Crèche facility is not available to children below the age of 6 months and above the age of 36 months.

3. ENROLLMENT & RELIEVING

- 3.1.** To enrol in the crèche, prospective parents should make a request to HR in writing by filling the form provided in Annexure 1 of this policy, giving their details and details about their child. The information in the form is necessary to ensure that the crèche can provide appropriate care to the child. Please make sure the form is filled out completely and correctly before submission to HR.
- 3.2.** With every application for Crèche, a copy of Birth Certificate of the child has to be attached.
- 3.3.** Children between the age of 6 months to 36 months are eligible for admission.
- 3.4.** If there are more than one eligible child to a parent, one application per child is should be submitted.
- 3.5.** Any child with communicable disease shall not be admitted.

- 3.6.** Admission to crèche is offered on first cum first served basis subject to child meeting the eligibility criteria and availability of seat in the crèche.
- 3.7.** The crèche has a capacity of 16 children. Once the capacity is reached, the next request will be kept in waiting list until a seat falls vacant. Preference will be given to commuting parents.
- 3.8.** Any admitted child, on attaining 36 months of age, will be automatically relieved from the Crèche on the last date of the same month. We expect the parent to keep track of the child's age. There will not be any notice sent to the parent.
- 3.9.** A member may withdraw their child at any time by giving one week notice in writing to HR. The charges paid will not be refunded. A child once withdrawn will not be readmitted to the crèche.
- 3.10.** It is the decision of the parents to admit their child to the Crèche. Shiv Nadar University will do utmost to provide the best care to the child. However, should any untoward incident take place beyond reasonable control of SNU, the University shall not be held responsible

4. GENERAL RULES

- 4.1.** The crèche shall function from Monday to Friday from 8:30am to 5:30pm except University holidays and weekends.
- 4.2.** The crèche is run by Trained and Experienced staff for taking care of children.
- 4.3.** Parents have to pick up and drop off their child on their own. The child shall be handed over by the Crèche in charge only to said person. Any exceptions shall have to be pre-authorized by the parent in writing to the Crèche. Parent of the child have to sign the "Drop and Pick up Register" which is maintained by the in charge of Crèche as and when the child is dropped and picked up.
- 4.4.** If parents are visiting their child during the day for any reason (feeding / medication etc.), they are required to make an entry (in time & out time) in the register kept at the Crèche. The parents cannot stay at the Crèche for more than

fifteen minutes per visit. Taking the leave of absence from work for visiting crèche is the responsibility of the employee.

- 4.5.** The Creche is within walking distance from the workplace in the campus. The University does not provide transport to commute between crèche and workplace.
- 4.6.** Parents are required to follow the normal Crèche timing for drop off and pick up. Early pickup or/and late drop off should be communicated to the Crèche by the parent at least one SNU working day in advance. Without proper intimation, early pickup or/and late drop off will not be allowed.
- 4.7.** In case of absence, parent should intimate the Crèche at least one working day in advance. Showing up late beyond 30 minutes from the start time of the crèche, or not showing up at all, will be considered absence unless pre informed before. Such repeated incidences of absenteeism may lead to cancellation of Crèche admission and the same will be offered to the next child on waiting list.

5. MEALS

- 5.1.** Parents shall provide all the meals & snacks for their children. Parents will also provide written instructions on feeding & other needs of the child. The Crèche shall not provide food to the children. However, the facility of heating the food and milk would be provided by the Crèche. The Crèche staff would follow a predefined food schedule and expect parents to help them in sticking on to the schedule.
- 5.2.** Crèche has a RO water filter that provides clean drinking water for the children. However parents should provide drinking water bottles, milk [pre boiled] and lunch. Feeding bottles, water bottles should be sterilized at home. The number of bottles should match the number of feeds.
- 5.3.** Caregivers will undertake to feed babies and toddlers with a clean spoon. However, they will encourage the toddler to eat independently.
- 5.4.** Crèche staff will not make any arrangements for food, nor prepare / cook any food for the children. Such requests from the parents shall not be entertained.
- 5.5.** A child may not be taken out of the crèche during the day except emergencies.

6. HEALTH AND HYGIENE

- 6.1.** Dress your child in simple, comfortable, weather appropriate clothes and footwear that are easy to wear & remove. Do not put any jewellery on children. Loss or damage to such items is not the responsibility of Crèche staff and SNU
- 6.2.** For infants, please provide adequate number of diapers every day, baby wipes and bibs, including spares.
- 6.3.** In case there is any need for administering medication to the child, the parents will be required to come to the Crèche & administer the same.
- 6.4.** Children suffering from infectious diseases like chicken pox, conjunctivitis, viral fevers, colds, stomach bugs etc. will not be admitted into the crèche. Such children should not be brought to Crèche by the parent. If Crèche staff suspect that a child is suffering from an infectious disease, they will immediately inform the parent, who should then take charge of their children and take them away. Such children should not return to Crèche unless they have been certified cured by the Doctor.

7. FACILITIES

7.1. The Crèche has following Facilities:

- Playing facility
- Sleeping facility
- Basic First Aid Kit
- Microwave & Refrigerator
- RO water filter
- CCTV surveillance

8. CHARGES

8.1. Monthly Charges per child is ₹ 1900/- +GST. There is no provision of partial payment.

8.2. Additional Charges for each Saturday ₹ 200 + GST

8.3. The charges are applicable for full month, irrespective of the date of joining or date of withdrawal, or leaves taken during the month.

8.4. Charges will be deducted from monthly salary payment of the sponsoring parent

8.5. Management reserves the right to revise the charges at any time.

9. EXCEPTIONS

Shiv Nadar University reserves the right to not offer admission to a child without assigning any reason. In any ambiguities and clarifications the decision of President Shiv Nadar University will be considered as final and binding in all cases.

10. AMENDMENTS OF CRÈCHE POLICY

Shiv Nadar University may, at any time, modify, change or amend the policy.

ANNEXURE 1

Crèche Registration Form

(One form per child)

Affix a photo of
Member

Affix photo of Child
Submit two
additional photo of
your child along
with this form

I desire to have my child admitted in crèche.

1. Member (Primary Contact) Details:

Member Name	
Member SNU Id	
Designation	
Department	
Extension Number (Desk Phone) if any	
Email id	
Contact Number – Mobile	
Address	

2. Alternate Contact Details:

Name	
Relationship with Member	
Contact Number (Mobile)	
E Mail ID	
Address	

3. Details of the Child:

Child's Name	
Pet Name: The Name by which Child responds	
Date of Birth	
Gender	
Blood Group	
Date of Admission	

4. Medical Information about the Child:

Please give the details of allergies (If any):

5. Charges:

- a. Monthly Charges ₹ 1900 + GST 18%, Total Charges ₹ 2242 /month/child
- b. Additional Charges for each Saturday ₹ 200+ GST18%, Total Charges ₹ 236 / day/child

Declaration by the Member:

By signing this form I agree to the conditions detailed in SNU Crèche Policy. I hereby, agree to abide by rules and regulations mentioned and as and when notified. I also authorize SNU to deduct Crèche charges from my monthly payment. The information provided above is correct and I stand by it.

Member Sign: _____ Date: _____ Place: _____

Form Verified:

HR Sign: _____

HR Name: _____ Date: _____

General Terms and Conditions

1. Crèche facility will be restricted for the children in the age group 06 months to 36 months.
2. The crèche shall be open Monday to Friday from 08:30 am to 05:30 pm except University holidays.
3. DROP: Parents /Guardians have to drop off their child at the crèche on their own. The child should be handed over to the crèche in charge in person and not just left there. The person dropping must also sign the “Drop and Pick up Register” which is maintained by the Crèche in charge. The normal drop time is between 8:30am and 9:00am.
4. PICK UP: The child shall be handed over by the Crèche in charge only to the registered Parent / Guardian. Any exceptions shall have to be pre-authorized by the parent in writing to the Creche. The normal pick up time is between 5:00pm and 5:30pm.
5. A child may not be taken out during the day except emergencies.
6. In normal course parents need not visit their child during the day. If parents are required to visit their child during the day for any reason (feeding / medication etc.), they are required to make an entry (in time & out time) in the register kept at the Crèche. The parents cannot stay at the Crèche for more than fifteen minutes per visit.
7. In case there is any need for administering medication to the child, the parents will be required to come to the Crèche & administer the same. No reminders will be sent to the parents.
8. Parents shall provide all the meals & snacks for their children. The parents will also provide written instructions on feeding & other needs of the child. The Crèche shall not provide food to the children. However, the facility of heating the food and milk would be provided by the Crèche. The Crèche staff would follow a predefined food schedule and expect parents to help them in sticking on to the schedule.
9. Crèche staff will not make any arrangements for food for the children. Such requests from the parents shall not be entertained.
10. Parents are advised to dress child in simple, comfortable, weather appropriate clothes and footwear that are easy to wear & remove. Do not put any jewellery on children. Loss or damage to such items is not the responsibility of Crèche staff and SNU
11. For infants, please provide adequate number of diapers every day, baby wipes and bibs, including spares.
12. Children suffering from infectious diseases like chicken pox or conjunctivitis, viral fevers or colds, stomach bugs should not be sent to Crèche. If Crèche staff suspect that a child is suffering from an infectious disease, they will immediately inform the parent, who should then take charge of their children. Such children should not be sent to Crèche unless they have been certified by the Doctor. The crèche in charge will refuse entry to such children.
13. Shiv Nadar University will do utmost to provide the best care to the child. However, Shiv Nadar University shall not be held responsible for any untoward incident beyond their control.
14. SNU reserves the right to not admit any child to the crèche without assigning any reason.

Declaration

I have read and understood above mentioned terms and condition.

Member Sign: _____ Date: _____ Place: _____