

GUIDELINES FOR DAY CARE CENTRE / CRECHE

BOMBAY HIGH COURT

Day Care Centre / Creche is set up on the ground floor of CTO Building, Fort, Mumbai – 400 001 to provide day care services initially for the children of the members of the Bar Associations practising in the High Court at Bombay (Principal Seat) and ministerial staff members of the High Court, Bombay.

1. (A) AGE GROUP OF CHILDREN

The age limit for admission in the Day Care Centre / Creche will be as under
1 year to 8 years.

Parents/guardian shall submit admission form and indemnity bond duly filled in and signed for seeking admission to the Day Care Centre.

(B) TIMINGS: The Day Care Centre / Creche shall function from Monday to Saturday from 10.00 a.m. to 5.00 p.m. i.e. on working days of High Court, Bombay (except holidays).

(C) FACILITY CHARGES :

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| i) Facility charges per month | Rs. 2,500/- for High Court staff by cash / cheque / D. D. [non-refundable].
Rs. 4,000/- for Advocates by cash / cheque / D. D. [non-refundable]. |
| ii) Facility charges per day | Rs. 150/- for High Court staff by cash / cheque / D. D. [non-refundable].
Rs. 250/- for Advocates by cash / cheque / D. D. [non-refundable]. |

Monthly facility charges shall be paid in advance within the first week of the month, in case of availment of monthly facility.

2. In case of emergency, the parents / guardian will immediately be informed at the given numbers of telephone and cell phone.
3. **ACCOMMODATION / SPACE :** The Day Care Centre / Creche is set up on the ground floor of CTO Building, fort, Mumbai admeasuring area about 1000 sq.ft. There is a small kitchen / pantry for preparation / warming of food, sleeping facility for children, activity and dining area, Hirkani Kaksha (Lactation / Feeding room) and learning materials, toys, music system for playing rhymes to meet the needs of children. The Day Care Centre / Creche has a toilet facility for small children. There is 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 / Creche Incharge only to the said person. Any change of such person should be informed in writing to the Day Care Centre / Creche 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 / Creche as and when the child is dropped and picked up from the said centre.
6. The Day Care Centre / Creche 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 in the morning and pick up the child from the said centre in the evening, 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 / Creche in case he / she is unwell. Sick child shall not be admitted to the Day Care Centre / Creche.

- 8.** The parents shall send food, milk, feeders, biscuits, fruits, medicines, diapers, spare pair of clothes and chappals / shoes to the Day Care Centre / Creche depending upon the need of the child. Parents shall give in writing the time of feeding the food to the child.
- 9.** The Creche 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 / Creche. No cooking will be done in the pantry.
- 10.** In case of emergency, some such eatables will be kept in the Day Care Centre / Creche as may be advised by the Expert / Medical Officer.
- 11.** The parents shall not send junk foods to the Day Care Centre / Creche with their children. Aerated soft drink / cold beverages shall not be allowed at the Day Care Centre / Creche.
- 12.** The Day Care Centre / Creche is 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.
- 13.** The parents / guardian shall take care and ensure that the children coming to the Day Care Centre / Creche do not wear ornaments / jewellery / valuable accessories. Neither the ministerial staff attached to the Day Care Centre / Creche and nor the Registry of this High Court shall be responsible

in any manner for loss of any such items.

14. Parents shall ensure that when the child is sent to the Day Care Centre / Creche is properly bathed, dressed in clean and comfortable clothes.
15. In case, the parents / guardian do not send / fail to send his / her child to the Day Care Centre / Creche for a period of more than one week and also do not communicate, the amount so paid for monthly facility shall not be refunded.
16. The parents / Guardian shall provide an emergency contact numbers (cell phone and landline) which shall be entered in the 'Drop and Pick up Register'.
17. 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 / Creche.
18. **Provision of Doctor** : Medical Officer attached to the High Court Dispensary, Ground floor, High Court Annex Building, will be made available / contacted for primary medical treatment of children at the Day Care Centre / Creche.
19. The ministerial staff attached to the said centre or the High Court Registry shall not be responsible for any untoward incident / accident in the Creche.
20. Indemnity Bond is required to be signed by the parents/guardian at the time of admission of ward if admitted on monthly / daily basis.
21. **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 / Creche.

- ii) The designated staff will maintain stock / record of the equipments / items provided to the Day Care Centre / Creche. 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 / Creche for a close vigil over the activities of the child by the Incharge of the Day Care Centre / Creche and will ensure that the child kept in the Day Care Centre / Creche are not allowed to go outside the Creche so as to expose them to any sort of danger.
