

CMTI – Guidelines for a CRECHE facility

1. Crèche for whom: The use of crèche facility is proposed to be extended to children of age group of 6 months to 10 years of all employees including Regular and Contractual personnel working in CMTI. However at the discretion of higher age group, upto 15 years will also be considered with special permission.

2. Crèche Location: CMTI Residential Colony campus.

3. Crèche Timings:

The Creche facility shall be available from 8:00 hours to 18:00 hours from Monday to Saturday. The caretakers may work in two shifts 8:00 hours to 14:00 hours & 12:00 hours to 18:00 hours.

4. Norms and standards to be followed in a CRECHE-

4.1 Crèche environment:

- a) Ensure a nurturing, responsive and inclusive environment in the crèche.
- b) The crèche shall have bright, cheerful and child accessible displays of essential play and teaching learning material.
- c) Daily schedule, child safety and essential norms, and other relevant material to be displayed on the walls.
- d) Material prepared by children like their drawings and other art work to be displayed at the crèche to create a child friendly environment.

4.2 Crèche equipment/material:

- a) Provision of equipment and material for complementary nutrition, cleaning, personal hygiene, sleeping and medical aid.
- b) Furniture and play equipment provided at the crèche are appropriate to the age and number of children.
- c) The specific requirements for furniture of children with special needs or disabilities will also be provided for.
- d) All equipment are sturdy, safe, with no sharp edges and easy to maintain.

4.3 Safety/Protection at the Crèche:

- a) The centre timings and shift should be followed as decided.
- b) Special care to be taken to keep the children safe and secure at the centre.
- c) Entry cards will issued to parents and staff members.
- d) Materials and the equipment should be stored safely after the centre is closed every day.
- e) The centre is not in proximity to any departments with noxious fumes.
- f) The teacher should have full information about the child's identity, residential address etc.

- g) Personal details of the person who is picking up and dropping the child to the centre should be available with the worker and the child should be handed over to that person only. In case any other person picks up or drops the child, then his/her identity with the authorization from parents would be necessary.
- h) A "Drop and Pick-up Register" shall be maintained by the staff and the signature of the respective employee shall be obtained in the "Drop and Pick-up Register" to be maintained by the in charge, as and when the child is dropped and picked up from the crèche and it shall be counter signed by the staff in charge.
- i) The number of visit of the Employee to the crèche shall be restricted to Lunch hours only. The details of visit shall be recorded in the "Drop and Pick-up Register".
- j) In order to ensure that utmost security is provided to the children in the crèche, each child shall be provided by an ID card with his /her name and parent i.e. employees' and guardian's name (optional) along with mobile numbers and each employee/ guardian (optional) shall be provided an ID Card with his/her name and name of the child for easy identification, which has to be produced at the time of drop and pick up.
- k) All sharp objects like scissors, knives, blades, pins etc. should always be kept away from the children.
- l) Chemicals such as detergents, cleaning agents, phenyl etc. should be kept out of the child's reach.
- m) All the furniture and fixtures should be safe and sturdy.
- n) Toys should be child friendly, age appropriate, safe and with no sharp edges.
- o) It is ensured that all electrical switches/plugs are out of children's reach.
- p) There is no open wiring at any place near or inside the crèche.
- q) Fire extinguishing equipment and other firefighting material should be provided at the centre.
- r) Evacuation plan should be planned and displayed at the crèche.
- s) No child should be left alone at any point in the crèche, even during breaks.
- t) Any kind of verbal or physical abuse should be strictly prohibited.
- u) The supervisor has to ensure that no persons, known or unknown be allowed inside the crèche at any point of time, during the functioning hours of the crèche. For example, plumbing or any other civil work should be done during weekend/holidays only.
- v) Police verification of guard/ teacher is mandatory.
- w) The Creche Facilitation Committee shall review the facility regularly and conduct surprise visit to ensure that norms are properly followed. Any changes beyond regular in nature are to be recommended to CMTI Management.
- x) The facility may be provided to the employees on temporary basis also, in case of an emergency faced by the employees, so that the employees can attend office without taking leave.
- y) The monthly service charges is Rs.1000/- per child. This shall be deducted from the monthly salary of Employees.

4.4 Health Practices:

- a) Ensure each child undergoes a regular medical check-up, preferably on monthly basis by a qualified medical practitioner.
- b) The parents could provide a medical card in which the medical records are maintained.
- c) The centre must at all times be equipped with a basic First Aid Kit containing pediatric medicines for common ailments like fever, vomiting, cough and cold, dehydration, common stomach ailments, minor injuries, ointments, band - aids, cotton wool, disinfectants.
- d) To provide first aid kit.
- e) For any Medical emergency, parents should be informed immediately.
- f) In case a child is undergoing a treatment, parent's authorization would be required to administer the medicine.
- g) Check the expiry date of the medicines every month and dispose of the expired ones immediately.
- h) There should be a doctor on call for any medical emergency and parents should also be informed immediately. A volunteered service from family members of employee of CMTI can be considered for a doctor on call. CMTI shall not take responsibility. However Institute shall extend the logistic support.

4.5 Nutrition Practices:

- a) The meals for the kids shall be provided by the Employees. The items like diapers /dry/wet wipes, bed sheets, cover, shall be brought by the concerned Employees.
- b) It shall ensure that the children are properly and hygienically fed at the proper time by their staffs concerned with the food that has been provided by the parents of the child. Moreover, it shall be ensured that the food given to the child concerned is the prescribed food as instructed by the parent. However, the facility for heating the food shall be made available in the crèche.
- c) In either of the above cases, 3 meals should be served in a day which includes a morning snack, lunch and an evening snacks.
- d) Ensure that children should get a well-balanced and nutritious diet.
- e) All hygiene procedures for storage/service to be strictly followed.

5. Hygiene and Sanitation Practices:

5.1 Environmental:

- a) Adequate materials for cleaning would be provided at the centre like soap, phenyl, disinfectants etc.
- b) Practice preventive measures such as sanitizing toys etc. to minimize spread of germs.
- c) Label all the dustbins and keep them clean.
- d) If there is identification of any pest, the administrative staff should be immediately informed and pest control to be done promptly.

- e) Maintaining cleanliness of the toilets, dining area, activity area and all the surroundings, especially at the corners, is necessary.
- f) The water taps should be placed at a height which can be easily accessed by the children independently.
- g) Use shoe rack for keeping children's shoes.
- h) Preferably, slippers should not be worn in the crèche.

5.2 Personal:

- a) Personal cleanliness of the child should be maintained.
- b) Practice preventive measures such as washing hands, wiping nose, changing diapers etc. to minimize spread of germs.
- c) Check the diaper once the child comes to the centre. If soiled, change the diaper.
- d) Throw the soiled diaper after wrapping it with newspaper/ waste paper in the dustbin.
- e) The worker should wash her hands after every diaper change.
- f) Always use gloves for potty cleaning.
- g) If plastic potty's are used then they should be cleaned and sterilized after every use.
- h) Every week check children's nails. If the nails are long they should be trimmed, then ask parents to do so.
- i) Place two spare slippers in front of toilets for children's use.
- j) Workers hair should be tied all the time while working at the crèche.

6. Monitoring and Supervision:

6.1 Maintaining records:

- a) Admission forms to be filled: attached.
- b) Attendance registers for staff and children to be maintained at the centre.
- c) Stock register/record to be maintained.

6.2 Creche Facilitation Committee is formed for supervision and smooth running of the Crèche and its composition is:

1. Crèche In-charge - Chairperson
2. Caretaker cum Teacher (1 member)
3. Nomination from Administration (1 member)
4. Representative of Parents (1 member)

6.3 Quarterly meetings with parents to be ensured for feedback and sharing of child's progress.

6.4 Periodic meetings with Crèche Facilitation Committee and proper documentation of the same.

7. Management of Creche:

- a) Care-taker cum Teacher will be taking care of the Creche.
- b) A Creche Facilitation Committee shall periodically review the function of the facility.
- c) A Committee shall report to Chief Administrative Officer for any guidance/ advice.

8. Financial Management:

- a) CMTI shall provide the Care-taker cum Teacher- TWO (02) numbers.
- b) The Creche Facilitation Committee shall fix the facilitation charges to be collected on monthly basis.
- c) In case of any Admission in middle of the month, full charges for the month to be collected.
- d) Temporary shelter available on payment of facilitation charges of Rs.500/- per day.
- e) The Creche Facilitation Committee shall be responsible for collection of fees and also for the expenses required for maintaining the crèche. They shall maintain an account.
- f) The Assistant or Helper required may be engaged by the Creche Facilitation Committee and fix the wages to be paid. The wages shall be paid from the amount collected.
- g) Educational Tools, Consumables, Medicines, etc., may be maintained and spent from the charges collected from the Employees.

9. Record Management:

- a) The Care-taker cum Teacher is requested for maintenance of the Records, which shall be supervised by the Creche Facilitation Committee.
- b) Senior Accounts Officer shall Audit the accounts annually.

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
TUMKUR ROAD BENGALURU – 560022**APPLICATION FORM FOR AVAILING CRÈCHE FACILITY**

1. Name/ Staff No. of the Employee :
2. Residential Address :

3. Contact Number: a. Internal Telephone No.
b. Mobile No.

4. Mother's Name :
5. Father's Name :
6. Name of the child and Date of birth :
7. Relationship to the Employee :
8. Expected Admission date :
9. Emergency contact : a. Name : b. Name:
 Contact No. : Contact No. :
10. Person Authorized to Drop / Pick-up (Other than parents listed above):
 - a. Name Relationship :
 - b. Name Relationship :

11. List any existing Medical conditions, Medication and/or special attention your child may require-

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I hereby declare that the statements made above are true to the best of my knowledge and our kid doesn't have any congenital disease and also doesn't require any special attention beyond the one required for normal healthy kids.

I/We the parents of , agree to adhere to all rules and regulations of the facility.

Note: In case of guardian, they need to submit the consent form from biological parents or legal papers (In case of adoption if any).

Father's/ Guardian Signature

Mother's / Guardian Signature

Date :

Place :