



Standard Operating Procedures (SOP) for CRÈCHE FACILITY

Title:	:	Standard Operating Procedures (SOP) for CRÈCHE Facility
Authority	:	Registrar, Amity University Haryana
Purpose of this Policy	:	The purpose of this policy is to enabling faculty and staff of AUH for day time care for the baby in the same premises while they are at work.
Date of Incorporation	:	15 September 2011
Date of Review	:	Once in three years. This can also be reviewed as per the requirement of University. Last reviewed on 18 July 2019.

Standard Operating Procedures (SOP):

1. A crèche facility has been established in faculty flats Block-A of Amity University Haryana for extending facility to 9 months to 5 years old children of all employees.
2. The facility is established as per guidelines under Maternity benefit Act -2017. The SOP further lays down the guidelines for proper setting up and running of the facility.
3. **Infrastructure**
 - (a) The Crèche is located in the ground floor block A faculty flat to ensure safety of the children.
 - (b) The centre has toilet facility for children.
 - (c) The rooms are well ventilated and have proper light.
 - (d) The centre has a safe and proper drinking water source.
 - (e) There are no unsafe places like open rooms, deep and large pits, garbage bins etc near the centre.
 - (f) Sufficient toys and games are to be placed in crèche for children.
 - (g) A refrigerator is available for keeping food items for children.

4. **Crèche Timings**

The working hours in Amity University Haryana are from 09.00 AM to 05.05 PM. Accordingly crèche unit will remain open from 09.00 AM to 05.05 PM on all working days.

5. **Staffing**

Personal maid is required to accompany children having age between 9 to 18 months and parents are under obligation to ensure that personal maid should take care of the child with all sincerity and maintain complete hygiene in the Day Care Center keeping in mind the welfare and well being of the other child. These are ensured by Crèche staff with continuous supervision. Sick children are not allowed in the Day Care Center. Security of ward is of our prime concern. Unauthorized persons are not allowed to enter to the center. Under no circumstances child is handed over to a stranger claiming to be a relative. Only parents or personal maid is allowed to pick and drop the child. In order to render efficient and effective services Crèche I/C used to take instructions/ advise from the Principal, ACON as and when required. In some complex and serious issues Crèche I/C also seeks instructions/ directives on such issues from the Hon'ble Pro Vice Chancellor, AUH.

Staff strength of the Day Care Center:

Crèche –in-Charge : 01
Maid : 02
Personal Maid (provided by the parents)

6. **Processes**

- (a) Attendance of all children will be taken in the morning on the child's arrival as well as at the time when child is picked up.
- (b) No child should be left alone at any point in crèche
- (c) Any kind of verbal or physical abuse should be strongly prohibited.
- (d) No unknown person should be allowed inside the crèche.
- (e) Meals of children will be provided by parents.

7. **Admission to Crèche**

Parents of AUH faculty / staff ,desirous of availing crèche services, are required to fill prescribed Admission Form (Annexure I) and get it approved by the Principal, Amity Nursing School (ACON) . For special cases permission of the Honorable Pro Vice Chancellor, AUH has to be taken for admission to Crèche. At the time of admission Crèche rules and regulations detailing guidelines for everything from holidays, opening and closing times to dealing with emergencies are explained by Crèche I/C to all parents for information and compliance. Parents are required to adhere to the rules and regulations

8. **Extra Curricular Activities:**

Amity Day Care Center also conducts extra-curricular activities during the stay of children. It has all play equipment, wide range of age- appropriate toys and books etc so that children learn through play and creative activities. Staff also shares stories, rhymes, acts of discipline, feeding and daily care issues. Crèche does not provide food, milk etc to the children. Food and other essentials items like clothes, extra diaper, small towel, tissue

papers etc are provided by the parents. Crèche maids assist in feeding the child with due care and love.

9. Medical Aid:

There is a Medical Room on campus with professionally qualified Doctor and Para medical staff to meet medical emergencies in case children fall sick all on a sudden. Parents are also advised to have regular medical checkup of their children by Medical Officer, AUH/ any other registered medical practitioner. During ongoing lockdown as advised parents got their ward examined / checked by the Medical Officer, AUH / other registered medical practitioner and submitted medical certificates (through email). Crèche has also kept First Aid Box to meet minor medical aid /assistance.


Registrar
(Amity University Haryana)



**AMITY UNIVERSITY GURUGRAM
CRÈCHE SERVICES**
Application form for admitting the child at Crèche

Name of the Applicant.....

Relationship with child.....

Residential Address.....

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Telephone Number.....

Mother's Office Address with Department and Designation.....

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Mobile Number and Office Telephone Number.....

Father's Office Address with Department and Designation.....

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Mobile Number and Office Telephone Number.....

Name of the Child.....

Age and Gender.....

Any Known Allergies: Yes No

Any special remarks regarding care of the child.....

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Parents Signature

Date:

Place :

Anupam Jyoti Sinha

Crèche-in-charge

Crèche Services

Amity University Gurugram

Dr A Tamilselvi

Principal

Amity College of Nursing

Amity University Gurugram