

GUIDELINES FOR DAY CARE CENTRE / CRECHE

HIGH COURT OF JHARKHAND

Day Care Centre / Crèche is set up on the ground floor in Typist Block II of the building of High Court of Jharkhand at Dhurwa, Ranchi to provide day care services for the children of members of the Registry, members of Advocate's Associations practicing in the High Court of Jharkhand at Ranchi, officers and staff of the High Court of Jharkhand.

1. (A) AGE GROUP OF CHILDREN

The age limit of the child for admission in the Day Care Centre / Crèche must be upto 7 years. Parents / guardian shall submit admission form and Declaration/Undertaking duly filled in and signed for seeking admission to the Day Care Centre. The children upto 1 year of age in day care shall be kept under the supervision of a skilled nurse having experience of handling neonatal babies.

(B) TIMINGS: The Day Care Centre / Crèche shall function from Monday to Saturday from 10.00 a.m. to 5.00 p.m. only on the working days of High Court of Jharkhand. In case of any default in picking up the child by 5:00PM on any day, such person will not be provided the Crèche facility any further.

2. In case of emergency, the parents / guardian will immediately be informed at the given numbers of the cell phone.

3. ACCOMMODATION / SPACE: The Day Care Centre / Crèche is set up on the ground floor in Typist Block II. The Day care Centre/ Creche shall have the provision of a small kitchen / pantry for preparation / warming of food, sleeping facility for children, activity and dining area, and learning materials, toys to meet the needs of children. The Day Care Centre / Crèche shall have a toilet facility for small children and an adequate play area in and outside the Day Care Centre.

4. Parents / guardian of the child shall inform at the time of admission as to who would drop and pick up the child. The child shall be handed over by the Day Care Centre / Crèche In charge only to the

said person.- Any change of such person should be informed in writing to the Day Care Centre / Crèche In-charge.

5. Parents / Guardian of the child shall sign the "Drop and Pick up Register" to be maintained by the Incharge of the Day Care Centre / Crèche as and when the child is dropped and picked up from the said centre. The CCTV of the crèche shall be made accessible to the parent through a QR code which shall be provided to the parent at the time of dropping the child in the crèche along with login ID and password and same shall be accessible through VLC Media Player app. The ID and password shall be changed daily to maintain the safety of the children.

6. The Day Care Centre / Crèche shall not provide any conveyance / transportation facility for the children and it shall be responsibility of the child's parents/guardian to drop the child at the said centre at or after 10:00AM and pick up the child from the said centre at or before 5:00 P.M. strictly adhering to the time schedule.

7. The parents shall give in writing in case any medicine is to be given specifying the medicine dosage and time. The parents shall also provide the medicine. Parents are advised to keep the child away from the Day Care Centre / Crèche in case he / she is unwell. Sick child shall not be admitted to the Day Care Centre / Crèche.

8. The parents shall send food, milk, feeders, biscuits, fruits, medicines, diapers, spare pair of clothes and chappals / shoes to the Day Care Centre / Crèche depending upon the need of the child. Parents shall give in writing the time of feeding the food to the child.

9. The Crèche shall not provide food to the children. However, the facility of refrigerator for storing food / milk and oven for heating milk / food would be provided at the Day Care Centre / Crèche. No cooking will be done in the pantry.

10. The parents shall not send junk foods to the Day Care Centre / Crèche with their children. Aerated soft drink / cold beverages shall not be allowed at the Day Care Centre / Crèche.

11. The Day Care Centre / Crèche shall be equipped with basic **'First Aid Medical Kit'** for treating minor injuries. Para medical assistance whenever required may be made available from the High Court Medical Dispensary.

12. The parents / guardian shall take care and ensure that the children coming to the Day Care Centre / Crèche do not wear ornaments / jewellery / valuable accessories. Neither the staff attached to the Day Care Centre / Crèche and nor the Registry of this High Court shall be responsible in any manner for loss of any such items.

13. Parents shall ensure that when the child is sent to the Day Care Centre / Crèche is properly bathed, dressed in clean and comfortable clothes.

14. The parents / Guardian shall provide an emergency contact numbers (cell phone and landline) which shall be entered in the 'Drop and Pick up Register'.

15. The presence of any other staff of the High Court Registry except the feeding mother or in case of emergency is strictly prohibited inside the Day Care Centre / Crèche.

16. Provision of Doctor: Medical Officer attached to the High Court Dispensary, will be made available/ contacted for primary medical treatment of children at the Day Care Centre / Crèche.

17. The staff attached to the said centre or the High Court Registry shall not be responsible for any untoward incident / accident in the Crèche.

18. Declaration/Undertaking is required to be signed by the parents/guardian at the time of admission of ward if admitted on monthly / daily basis.

19. In case the child is not picked up by 5:00 P.M., the child may be handed over to any agency equipped to take care of such child, and the cost of the same will have to be borne by the parent/guardian.

20. CARE TAKING / SECURITY / SAFETY OF CHILDREN

i). It will be the responsibility of Incharge / Supervisor to maintain sign in and sign out register for safety and security of the children admitted to the Day care Centre/ Crèche between 1 year to 7

years. In case of babies upto 1 year it will be the responsibility of the skilled nurse having experience in handling neonatal babies for the safety and security of such babies.

ii). The designated staff will maintain stock / record of the equipments / items provided to the Day Care Centre /Crèche. There shall be physical verification of inventory.

iii). To ensure security and safety of the children CCTV cameras are installed in the Day Care Centre / Crèche for a close vigil over the activities of the child by the Incharge of the Day Care Centre / Crèche and will ensure that the child kept in the Day Care Centre / Crèche are not allowed to go outside the Crèche so as to expose them to any sort of danger.

(iv). The admission form at Annexure-I of this guidelines must be furnished afresh on 1st day of December, each year or before, if necessary in case of change in any information furnished therein.
