



Standard Operating Procedures (SOP) for CRÈCHE FACILITY

1. A crèche facility has been established in Girls hostel of Amity University Maharashtra for extending facility to 6 months to 6 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 of Girls hostel 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 AUM are from 09.00 AM to 05.15 PM. Accordingly crèche unit will remain open from 08.30 AM to 05.30 PM on all working days.

5. **Staffing** .

- (a) The lady warden of Girls hostel are appointed as in-charge of the facility.
- (b) Full time lady care-taker has been appointed for taking care of children. She reports to the lady warden of Girls hostel.
- (c) Children below age of 18 months, will have to be accompanied by dedicated 'Aaya' to be arranged by parents.
- (d) The Nursing Assistant of AUM shall provide medial care to children in case of requirement.



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(e) The security guards posted at Girls hostel shall ensure safety and security of children.

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.
- (f) Meals of children will be provided by parents.

7. **Admission to Crèche.**

The parents of the child will be required to give an application on prescribed format attached at Appendix 'A'. The application will be duly processed through HOI/HOD, Director Hostels, and Director Administration & will finally be approved by the Hon'ble VC of AUM.

8. **Indemnity Bond for Covid Period.**

An Indemnity bond is required to be filled and submitted by the parents during Covid-19 period along with the application form. The format of the indemnity bond is attached at Appendix 'B'.



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Appendix 'A'

APPLICATION FOR CRECHE FACILITY

Name of Ward : _____

DOB : _____

Son/Daughter of : _____

Designation : _____

Department : _____

Mother's Name : _____

Father's Name : _____

Occupation & Department : _____

Contact No : Mother _____

: Father _____

E mail ID : Mother _____

: Father _____

Present Address : _____

Permanent Address : _____

Permission : From _____ to _____

Reasons for request : _____

Date : _____ Parent's signature

Recommendation of :

HOI/HOD : _____

Director Hostels : _____

Director Administration : _____

Approval by **Hon'ble VC**: _____



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Appendix 'B'

"INDEMNITY BOND"

WHEREAS, I, _____parent/ legal guardian of _____do solemnly declare and state that Amity University Maharashtra, on re opening of the University with effect from _____, has agreed to resume Crèche facilities at the requests of the concerned faculty members.

AND WHEREAS, I wish to utilise the Crèche facilities for my son/daughter/ward at my own risk and responsibilities.

AND WHEREAS, I undertake that I shall abide by the Covid instructions issued by the University or any other agency verbally or in writing from time to time while using Crèche facilities. I also state and declare that my son/daughter/ward is not suffering from Covid or any other infection.

AND WHEREAS, I further undertake that the University shall not be held responsible for any thing if my son/daughter/ward unfortunately contracts Covid or any other infection or suffers any injury while using Crèche facilities or in the University premises.

Signed at Mumbai, this _____ day of _____ 202 .

Signature

Name

Address"