



Marri Laxman Reddy Institute of Technology and Management

(UGC Autonomous)

Dundigal, Hyderabad – 500043

Creche Policy

With effect from 23rd June 2016

POLICY DETAILS

1. OBJECTIVE

MLRITM 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 MLRITM.

2. SCOPE

The Crèche facility covers children of all full-time faculty and staff members of MLRITM also covers all full-time contractual faculty and staff members. Crèche facility is meant for children in the age group of above 5 years. Crèche facility is also available to children of part time employees, adjunct faculty & to children of single female faculty & staff (age relaxation in case of a girl child),on special approval.

3. ENROLLMENT & RELIEVING

- 3.1. To enroll in the crèche, prospective parents should make a request to Crèche in-charge in writing by filling the form, 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 the Creche
- 3.2. With every application for Crèche, a copy of Birth Certificate of the child must be attached.
- 3.3. Children above the age of 5years are eligible for admission.
- 3.4. If there are more than on eligible child to a parent, one application per child should be submitted.
- 3.5. Any child with communicable disease shall not be admitted.
- 3.6. Admission to crèche is offered on basis of child age (above five years).
- 3.7. We expect the parent to keep track of the child's age. There will not be any notice sent to the parent.
- 3.8 It is the decision of the parents to admit their child to the Crèche. MLRITM will do

utmost to provide the best care to the child. However, should any untoward incident take place beyond reasonable control of MLRITM, the college shall not be held responsible.

4. GENERAL RULES

- 4.1. The crèche shall function from Monday to Friday from 9:30 am to 4:00pm except college holidays and weekends.
- 4.2. The crèche is run by Trained and Experienced staff for taking care of child
- 4.3. Parents must 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 must 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 30 minutes per visit, either of the parent (2 visits). In case of emergency like, child is not well etc. parent can visit based on requirement. 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 college does not provide transport to commute between Creche and workplace.
- 4.6. Parents are required to follow the normal Crèche timing for drop off and pickup.

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
- 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.

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 jewelry on children. Loss or damage to such items is not the responsibility of Crèche staff and MLRITM.
- 6.2. Please provide adequate number of diapers every day, baby wipes and bibs, including pants.
- 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. 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
- RO water filter
- CCTV surveillance.

8. AMENDMENTS OF CRÈCHE POLICY MLRITM may, at any time, modify, change, or amend the policy



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