

GENERAL INFORMATION ABOUT CRECHE

One time payment

1. Development fee: Rs. 1500 (non-refundable)

Fee structure

Days	Five days a week, i.e. from Monday to Friday.				
Fee Structure with Age criteria & Timing	Time	Age Criteria	Group A	Group B	Group C
	9:00 – 5:30 pm Regular	Less than 1.5 years*	Rs. 2000/- p.m.	Rs.1500/- p.m.	Rs.1000/- p.m.
	12:30 – 5:30 pm Regular	Below 10 years	Rs. 1500/- p.m.	Rs.1000/-p.m.	Rs.750/-p.m.
	3:00 – 5:30 pm Regular		Rs. 1000/- p.m.	Rs.750/- p.m.	Rs.500/- p.m.
	Occasional		Rs.200/-p.d.	Rs.150/-p.d.	Rs.100/-p.d.
Holidays	Every Saturday, 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				

Note:

1. * - Until end of August 2022, the rates for 9:00 to 5:30 PM can be availed for children of all ages.
2. All children must submit a fresh registration form. The one time development fee must be paid for ALL children (regular/occasional) who will avail the creche facilities henceforth.
3. All payments MUST be made on quarterly basis (January, April, July, October) in advance. Since we are starting from August 2022, you must pay for the months of August and September, and from then onwards on a quarterly basis.
4. Late payments will attract a penalty of Rs.100 per week or part thereof per child.

RULES AND REGULATIONS OF THE CRECHE

1. Crèche facility is provided to children of age group of 6 months to 10 years of employees and students of IIT Tirupati.
2. It is essential to complete the Crèche Registration Form for availing Crèche facility. Use one form for each child.
3. The creche fee is to be deposited in the Creche Account (details given below) in advance each quarter for regular users and a day earlier for occasional users and a copy of the receipt of the transaction ID should be mailed to creche@iittp.ac.in.
4. **Please Note: You will not be allowed to avail the creche facility if you do not pay in advance.**
5. Occasional users are requested to mail to creche@iittp.ac.in at least one day in advance about their requirements.
6. **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.

7. List of items to be sent with child:

- (i) Water bottle, Tiffin box, spoons, Napkin
- (ii) 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.
- (iii) Please put a nametag on the water bottle, juice bottle, tiffin box, bag, etc.

8. List of items Not to be sent with the child

- (i) Any chocolate, toffees, chewing gum, etc.
- (ii) Any valuable item; crèche will not be responsible for the same

9. The crèche will provide no food or drink.

10. The caretaker/helper will do no cleaning of personal belongings; only milk bottles will be rinsed with water.

11. 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.

12. 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.

13. Any inquiries about the child, the parent may call the crèche (intercom number: ----) between 2:00 and 3:00 pm only.

14. Parents who wish to visit the Crèche may contact the Member Secretary or the Chair.

15. All the correspondence/ suggestion/ complaint should be mailed to creche@iittp.ac.in

16. The Chair of the School & Creche Committee, **Dr. Prasanna Venkatesh Sampath**, in consultation with the Director, is empowered to take any decision concerning points not covered above.

Creche Account details:

A/c No: 40047385545

A/c Name: Indian Institute of Technology Tirupati

Bank Name: State Bank of India

Branch Name: Settipalli

IFSC Code: SBIN0006677

Members of the School & Creche Committee:

1. Dr. Prasanna V Sampath (Chair)
2. Dr. Srijanani Anurag Prasad (Member Secretary)
3. Dr M. Nabil (Member)
4. Dr. Yujendra Mitikiri (Member)
5. Mr. Chaman Mehta (Member)
6. Mr Kishore Kumar (Member)
7. Mr. Rajan Babu (Treasurer, Ex-officio)