

GENERAL INFORMATION ABOUT CRECHE

Days	Five days a week, i.e. from Monday to Friday.			
Timings	(a) Full Day: 8:00 AM - 6:00 PM (b) Half Day: 8:00 AM - 1:30 PM and 12:30 PM - 6:00 PM			
Fee Structure		Group A	Group B	Group C
	Regular Full Day	Rs.2000/- p.m.	Rs.1500/- p.m.	Rs.1000/- p.m.
	Regular Half Day	Rs.1500/- p.m.	Rs.1125/-p.m.	Rs.750/-p.m.
	Occasional Full day	Rs.200/- p.d.	Rs.150/- p.d.	Rs.100/- p.d.
	Occasional Half Day	Rs.150/-p.d.	Rs.112.5/-p.d.	Rs.75/-p.d.
Holidays	Every Sunday and all Institute's/Gazetted holidays			
Crèche Registration Form	https://docs.google.com/forms/d/e/1FAIpQLSc7GjyQuBE2EEZRdH67w0NvpRPdhYaV0_gJVmKJazNzi8FieQ/viewform?vc=0&c=0&w=1			

Please note the following important points:

- Occasional: Those who opt for occasional and avail for more than ten days in a month would pay regular fees for that month.
- Half Day: Those who opt for Half Day will be exempted for a maximum of 3 full days in a month. Availing beyond three full days, they will be charged for the entire day.

RULES AND REGULATIONS OF THE CRECHE

- It is essential to complete the Crèche Registration Form for availing Crèche facility. Use one form for each child.
- The fee is to be paid in advance for regular users each month and a day earlier for occasional users to the Member Secretary (**Dr Srijanani Anurag Prasad**).
- Occasional users are requested to mail the Member Secretary at least one day in advance about their requirements (full-day or half-day).
- Crèche facility will be available on Saturdays on prior information (at least two days before).
- Drop and Pick-up:** It is mandatory to write the name of the person who will drop the child and pick up the child. If the child is to be picked up by any person other than the parents or the known babysitter, please inform in advance.
- List of items to be sent with child:**
 - Water bottle, Tiffin box, spoons, Napkin
 - Change of clothes and a towel should be sent with the child if necessary. If the child is not toilet-trained, adequate diapers and wet-wipes should be sent with the child.
 - Please put a nametag on the water bottle, juice bottle, tiffin box, bag, etc.
- List of items Not to be sent with the child**
 - Any chocolate, toffees, chewing gum, etc.
 - Any valuable item; crèche will not be responsible for the same
- The crèche will provide no food or drink.

9. The caretaker will do no cleaning of personal belongings; only milk bottles will be rinsed by water.
10. The child should not be sent while having a fever, severe cold, etc. If the child falls sick while at crèche, parents will be informed and requested to pick the child immediately.
11. Please do not send the child to crèche if any of the family members are tested COVID positive. Please follow the necessary guidelines as prescribed by health professionals.
12. Any inquiries about the child, the parent may call the crèche (intercom number: 3691) between 2:00 and 3:00 pm only.
13. Parents who wish to visit the Crèche may contact the member secretary.
14. All the correspondence/ suggestion/ complaint should be mailed to **creche@iittp.ac.in**
15. The Chairperson of the Crèche, **Prof. N.N. Kishore**, in consultation with the Director, is empowered to take any decision concerning points not covered above.