

KIET Group of Institutions
Small Steps @ KIET

Because your little champ deserves the best

In Campus creche facility for children of KIET employees
Standard Operating Procedure

1. Faculty and staff members desirous for creche facility for their wards will have to apply in writing to the Creche Coordinator. This facility will be allotted on first come first serve basis.
2. Creche facility can be availed for children between the age group of 6 Months to 8 Years.
3. Monitoring and supervision for smooth running of the creche will be done by a committee which will have representation from the women employees.
4. Creche will run on self-sustaining/sponsored basis. A monthly fee will be fixed based on actual expenses of creche.
5. Creche timings will be 8:45 a. m. to 5:15 p. m.
6. Parents are required to sign in register when dropping off and picking up their children.
7. Parents need to notify in writing of any allergies, special instructions or medical needs for their children.
8. Parents are to provide beverages, clothing's or any special items such as diapers, creams, baby powders, wipes, bottle, cup, etc.
9. To make creche safe for every child, children should not be brought to creche if suffering from running nose, colored discharge from eyes, coughing, sneezing, chest congestion, labored breathing, diarrhea, vomiting, fever, excessive crying, contagious disease (i.e Chicken Pox/Pink Eye, etc).
10. The parent (KIET employee) will be allowed for a maximum of four visits of 10-15 minutes each to the creche in a day, however in case of any problem/emergency, the parent should immediately reach the facility. Entry and exit to be mentioned in the register for the same.
11. Institutes Administration reserves the right to amend the rules any time.

Undertaking:

- I agree that the amount of Rs. 2500/- per month will be deducted from my salary in advance for the month.
- I have read the rules and regulations mentioned above and I bind myself not to violate any rules, regulations and guidelines of the institute.

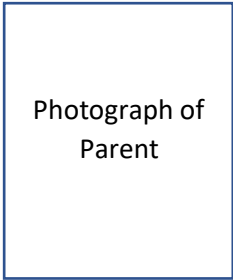
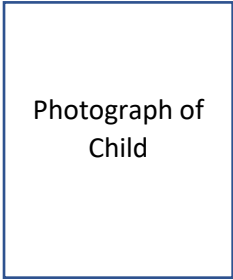
Signature of Parent

(KIET Employee)

Employee ID:

Designation:

Department:



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Registration Form

For office use only:

Date of Enrolment: _____

Personal Information

Full Name of Child: _____

Gender: _____

Name Child Responds to: _____

Date of Birth: _____

Address: _____

Phone Number: _____

Mother's Name: _____

Place of Employment: _____

Phone: _____

Father's Name: _____

Place of Employment: _____

Phone: _____

Persons Authorized to Pick up Child (other than parents listed above)

1) Name: _____ Relationship: _____

2) Name: _____ Relationship: _____

Mention any type of allergies, special instructions or medical needs for your child.

Signature of Parents