

## **Rules and Regulations of IUCAA Creche**

IUCAA Creche is a modern day-care centre for about 14 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. IUCAA provides 50% grant of the total expenditure.

**Venue:** Aditi block, adjacent to the Chandrasekhar Auditorium of IUCAA.  
Phone: 020-25604611 (Direct)

**Timings:** 08:45 am to 06:00 pm (Monday to Friday)  
09:00 am to 01:30 pm (Saturday)

### **Working shifts for the Care Takers:**

08:45 am to 1:30 pm  
12:30 pm to 5:15 pm  
1:30 pm to 6:00 pm

### **Working shifts for the Maushi's:**

08:45 am to 12:00 noon  
12:00 noon to 3:00 pm  
3:00 pm to 6:00 pm

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.

**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.

The staff members of Pune University and C-DAC and the temporary staff of IUCAA and NCRA must submit a declaration certificate attested by the head of their respective departments giving a brief description of the job profiles. This document must be submitted at the time of admission and renewed once in every year.

**Age limit:** 08 months 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 14.

**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 IUCAA, NCRA, Pune University and C-DAC is given below:

IUCAA	Maximum 10
IUCAA's official visitors	2
*NCRA, Pune University and C-DAC	Not more than 2

\* Subject to availability

**Creche charges:**

Sr. No.	Particulars	Monthly charges	Daily charges
1.	IUCAA Members and official IUCAA Visitor's child	Rs. 1200/- for children above 18 months  Rs. 1400/- for children below 18 months	Rs. 120/-  Rs. 140/-
2.	Non-IUCAA Member's child	Rs. 1800/- for children above 18 months + one month's fee as a security deposit at the time of joining.  Rs. 2000/- for children below 18 months + one month's fee as a security deposit at the time of joining.	Rs. 180/-  Rs. 200/-

**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 one month in advance.

- b) All Creche users must deposit the money in advance into the Creche account 98060100000015 in Bank of Baroda, IUCAA Extension Counter before the 10<sup>th</sup> of every month. A late fee of Rs. 50/- per month will be charged if the money is not deposited by the 10<sup>th</sup>. Alternately, users can pay the dues in the Creche for which a receipt will be issued.
- 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.
- e) A meeting of parents with the Creche Committee members and the Creche staff will be held once in every three months.
- 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 for one day or more should inform the IUCAA Creche staff at least one day in advance.
- i) Parents are requested to avoid sending their child to the Creche if he/she is suffering from any kind of infectious illness.

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