



DAY CARE CENTRE FOR CHILDREN (DCCC), SVNIT

**Rules and Fee structure for DCCC-SVNIT
From July 2022 onwards**

Dear Parents,

Kindly make note of the following rules for the DCCC:

1. Timing for the centre will be from **8:30 am to 6:00 pm, as per institute timings from Monday to Saturday.**
2. The centre will remain *closed* on SVNIT holidays and every Sunday.
3. Always refer the members of the DCCC with respect and honor so that your child can have same for them.
4. Fees should be paid as per the specified fee structure, **on or before 5th of every month** without fail.
5. Registration charge of **Rs. 500/-** and to be paid at the time of registration of the child.
6. Minimum age of child for admission in DCCC will be **2 years onwards** based on birth certificate.
7. The child will be handed only to the guardian who has been introduced in the form.
8. The new guardian must be introduced to the concerned person with photograph and duly filled up form. In case of the school vehicle, it is required to inform and introduce the driver to the care taker along with the vehicle number, contact number, if possible.
9. Inform about change in address or telephone number, as it is required to contact you under inevitable circumstances.
10. According to the need of your child, vegetarian food, milk and light snacks etc. is to be given from home.
11. Give only vegetarian food to be given to the child in the centre.
12. Send your child clean (after bath) and properly dressed up. Send extra clothes and other necessary things on the request of the care taker or as per the need of your child.
13. Do not send precious goods (jewelry, toys etc.) with your child. In case it is lost or damaged, the DCCC will not be responsible.
14. In case your child takes away any toy by mistake, parents are requested to return it next day without fail.
15. A sick child should not attend the DCCC. A child should not attend the DCCC under the following circumstances:
 - a. The child has an illness that poses a risk of spreading serious disease to others



and the care taker will not be able to offer extra care to comfort a sick child without compromising the care of other children.

- b. The child will not be able to keep up with most activities even though they rest or take a longer nap.
- c. Parents are requested to present the doctor's certificate on the request of the Committee members of the centre.

- 16. The child will be sent to DCCC by parents at their own risk.
- 17. DCCC will look after the child in its premises. Parents are requested to assure the arrival and the departure of the child in time if he/she comes/goes by any public transport or school vehicle.
- 18. Any change in above mentioned must be accepted and strictly followed by parents.
- 19. **Kind request to all the parents that not to sit in the sleeping area of Day Care for longer time during sleeping hours of the children.**
- 20. Only Full day fees will be charged for each child coming to DCCC.

Fee structure

The modified fee structure based on discussion of DCCC committee members and competent authority are as below;

- Irrespective of child age, Day Care Charge will be **3000 Rs./month** for all regular children from **July 2022 onwards**.
- Registration charge of **Rs. 500/-** to be paid at the time of registration of the child.
- **Only Full Day Charges**. No half day or hourly charge is applicable to any child.
- **Late fee of Rs. 50/day** will be charged for the late payment.
- DCCC fee is always considered from the first day of the month.
- Fee must be paid on or before **5th of the month** in advance.