



REVA
UNIVERSITY

Bengaluru, India

REVA CRECHE POLICY

CRECHE POLICY

REVA University (REVA) is committed to provide quality work life balance to its Teachers and Staff. A Crèche facility has been setup inside the campus to enable working parent(s) to leave their small children under the care of trained staff while they can perform their official duties.

The purpose of the Creche is to provide the staff of the University, who is a young mother, a safe and comfortable space for their children to be taken care of, so that they can work with efficiency and least worry of the wellbeing of their children.

The objective of this policy is to define the guidelines, process, rules, and regulations of the Crèche facility offered at REVA.

Age bracket of children: Children of age 1 year to 6 years are eligible for admission. Any admitted child, on attaining 6 years of age, will be automatically relieved from the Crèche on the last date of the same month.

Timing: The crèche shall function from Monday to Friday between 8:00am and 4:30 pm on all working days.

Process for registration:

- To enroll in the crèche, prospective parents should make a request to Director General Administration in writing by filling the form, giving their details and details about their child.
- A copy of Birth Certificate of the child must be attached to the application.
- The Crèche facility covers children of all full-time and contractual faculty and staff members of REVA.
- Crèche facility is also available to children of part time employees, adjunct faculty and to children of single female faculty & staff (age relaxation in case of a girl child), on special approval.
- If there are more than one eligible child to a parent, one application per child should be submitted.
- Medical fitness certificate should be submitted at the time of admission.
- Admission to crèche is offered on first cum first served basis subject to child meeting the eligibility criteria and availability of place in the crèche.
- Preference will be given to commuting parents.

- A member may withdraw their child at any time by giving one week notice in writing to Director General Administration. The charges paid will not be refunded. A child once withdrawn will not be readmitted to the Crèche.

Other guidelines:

- Mothers shall be permitted to visit the creche up to four times a day to meet their children.
- In case of delay in pick up, the parent is expected to communicate with the Creche office. In case of delay of more than 15 minutes, the parent will have to pay a token amount as honorarium for overtime of staff.
- Parents are requested to ensure a spare dress is provided for their wards and some coloring books or engaging material for the child.
- Parents are expected to send the child with the food kit. All paraphernalia will be labelled neatly with the name of the child and time of meal indicated ahead of time.
- Medical support shall be provided in case of emergency. In case the child gets hurt or falls sick, the parent shall be informed, and the parent is expected to provide an early response.
- In case the child is unwell with any disease, the parents are requested not to bring the child to the creche.
- Any discriminatory language, behavior or remarks by children, parents or any other adult is unacceptable in the creche.
- The parents are expected to treat the Creche staff with respect and at no time shall they be permitted to admonish or use foul language with the Creche staff.
- The Creche is covered by surveillance.
- 24/7 medical help and Ambulance is available in campus.