DAYCARE CENTRE POLICY
INSTITUTE OF BUSINESS MANAGEMENT (IoBM)

1. Policy Statement:

The Institute of Business Management (IoBM) is committed to providing a supportive, inclusive, and family-friendly academic and working environment. In furtherance of this commitment, the Institute shall provide a safe, hygienic and appropriately maintained Daycare Centre, free of charge, for the children of eligible employees and enrolled students.

The facility aims to enable working and studying parents, particularly mothers, to fulfil their professional and academic responsibilities with confidence, while ensuring the safety, comfort and well-being of their children.

2. Objectives:

a. Provide a safe, secure, hygienic and child-friendly environment for children during their parents' working or academic hours.

b. Facilitate IoBM employees and students in balancing their professional, academic and parental responsibilities.

c. Provide suitable infrastructure and basic facilities for childcare, feeding, rest and age-appropriate recreational activities.

d. Clearly define the responsibilities of the Institute, parents and privately arranged caregivers.

e. Establish transparent admission procedures, effective administrative oversight and appropriate child-safety arrangements.

3. Eligibility and Admission

a. The Daycare Centre shall be available to the children of IoBM faculty, administrative employees and currently enrolled students, subject to available capacity and approved eligibility criteria.

b. The existing operational age range of two months to three years shall be subject to management review, available facilities and the specific care requirements of children.

c. Admission shall be processed through the Proctor's Office upon submission of the prescribed application, relevant child information and completion of necessary formalities.

d. Where applications exceed available capacity, admissions shall be regulated through transparent priority criteria approved by the competent authority.

e. No admission, monthly or daycare service fee shall be charged by IoBM. However, parents shall be responsible for arranging and bearing the cost of their children's individual caregivers (babysitters).

4. Operational and Childcare Arrangements

a. IoBM shall provide and maintain the Daycare Centre premises, including appropriate space, furniture, utilities, hygiene facilities and basic recreational resources.

b. Parents shall arrange suitable caregivers (babysitters) at their own expense, who shall be responsible for the direct care, feeding, supervision, comfort and routine needs of their respective children.

c. All privately arranged caregivers shall comply with the University's security, conduct, hygiene and daycare regulations. Their access to the Centre shall be subject to verification and authorization by the concerned University authorities.

d. Children shall remain under the direct supervision of their designated caregivers during their stay at the Centre.

e. The Centre shall maintain appropriate arrangements for feeding, rest, recreation, cleanliness and age-appropriate activities.

f. Attendance, emergency contact information and authorized collection arrangements shall be properly documented.

5. Health, Safety and Child Protection:

a. The safety, dignity, well-being and protection of every child shall remain the foremost consideration.

b. In the event of any illness, injury, accident or medical emergency, the child's mother, father being an employee, enrolled or other authorized emergency contact, shall be informed immediately by the caregiver or designated daycare representative.

c. In serious or life-threatening emergencies, immediate assistance shall be sought from the University's designated medical or emergency-response personnel, without delaying essential action while awaiting parental instructions.

d. Parents shall provide accurate information regarding their children's health, allergies, medical conditions and emergency contacts.

e. Children shall be handed over only to their parents, guardians or persons specifically authorized by the parents.

f. Corporal punishment, neglect, abusive conduct, discrimination and unauthorized disclosure of children's personal information shall be strictly prohibited.

g. Any incident affecting a child's safety or welfare shall be promptly reported to the Proctor's Office and documented appropriately.

6. Responsibilities of Parents and Caregivers:

a. Parents / Guardians:

i. Arrange and bear the cost of suitable caregivers for their children.

ii. Provide accurate admission, medical and emergency-contact information.

iii. Ensure that their caregivers observe the University's security, hygiene and conduct requirements.

iv. Arrange feeding supplies, clothing, diapers, medicines and other personal necessities of their children.

v. Ensure timely collection of their children and comply with the Centre's approved operating hours.

vi. Remain accessible during their working or academic hours for immediate communication in case of emergencies.

b. Caregivers (Babysitters):

i. Provide continuous and attentive supervision of the children entrusted to their care.

ii. Attend to feeding, hygiene, rest, comfort and other routine childcare requirements.

iii. Maintain a safe and hygienic environment and comply with instructions issued by the authorized daycare administration.

iv. Immediately report any illness, injury, accident or unusual occurrence to the child's mother and the designated daycare representative.

v. Observe professional conduct, confidentiality and child-protection requirements.

7. Administration and Management:

a. The Daycare Centre shall function under the administrative oversight of the Proctor's Office, in accordance with the University's approved administrative arrangements.

b. The Proctor's Office shall coordinate admissions, access authorization, operational supervision, safety compliance and matters requiring administrative intervention.

c. The Institute shall be responsible for the maintenance of daycare premises, utilities, furniture, equipment, cleanliness and other approved institutional facilities.

d. Parents shall retain responsibility for arranging individual caregivers and meeting their remuneration and personal childcare requirements.

e. The University Administration, HR, Security, Maintenance and other concerned departments shall provide necessary institutional support within their respective responsibilities.

8. Operating Hours and Financial Arrangements:

a. The Centre's operating hours shall be aligned, as far as practicable, with the University's academic and administrative schedules, subject to approved institutional arrangements.

b. The Daycare Centre shall operate as a welfare facility without charging any fee to eligible employees or students.

c. All approved operational expenditure, maintenance costs, utilities, infrastructure and general resource requirements of the Daycare Centre shall be borne by IoBM.

d. The cost of privately arranged caregivers, children's personal supplies and individual childcare requirements shall be borne by the respective parents.

e. Operational expenditure and resource requirements shall be periodically reviewed by the concerned University authorities to ensure effective utilization, service quality and financial accountability.

9. Monitoring and Review:

The Proctor's Office shall periodically review the Centre's operations, admission capacity, safety arrangements, infrastructure, caregiver compliance and feedback from parents.

Any shortcomings or requirements for improvement shall be reported to the competent authority for appropriate consideration and necessary action.

10. Implementation:

This policy shall come into effect upon approval by the competent University authority.

Approved By	**President IoBM**
Effective Date	**August 2023**
Review Date	**August 2026**
Next Review Date	**August 2029**