

IMPORTANT INFORMATION FOR PARENTS DUWA VAATSALYA w.e.f 1st July, 2014

1. Timings of Vaatsalya are 08:30 am to 05:30 pm. The crèche remains open during summer and winter holidays.
2. For picking up the child from Vaatsalya no other person will be allowed except the person whose photo identity is with us. In case the authorized person is held up somewhere, then the Identity proof and authority letter should be sent with the person who comes to pick up the child. In case authority letter cannot be sent by the parent, the Convener/Supervisor of Vaatsalya must be provided with the identity details of the concerned person through SMS or Email by the parent.
3. On receiving an emergency call from the Supervisor/Convener of DUWA/Vaatsalya the parent must report immediately to the centre.
4. Parents are requested not to send their children to the centre in case the child is suffering from any contagious or communicable illness. A child suffering from contagious/communicable disease will be allowed to join back only after receiving the fitness certificate from the doctor.
5. All efforts will be made to toilet train the child at the crèche. Parents are requested to follow the same at home.
6. Mothers wanting to breast feed their child will be allowed to do so two times in a day and are requested to leave the crèche immediately after feeding.

7. It is mandatory to make entry in the register kept at the entrance when the child is dropped and picked up from Vaatsalya. Failing to sign in the register is not acceptable as it could lead to serious security problems.
8. Kindly refrain from giving tips in any form to the employees.
9. All items belonging to your child must have his/her name written on them.
10. Day care children will be provided balanced & wholesome lunch and evening snacks. The menu is displayed on the Vaatsalya notice board.
11. If the child unintentionally carries DUWA property home, kindly inform the centre and return the same, as soon as possible.
12. Suggestion & complaints may be written and duly signed in the respective registers available at the centre.
13. Parents are requested not to be harsh/rude to Vaatsalya employees.
14. A month advance notice is required for claiming the caution money. We suggest that if there is any likelihood of withdrawal of the child from Vaatsalya, kindly put in an advance application for refund of caution money.
15. The monthly fees cheque can be dropped in the drop box outside DUWA office between 08:30 am- 05:30 pm. Entry of the cheque should be done in the register provided and the receipt can be collected from the Supervisor of Vaatsalya the next working day.
16. It is mandatory for the parents to inform the Supervisor in case the child does not come to the centre. Failure to inform can lead to safety and security problems for your child. Vaatsalya will not be accountable for the consequences due to lack of timely communication.

17. Once the parents have signed out of Vaatsalya the responsibility of the child lies with the parents.
18. Maintaining cleanliness and hygiene of the child is essential. Parents are requested to ensure that the child is dressed properly while coming to the center every morning. The food/fruit sent for their child should be hygienic and fresh.
19. If the child is under medication the instructions regarding the medicines should be given in writing to the Supervisors duly signed by the parent/guardian.