

Guidelines and Standards for Day Care Centre



TABLE OF CONTENTS

01	Purpose
02	Objectives
03	Admission & Enrolment
04	Roles and Responsibilities
04	Building and Space Requirements
04	Operating Hours
05	Health and Safety Standards
05	Parental Guidelines
05	Nutrition and Meal Policies
06	Operational Guidelines
06	Reporting, Incident and Facility Management
06	Behavioral Guidelines for Children & Caregivers
07	Best Practices for a Successful Day Care Centre
07	Revision of Rules

Purpose



The **PIDE Daycare Centre** is established to provide a **safe, nurturing, and developmentally appropriate** environment for the children of **PIDE faculty, staff, and students**. This document serves as a comprehensive set of **guidelines and operational standards** to ensure the effective functioning of the daycare in alignment with international childcare best practices.

This daycare aims to support working parents, particularly mothers, by providing a structured and secure childcare facility that meets **international best practices**.

These guidelines ensure that:

- **Children** receive high-quality daycare services in a safe and engaging environment.
- **Mothers have the flexibility** to breastfeed their infants in a comfortable and private space.
- **Working parents can focus on their responsibilities**, knowing that their children are well cared for.
- The daycare follows **global childcare standards**, ensuring a balance **of play, and emotional well-being** for all enrolled children.
- A structured system is in place to **monitor health, safety, nutrition, and developmental activities**.

By adhering to these standards, the **PIDE Daycare Centre** strives to provide a **world-class childcare experience** that fosters the **holistic growth** of every child while enabling parents to maintain a **healthy work-life balance**.

Objectives

The key objectives of the PIDE Daycare Centre are:

- To ensure health, safety, and hygiene standards in line with best practices.
- Facilitating High-Quality Childcare: Provide a secure, engaging, and stimulating atmosphere where children can grow physically, emotionally, and cognitively in a structured manner.
- Supporting Working Parents: Enable faculty, staff, and student parents to manage their professional and academic responsibilities without compromising their child's well-being.
- Ensuring Mothers' Comfort: Create a mother-friendly space where breast-feeding mothers can nurse their infants comfortably while continuing their work or studies.
- Implementing Global Standards: Maintain internationally recognized best practices in early childhood care, ensuring a balance of play, social interaction, and emotional development.
- Prioritizing Health & Safety: Enforce strict health, hygiene, and safety protocols.



Admission & Enrolment

The PIDE Daycare Centre is open to children aged 3.5 months to 5 years, exclusively for PIDE faculty, staff, and students.

Enrollment requires the submission of a completed application form along with essential documents, including:

**Medical history
of the child**

**Vaccination
record
(up-to-date)**

Birth certificate

A non-refundable registration fee will be required at the time of admission.

**Emergency
contact details
(at least two
alternate
contacts)**



Roles and Responsibilities

Caregivers & Support Staff:

- Provide age-appropriate care, supervision, and engagement.
- Ensure compliance with daycare policies.
- Oversee safety, hygiene, and operational efficiency.
- Caregivers will maintain daily progress reports.

Parents/Guardians:

- Provide complete and accurate child records.
- Follow the daycare's pick-up and drop-off policies.
- Keep children at home if they show signs of contagious illness.

Building and Space Requirements

- The facility must be hygienic, well-lit, and ventilated.
- Separate designated play, eating, and rest areas.
- CCTV monitoring will be implemented for security and parental access.
- Emergency exits and first-aid stations to be maintained.

Operating Hours

- Monday to Friday: 8:30 AM to 4:20 PM.
- Closed on weekends and public holidays.

Health and Safety Standards

- Day Care will follow strict hygiene protocols, including frequent handwashing, sanitization of toys, and disinfection of play areas.
- If a child shows signs of illness, parents will be informed immediately for prompt pick-up.
- In case of a contagious illness, parents are requested to ensure their child has fully recovered before returning to the daycare, prioritizing the health and safety of all children.
- In case of a medical emergency, parents will be notified immediately, and the child will be taken to the nearest medical facility if required.

Parental Guidelines

- Parents should provide a change of clothes, diapers, and personal items.
- Parents are not allowed to bring their colleagues, friends, or acquaintances into the daycare area to meet or see their child.
- Authorized pick-ups only: Children will be released only to pre-approved individuals.
- Mothers will have mobile access to CCTV.

Nutrition and Meal Policies

- Parents must provide nutritious, home-packed meals and drinks, as the Day Care will not provide meals.
- Formula milk or breast milk must be labelled and stored properly.
- Children must bring their own labelled water bottles, diapers, wipes, and extra clothing.

Operational Guidelines

- Children must be dropped off and picked up within designated hours.
- Parents should inform the daycare about any changes in emergency contacts.
- Parents should communicate respectfully with caregivers and limit discussions to operational hours, except in emergencies.
- Any concerns regarding a child's behavior, health, or care must be directed to the HRD for resolution.
- Parents must inform the center in advance if someone other than the registered guardian will be picking up the child.

Reporting, Incident and Facility Management

- All accident, injury, or medical emergency will be documented, and parents will be informed immediately.
- Weekly inspections of play equipment and furniture for safety.

Behavioral Guidelines for Children & Caregivers

- Caregivers will implement positive reinforcement techniques to promote good behavior.
- Any disruptive or aggressive behavior (biting, hitting) will be addressed through gentle corrective measures and parental involvement.
- No form of physical or verbal punishment is allowed.
- Age-appropriate educational and play-based activities will be provided to encourage learning, creativity, and social development.

Best Practices for a Successful Day Care Centre

- Maintain a low child-to-caregiver ratio to ensure personalized attention.
- Foster a welcoming and inclusive environment for all children, regardless of background.
- Ensure open communication between caregivers, parents, and administration to resolve any issues proactively.

Revision of Rules

PIDE reserves the right to amend these rules as needed, with mandatory approval from the VC/ Registrar.