

Rules and Regulations of IUCAA Creche

IUCAA Creche is a modern day-care center for about 15 children which includes infants, toddlers and school-going children, in the age group of 8 months to 12 years. It aims at providing quality care, based on modern, scientific and professional principles to children of the families of IUCAA employees. (This also includes Post-Docs, Research Scholars and contractual employees).

A Creche Committee has been appointed for the smooth functioning of the IUCAA Creche. It organizes periodic reviews and is run through an interactive approach.

Venue : 2, Akashganga, IUCAA housing . Phone : 020-25604402 (Direct)

Timings : 08:45 am till 05:45 pm. [Monday to Friday]
09:00 am till 01:00 pm [Saturday]

These timings should be strictly followed. Requests for keeping children for extra time will not be entertained. However, if it is observed that in spite of repeated requests the timings are not adhered to, the Creche Committee will take a decision on whether the child should be retained in the crèche or not.

It is the parent's responsibility to bring/take the children to and from the Creche. Child care services outside of creche premises will not be entertained.

Admission : The admission of a child in the Creche will be on a first-come-first-basis and parents should fill a form and sign the undertaking which is available in the Creche.

Age limit : 08 months to 12 years.
[Full time daycare - 08 months to 12 years
After school daycare (limited timings 3:00PM to 5:45PM)- 6 years to 12 years]

Minimum and Maximum number of children :

There should be a minimum of 3 children of IUCAA members and the maximum number of children who could be admitted to the Creche should not exceed 15.

IMPORTANT :

AT ANY POINT, THERE SHOULD BE THREE (3) CHILDREN OF IUCAA STRICTLY. IF THE NUMBER OF IUCAA CHILDREN IS LESS THAN 3, THEN THE CRECHE WILL BE CLOSED BY GIVING THREE MONTHS NOTICE.

The quota for non-IUCAA members like IUCAA visitors, NCRA, Pune University and C-DAC are given below

IUCAA's official visitors - 2.

*NCRA, Pune University and C-DAC - not more than 6
[* subject to availability]

Creche charges :

<i>Sr. No.</i>	<i>Particulars</i>	<i>Monthly charges</i>	<i>Daily charges</i>
1.	IUCAA Members and official IUCAA Visitor's child	Rs. 3000	Rs. 500
2.	Non-IUCAA Member's child	Rs. 4500/- for children above 18 months + one month's fee as a security deposit at the time of joining. Rs. 5000 for children below 18 months + one month's fee as a security deposit at the time of joining.	Rs. 500/- Rs. 500

General instructions :

- (a) A security deposit equivalent to a month's fee will be collected by IUCAA Creche from outside members. This is refundable when the child is withdrawn. In such cases, he/she will have to give two months advance notice, failing which deposit will not be refunded. This is not applicable to IUCAA members and IUCAA official visitors. However, they should inform **in writing** before discontinuation, at least 30 days in advance.

- (b) All Creche users must generate standing instructions with their respective banks for depositing the monthly fee in advance into the Creche account (No. I-84) in Bank of Baroda, IUCAA Extension Counter before the 10th of every month. A late fee of Rs. 100/- per month will be charged if the money is not deposited by the 10th.
- (c) Any change in address, phone numbers, etc. should be informed in writing.
- (d) Parents are requested to give their suggestions / complaints to the members of the Creche Committee in writing by sending an email to creche@iucaa.in .
- (e) A meeting of parents with the Creche Committee members and the Creche staff will be held once every three months (in the months of July, Oct, Jan and April).
- (f) If your child is going to be picked up by your relative / driver / maid, please give in writing details like name, address, etc.
- (g) Label all belongings of your child clearly.
- (h) Parents who wish to use the Creche facility temporarily for less than one month should send their request to the IUCAA Creche (creche@iucaa.in) atleast 2 days in advance. Decisions on such requests will be taken by the creche committee on a case by case basis.
- (i) Parents are requested to avoid sending their child to the Creche if he/she is suffering from any kind of infectious illness.
- (j) Avoid sending junk food in the children's lunchbox.

