



# DTU-DCC

Delhi Technological University

DAY CARE CENTRE



**Kidz Den**

For Children of Faculty, Officers and Non-Teaching Staff

## About Us

Delhi Technological University Day Care Centre (DTU-DCC)-Kidz Den for the children of Faculty, Officers and Non-Teaching Staff of Delhi Technological University is fully functional.

## Location

The facility is located facing the entrance play ground in the university's main campus.

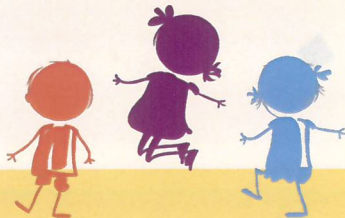
## Objective

The objective of the day care centre is to provide the Faculty, Officers and Non-Teaching Staff of DTU the facility of keeping their children under good care during the working hours right inside the university campus. The members of the university community had long demanded establishment of a Day Care Centre in the campus so that they can work with peace of mind and can access their children quickly in case of emergency. Apart from taking good care of the enrolled children, one of the key objectives of the Centre is also to involve the children in various activities thereby enhancing their motor and cognitive skills. The Day Care Centre could turn out to be an important learning ground to teach the child a whole lot of lessons in socialization that could turn out to be invaluable in later life.

## Facilities to be provided at the Day Care Centre

A CCTV Enabled Centre with three newly renovated air- conditioned rooms with furniture and other accessories, well equipped kitchen with refrigerator, microwave oven, water purifier and all other necessary items and two rest-rooms. Some of the main features of Day Care Centre are:

1. CCTV access to parents allowing a live streaming facility where the parents' can view the centre's happenings.
2. A colourful play area for children with fencing in front of the centre.
3. Activity toys, books and riders for kids of all age groups.
4. Baby beds and bouncer/rockers.
5. Two child care attendants.
6. Basic medical services to the wards of the Day Care Centre can be provided by the University Health Centre, if such need arises at the Centre during working hours.





### TIMINGS

8:30 am to 5:00 pm  
Monday to Saturday

### HOLIDAYS

Sundays and all  
University holidays

### AGE GROUP

1 to 7 years

## Fees Policy

Fees must be paid to Registrar, DTU till 10th of every month. Fees are based on enrolment not attendance (NO fee decreases for sick/missed days or statutory holidays).

One time registration fees (non-refundable): ₹ 800

If kid stays Full Day in  
Day Care Centre

₹ 1000/Child/month  
₹ 1600 upto two siblings/month

If kid stays Half Day in  
Day Care Centre

₹ 600/child/month  
₹ 1000 upto two siblings/month

If one kid stays Half Day in  
Day Care Centre and  
other child avails full day then

₹ 1400 upto two siblings/month

Fees for 15 Days irrespective of  
the time spent (no registration)

₹ 700/child  
₹ 1200 upto two siblings

## Mode of Payment of Fees

Payment of fees is accepted only through cheque issued in favour of "The Registrar, DTU".



## Some Important Rules

- a. Those who want to avail the Day Care facility need to take an approval from Registrar office through DCC committee and submit the form along with the prescribed fees before bringing their ward to the Day Care Centre.
- b. In case, someone wants to withdraw their ward from the Day Care Centre, they need to inform the registrar office, accounts and the DCC committee and need to submit the fees up to the date, the Day Care facility was availed.
- c. The Day Care Centre has maintained a register to record the fee payment, parent's contacts, suggestions/complains and wards in/out timings, kindly do the needful when you bring your ward to the facility.
- d. Parents should send healthy food in hygienic containers with child's name on each container. Food will be heated if required, but no food will be cooked at the Centre.
- e. The parents need to provide an attendant who will be solely responsible for taking care of the infant (12-24 months) admitted to the Day Care Centre.
- f. All the queries of the parents will be attended on phone during working hours. Regular attendance at the Daycare Centre is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time.





## Immunization Policy

DTU-DCC is required to keep an up-to-date copy of each child's immunization record. Upon enrollment the daycare staff will ask for a current immunization record for every child.

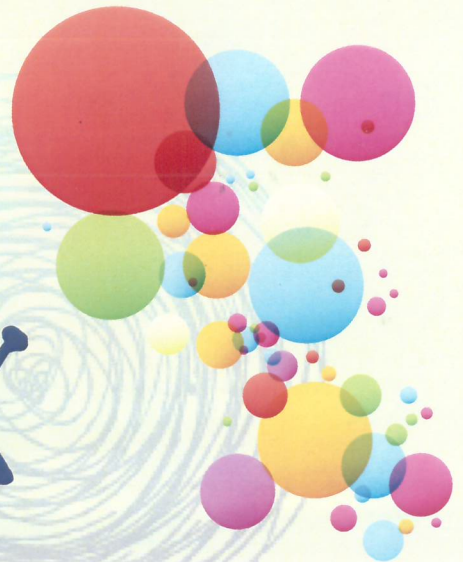
- If a parent has decided not to have their child inoculated, the following procedures then apply:
  - The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side-effects and dangers of not being immunized.
  - If an outbreak occurs, the parent will be asked to remove the non-immunized child from the centre until it has been determined that the child's health is no longer at risk.

## Clothing Policy

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

Please provide:

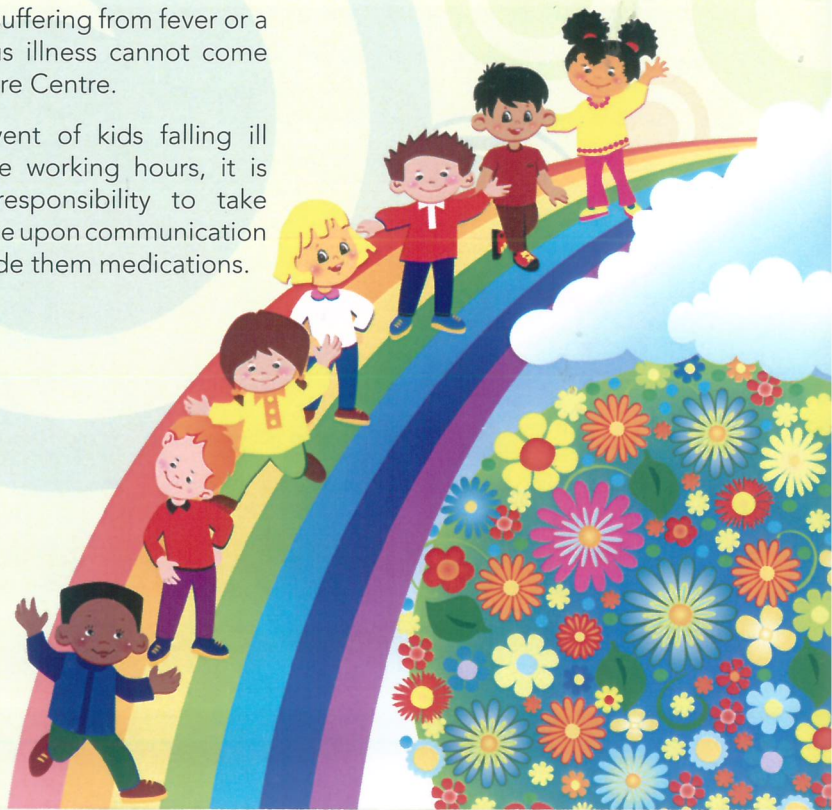
- One change of clothes
- An adequate supply of diapers, pull-ups and wipes
- Warm outdoor clothes (mittens, hat, boots) in the Fall and Winter
- Sun hats, boots and raingear in the Spring and Summer



## Release of Children Policy

A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

1. The staff must be notified in writing of any alternate arrangements.
2. Picture identification will be required if that person is not known to the daycare staff.
3. Children will not be released to anyone under the age of 12.
4. It would be the responsibility of the guardians to pick up their respective wards by 5:30 pm sharp.
5. Children suffering from fever or a contagious illness cannot come to Day Care Centre.
6. In the event of kids falling ill during the working hours, it is parent's responsibility to take them home upon communication and provide them medications.
7. The Day Care Centre is not liable for the loss or damage of personal belongings.
8. Costs incurred by the parents due to an exceptional closure of the Day Care Centre cannot be claimed back from the Day Care Centre.
9. The parents will have a monthly meeting (First Friday of the Month) with Day Care Committee to discuss the issues regarding the betterment/improvement of the Day Care Centre.





## Attendance Policy

Regular attendance at the Daycare Centre is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time.

## Criteria for Admission to Day Care Centre

Criteria for Admission to Day Care Centre-Kidz Den established in DTU. The admission of the ward would be as per First Come-First Basis Category-wise and the availability of seats depending upon where

1. Category-I: Both parents are working and either of them is a regular staff of the University
2. Category-II: Both parents are working and either of them is a contractual staff of the University
3. Category-III: Either parent is working and he/she is a regular staff of the University
4. Category-IV: Either parent is working and he/she is a contractual staff of the University

The admission of the ward would be as per First Come-First Basis Category-wise i.e. if the applications received in Category-I fills the number of available seats, applications belonging to other categories won't be considered. If there are less applications in Category-I, the applications in Category-II would be considered. Further, if still there are vacant seats, applications in Category-III will be considered and so on.

No. of  
Available  
Seats

**10**





# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering),  
Bawana Road, Delhi-110042

## Day Care Registration Form

Please  
paste latest  
passport size  
photograph of  
the Child here

Please  
paste latest  
passport size  
photograph  
of the Mother  
here

Please  
paste latest  
passport size  
photograph  
of the Father  
here

### I. Particulars of The Child

Name: \_\_\_\_\_

Blood Group: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age as on 31st July of the current year \_\_\_\_\_

Residence Address: \_\_\_\_\_

Residence Tel No.: \_\_\_\_\_

Contact Details: E-Mail: \_\_\_\_\_

Child's Doctor Details

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_



## II. Particulars of The Parents'\*/Guardian

	Father	Mother
Name		
Occupation		
Employee Code		
Designation		
Type:Regular/Contractual		
Department		
Res. Address		
Mobile No.		
E-Mail		
Specimen Signature		

OR

	Guardian
Name	
Occupation	
Employee Code	
Designation	
Type:Regular/Contractual	
Department	
Res. Address	
Mobile No.	
E-Mail	
Specimen Signature	

### III. Particulars of The Siblings

	Sibling 1	Sibling 2
Name		
Date of Birth		
Blood Group		
Class		
School		

### IV. Other Emergency Contact

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Mobile \_\_\_\_\_

Residential Address \_\_\_\_\_

### V. Authorization for Pickup

Your child will only be given to an authorized person listed by you in this form (Parent/Guardian and /or Emergency contact). Kindly attach a photo ID of the authorized person with this form. In case of an emergency or an unforeseen circumstance, please indicate the name, address and phone number of any other person/s who you authorize to pickup your child on your behalf.

Name	Address	Phone



**VI. Medical Information:**

Medical Problems (past and present, if any):

\_\_\_\_\_

On Medication \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Information: Please indicate eating habits, likes/dislikes, potty training (trained/untrained), Special Interests etc \_\_\_\_\_

\_\_\_\_\_

\*Immunization: \_\_\_\_\_

\*Kindly provide a photocopy of your child's recent immunization record.

**VII. Consent in Case of Emergency**

It is our policy to notify a parent when a child is ill or needs medical attention. In case the Parent/Guardian cannot be contacted and the child needs immediate medical help, he/she will be taken to the university health Centre/nearby hospital as required. Please sign below so that we can take appropriate action on the child on your behalf.

**I hereby give my/our consent for my/our child, when ill/injured/in case of any other unforeseen medical emergency, to be taken to the University Health Centre/Nearby Hospital, if required, by the staff of my child's Day Care Centre when I/We cannot be contacted. I give my consent to the University Ambulance being used as a transport facility for the child, if necessary.**

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Mother's/Guardian Signature with date

Father's/Guardian Signature with date

## DAY CARE CENTRE

Faculty Incharge

**Dr. Rishu Chaujar**

Associate Dean (Acad. PG)

For any suggestions and feedback,  
e-mail : [chaujar.rishu@dtu.ac.in](mailto:chaujar.rishu@dtu.ac.in)

