

Sardar Vallabhbhai National Institute of Technology, Surat

**DAY CARE CENTRE FOR CHILDREN**



**New Rules and Fee structure for Day Care Centre for Children (DCCC), SVNIT,  
Surat From October-2014 onwards**

Dear Parents,

Kindly make note of the following rules for the DCCC:

1. Timing for the centre will be from **8:25 am to 6:30 pm**, as per institute timing for **Monday to Friday. Saturday time 10.00 to 5.00 pm.**
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 5<sup>th</sup>** of every month without fail.
5. Registration charge of **Rs. 200/-** and refundable deposit of **Rs. 500/-** are to be paid at the time of registration of the child.
6. Minimum age of child for admission in DCCC will be **1.5 years onwards** based on birth certificate.
7. The fees amount will be decided by the In-charge as per the registered timing of the child. It is a request to strictly follow the fee structure when you pay fee.
8. **Kindly follow the time to drop and pick up the child**, mentioned in the form. In case of any change, you are requested to inform the concerned person in writing or in advanced by phone.
9. The child will be handed only to the guardian who has been introduced in the form.
10. 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 In-charge along with the vehicle number, contact number, if possible.
11. Inform about change in address or telephone number, as it is required to contact you under inevitable circumstances.
12. According to the need of your child, vegetarian food, milk and light snacks etc is to be given from home.

13. Give only vegetarian food to the child in the centre.
14. 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.
15. Do not send precious goods (jewelry, toys etc.) with your child. In case it is lost or damaged, the DCCC will not be responsible.
16. In case your child takes away any toy by mistake, parents are requested to return it next day without fail.
17. 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.
  - b. The care taker is not able to offer extra care to comfort a sick child without compromising the care of other children.
  - c. The child is not able to keep up with most activities even though they rest or take a longer nap.
  - d. Parents are requested to present the doctor's certificate on the request of the In-charge of the centre.
18. The child sent to DCCC by parents at their own risk.
19. 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.
20. Any change in above mentioned must be accepted and strictly followed by parents. **Kindly request to all the parents that not to sit in the sleeping area of Day Care for longer time in sleeping hours of the children.**
21. Fees:

The modify fee structure based on discussion of DCCC committee membranes and parents on 13-04-17 (12.30 p.m. ) meeting in day care center) are as below;

- a. Irrespective of child age, Day Care Charge will be **1500 Rs/month** for all regular children from **May 2017 month onwards**.
- b. Registration charge of **Rs. 200/-** and refundable deposit of **Rs. 500/-** are to be paid at the time of registration of the child.
- c. **Only Full Day Charges**. No half day or hourly charge is applicable to any child.
- d. **Late fee of Rs. 25/day** will be charged for the late payment.
- e. DCCC fee is always considered from the first day of the month.
- f. Fee must be paid on or before the **5<sup>th</sup> of the month** in advance.

- g. In institute summer vacation period, Registered parents who avail the day care facility just one month prior to vacation will be charged **750 Rs./month** during the full absentia/and if any child comes to day care for any number of 1500 Rs./month will be charged.
  - i. For any newcomer/non regular child, day care facility will be available on **100 Rs/day up to full month.**
22. Only Full day fees will be charged for each child coming to DCCC.
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Day Care Centre for Children