AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

Revision of History Accessible Childcare Facility

Date	Document Status
5 January 2017	SOP Created

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Standard Operating Procedures (SOP) for CRÈCHE FACILITY

1. A crèche facility has been established in Girls hostel of Amity University Maharashtra for extending facility to 6 months to 6 years old children of all employees.

2. The facility is established as per guidelines under Maternity benefit Act -2017. The SOP further lays down the guidelines for proper setting up and running of the facility.

3. **Infrastructure** .

(a) The Crèche is located in the ground floor of Girls hostel to ensure safety of the children.

(b) The centre has toilet facility for children.

(c) The rooms are well ventilated and have proper light.

(d) The centre has a safe and proper drinking water source.

(e) There are no unsafe places like open rooms, deep and large pits, garbage bins etc near the centre.

(f) Sufficient toys and games are to be placed in crèche for children.

(g) A refrigerator is available for keeping food items for children.

4. Crèche Timings .

The working hours in AUM are from 09.00 AM to 05.15 PM. Accordingly crèche unit will remain open from 08.30 AM to 05.30 PM on all working days.

5. Staffing.

(a) The lady warden of Girls hostel are appointed as in-charge of the facility.

(b) Full time lady care-taker has been appointed for taking care of children. She reports to the lady warden of Girls hostel.

(c) Children below age of 18 months, will have to be accompanied by dedicated ‘Aaya’ to be arranged by parents.

(d) The Nursing Assistant of AUM shall provide medial care to children in case of requirement.

(e) The security guards posted at Girls hostel shall ensure safety and security of children.

6. Processes.

(a) Attendance of all children will be taken in the morning on the child's arrival as well as at the time when child is picked up.

(b) No child should be left alone at any point in crèche

(c) Any kind of verbal or physical abuse should be strongly prohibited.

(d) No unknown person should be allowed inside the crèche.

(f) Meals of children will be provided by parents.

7. Admission to Crèche.

The parents of the child will be required to give an application on prescribed format attached at Appendix 'A'. The application will be duly processed through HOI/HOD, Director Hostels, and Director Administration & will finally be approved by the Hon'ble VC of AUM.

8. Indemnity Bond for Covid Period.

An Indemnity bond is required to be filled and submitted by the parents during Covid-19 period along with the application form. The format of the indemnity bond is attached at Appendix 'B'.

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Appendix 'A'

APPLICATION FOR CRECHE FACILITY

Name of Ward : _____

DOB : _____

Son/Daughter of : _____

Designation : _____

Department : _____

Mother's Name : _____

Father's Name : _____

Occupation &Department : _____

Contact No : Mother _____

: Father _____

E mail ID : Mother _____

: Father _____

Present Address : _____

_____

Permanent Address : _____

_____

Permission : From_____to _____

Reasons for request : _____

Date : Parent's signature

Recommendation of :

HOI/HOD : _____

Director Hostels : _____

Director Administration : _____

Approval by **Hon'ble VC**:_____

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Appendix 'B'

"INDEMNITY BOND"

WHEREAS, I,_____parent/ legal guardian of _____do solemnly declare and state that Amity University Maharashtra, on re opening of the University with effect from_____, has agreed to resume Crèche facilities at the requests of the concerned faculty members.

AND WHEREAS, I wish to utilise the Crèche facilities for my son/daughter/ward at my own risk and responsibilities.

AND WHEREAS, I undertake that I shall abide by the Covid instructions issued by the University or any other agency verbally or in writing from time to time while using Crèche facilities. I also state and declare that my son/daughter/ward is not suffering from Covid or any other infection.

AND WHEREAS, I further undertake that the University shall not be held responsible for any thing if my son/daughter/ward unfortunately contracts Covid or any other infection or suffers any injury while using Crèche facilities or in the University premises.

Signed at Mumbai, this_____day of_____202 .

Signature

Name

Address"