

Rules and Regulations for Aadharshila Crèche

1. Fee Structure and timing for the Crèche:

- Session: April to March
- Admission fee: (one time, non-refundable): Rs. 1,000/-
- Monthly Fees: Payable in January, April, July, and October on quarterly basis in advance as per the chosen package as given below

Age of child	Time	Fee/ month [#]
1.5 to 2.5 years	Full-day@	Rs. 5,000/-
	Half-day*	Rs. 3,500/-
2.5 years onwards	Full-day@	Rs. 4,500/-
	Half-day*	Rs. 3,000/-

@Full day timing 8.45-5.45 pm

* Half day timing 8.45 AM – 1.00 PM or 1.45 PM – 5.45 PM

#School going children who are availing half day can attend the morning shift during their school holidays by paying Rs. 100/- per day.

Fee Structure & Timings for Preschool & Crèche together

Program	Time	Fees per month
Nursery +crèche	Full-day @	1,500+3,000 = Rs. 4,500
	Half-day*	1,500+1,500 = Rs 3,000
LKG +crèche	Full-day@	2,250+3000 = Rs. 5,270
	Half-day*	2,250+1,500 = Rs 3,750
UKG +Crèche	Full-day@	2,750+3000 = Rs. 5,750
	Half-day*	2,750+1,500 = Rs. 4,250

@Full day timing 8.45-5.45 pm

* Half day timing 8.45 AM – 1.00 PM

2. **Working Days:** Monday – Friday, 8.45 AM – 5.45 PM
3. **Holidays:** Crèche shall remain closed as per Institute holidays. The list of holiday for Preschool is marked in the yearly calendar.
4. **Drop and Pick-up Timing and Late Pick-up charges for crèche:**
 - It is requested to drop the child latest by 9:30 AM. It is desirable that a prior message should be sent to the Aadharshila teachers if the drop time is extended
 - If the child is to be picked up by any person other than the parents or the known babysitter, please inform the Aadharshila teacher in advance. We will not send the child with any unknown person

- Child should be picked up latest by 6:00 PM. The persistent and regular delay in pick up will not be entertained and further suitable action may be initiated by the committee. The details of the charges for late pick-up is as given below

Time	Charges for late pickup
Up to 01.15 PM or 06.00 PM	Nil
From 01.15 PM or 06.00 PM onwards	
01.15 – 01.30 06:00 – 06:15	Rs. 50/-
01.30 – 01.45 06:15 – 06:30	Rs. 100/-
01.45 – 02.00 06.30 – 06.45	Rs. 200/-
So on	--

- Parents are allowed to drop and pick their children at pick-up and drop zone of the crèche/ preschool; none other than competent authority will be allowed to enter beyond this zone

5. List of items to be sent with child:

- Water bottle
- Tiffin box
- Napkin
- Some drink other than water: as per the requirement of the child
- Please put nametag on water bottle, juice bottle, tiffin box and bag etc.
- Blanket, pillows etc. (as per your child requirements)
- Change of clothes; if the child is in diapers, adequate diapers and a towel should also be sent with the child. If the child is not toilet-trained a pack of wet wipes will be required

6. List of items Not to be sent with child:

- Any chocolate, toffees, chewing gum, etc.
- Any valuable item; crèche/ preschool will not be responsible for the same
- Personal toys or books

7. Other rules and regulations:

- We prefer that children should eat independently under supervision. So please ensure that your child will be able to eat food sent by you by herself / himself. No processing (cutting fruits, boiling, mixing etc.) of food will be done in Aadharshila
- Children should come in clothes and shoes appropriate for running and playing
- If your child's birthday falls on a school day and you would like to send a treat for her / his schoolmates, please discuss your plans with the teacher beforehand
- No food or drink will be provided by Aadharshila
- No cleaning of personal belongings will be done by caretakers; only milk bottle will be rinsed by water
- The child should not be sent while having fever, severe cold etc.
- In case of any contagious disease medical certificate from Institute Health Center is required to be produced before sending your child to Aadharshila
- If the child falls sick while at Aadharshila, parents will be informed and will be requested to pick the child immediately

- If you wish to enquire about your child, you may call only during lunch time at 1.00 – 2.00 PM or 2 – 3 PM (for school going children) at landline number of Aadharshila. Please do not use teacher's mobile number as the mode of communication
- For safety and security, two CCTV cameras are installed in Aadharshila premises, one in the open courtyard and another in the play room. CCTV footages are not available to parents/ teachers; it can only be viewed in case of any incidence/ emergency upon prior approval to convener
- Parents are requested to maintain calm and polite behavior with teachers and caretakers. Any objectionable behavior by teachers or caretakers should be reported to convener, Aadharshila
- No parent will be allowed to visit Aadharshila without prior approval from the convener
- All the correspondence/ suggestion/ complaint should be mailed at: suvankar@iiserb.ac.in
- The convener, Aadharshila in consultation with the Director is empowered to take any decision with respect to points not covered above.

Admission and Withdrawal from Creche:

- The admission in the Creche can be done at the start of the calendar month.
- Admission fees are to be paid in full, even in cases, where a kid is initially withdrawn from Creche and then readmitted.
- Minimum 15 days' notice is required to be given by Parents seeking withdrawal of admission of their ward from the Crèche.
- A withdrawal request from parents for less than six months is not allowed during July to March. However, the same can be considered during the trimester April-May-June