

**RULES & REGULATIONS  
FOR ADMISSION IN CRECHE  
INDIAN COUNCIL FOR CHILD WELFARE  
(U.T.CHANDIGARH BRANCH)  
BAL BHAWAN, SECTOR 23-B,  
CHANDIGARH**

## **General: Rules & Regulations**

1. The creche will remain open from 8:15 A.M. to 5.45 P.M. on all working days except on Saturdays, when the timing will be from 8.15 A.M to 2:30 P.M. In case of delay in picking up the child at usual time, a fine of Rs. 100/- per day (Presently, it is Rs.2/- per day) will be charged.
2. Age of Child/Children should be for boys between 06 months to 11 years or between 06 months to 12 years. (Presently, it is not mentioned in the Admission Form). Parents are expected to leave their Child/Children and pick them up from the creche. The creche worker will not take any responsibility for escorting the child.
3. At the time of the child's arrival to creche if the workers observe any signs of illness/disease, the child will not be allowed to attend the creche for fear of spread of infection to other children until he/she is fully cured.
4. In case of any emergency, the creche worker will contact the parents who are requested to take action immediately and pick up the child from the creche.
5. In case of any problems, the parents are requested not to enter into controversy with the Balsevika or Helper. The matter should be brought to the notice of the Child Welfare Officer in writing whose office is located in Bal Bhawan, Sector 23-B, Chandigarh, Phone No.2704573, 2721858.
6. Parents meetings will be called from time to time which should be attended by all the parents. During the meetings, suggestions and recommendations will be welcome from the parents for the improvements of the Creche.
7. Charges of the creche will be as prescribed by the Council from time to time. If a child is to be admitted to a creche temporarily for less than 15 days, an advance amount at the rate of Rs.75/- (Presently, it is Rs.25/- per day) per day shall have to be paid. If a child is absent from the creche for more than a month with prior written notice, charges for the period of absence/leave should be paid to safeguard his/her name on the rolls. In case this rule is not followed then a fresh admission will be necessary for which no guarantee of a seat being available can be ensured.

(Signature of Parents)

Name \_\_\_\_\_

8. Payment of charges should be made on or before the 10<sup>th</sup> of every month failing which a fine of Rs.10/- per day(Presently, it is Rs.1 /- per day) will be charged. If the creche is closed on the 10<sup>th</sup> of any month the charges can be paid on the following working day without any penalty.
  9. The following articles should be sent with the child daily:
    - One set of clothing
    - 3 - 4 extra panties/diapers
    - Feeding bottle sterilized
    - One Napkin or Hand Towel
    - One Handkerchief
    - Comb
    - Full lunch for the day
    - One feed of milk for children below 2 Years
    - Extra warm clothing in winterAll articles should be properly marked for identification.
  10. When the child is brought to the creche he/she should be properly bathed and dressed.
  - 11.The child should be handed over to the staff member of the creche and should not just be left in the premises.
  - 12.In order to facilitate the adjustment of child to his/her surroundings at the time of admission, one of the family members should spend some time with the child in the creche for a week or so.
  - 13.The child should be left in the creche only for few hours initially.
  - 14.Once the child is left in the creche, he/she should not be disturbed in between unless told by the Incharge.
  - 15.The parents should authorize one person who will take the child home in the evening. The child will not be sent from the creche with any other person.
  - 16.The child should not be taken away without informing the staff present in the creche.
  - 17.The parents should send lunch for the child properly cooked and packed in a clean container. Lunch should be according to the nutritional need of the child.
- [Each page of Rule & Regulations for Admission in Creche is to be signed by the Parent(s).]

(Signature of Parents)

Name \_\_\_\_\_

**INDIAN COUNCIL FOR CHILD WELFARE  
(U.T.CHANDIGARH BRANCH)  
BAL BHAWAN, SECTOR 23-B, CHANDIGARH**

TO

Organising Secretary,  
ICCW, Bal Bhawan  
Sector 23-D  
U.T, Chandigarh.



Sir/Madam,

1. Name of the Child \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ (Attach self attested photocopy of the Birth Certificate)
3. Father's Name \_\_\_\_\_
4. Mother's Name \_\_\_\_\_
5. Occupation of Father \_\_\_\_\_ Working Hours: From \_\_\_\_\_ to \_\_\_\_\_
6. Occupation of Mother \_\_\_\_\_ Working Hours: From \_\_\_\_\_ to \_\_\_\_\_
7. Whether SC/ST \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
8. Monthly income of both the parents (attach salary certificate of each) \_\_\_\_\_
9. Residential Address \_\_\_\_\_
10. Office Address \_\_\_\_\_
11. Mobile No. Mother \_\_\_\_\_ Father \_\_\_\_\_  
Land Line No, if any \_\_\_\_\_
12. Emergency Number :- Mobile No. \_\_\_\_\_ Name: \_\_\_\_\_

I/We have carefully read Rules and Regulations for admission in the crèche and will abide by the same.

Date: \_\_\_\_\_

Signature of Parent(s)

Admission Allowed/Not Allowed

Signature of Balsevika

Name \_\_\_\_\_

Creche \_\_\_\_\_

Signature of CWO

Name \_\_\_\_\_