HIGH COURT OF UTTARAKHAND, AT – NAINITAL

CRECHE
(GLENTHRONE COMPOUND)

Tentative norms/guidelines for the use of Creche facility:

- The Creche facility can be utilized by Members of the Uttarakhand High Court Bar Association, female Registered Clerks, Clerks of Advocates, Officers and employees of the establishment of High Court of Uttarakhand.
- Creche facility will be allowed for the children in the **age group of 6 months to 6 years**.
- Presently, in view of space available, Creche shall admit upto a maximum of 10 children and 02 more children may be accommodated for a day or two as may be recommended by the High Court Mediation Centre.
- The fee structure for admitting the Child to Creche may be as under :-

		Amount
Admission Fee	:	Rs. 1000/-
Care fee per month (in advance)	:	Rs. 1500/-

- The Creche will have the services of trained or experienced staff for taking care of children and their safety. In case of any emergency, the parents will immediately be informed.
- Parents of the child shall sign the 'Drop and Pick up Register' to be maintained by the Incharge of Creche as and when the child is dropped at the Creche and picked up from the Creche.
- Parents/Guardian of the child shall inform at the time of admission, as to who would drop and pick up the child. The child shall be handed over by the Creche-incharge only to the said person. The photograph of such person should be affixed on the Admission Form. Any change in the person should be informed in writing to the Creche Incharge.
- The Creche shall function **from 9.30 A.M. to 6.30 P.M.** on all working days of the Registry from Mondays to Fridays and from 9.30 A.M. to 2 P.M. on all working Saturdays (except Sundays and Holidays). In case, Saturday is a full working day, Creche shall open till 6.30 P.M.
- The Creche shall not provide any conveyance/transportation facility for the children and it shall be the responsibility of the child's parent to drop the child in the Creche in the morning and pick up the child from the Creche in the evening strictly adhering to the time schedule.
- The Parents/Guardian shall give in writing in case any medicine is to be given specifying the medicine dosage and time. The parent

shall also provide the medicine. Parents are advised to keep the child home in case he/she is unwell.

- The parents shall send food items, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes to the Creche depending upon the need of their children and no cooking will be done in the Pantry. The Creche shall not provide food to the children. However, the facility of refrigerating food and heating the milk would be provided by the Creche.
- For emergency need, some such eatables will be kept in the Creche as may be advised by the Expert/Nodal Medical Officer.
- The parents shall not send junk food to the Creche with their children.
- Soft drink beverages including Pepsi, Coca Cola etc. shall not be allowed in the Creche.
- The Parents/Guardian shall take care and ensure that the children coming to the Creche do not wear ornaments, jewellery articles or expensive accessories. The Creche shall not be responsible for loss of any such item. It shall be ensured by the parents that when the child is sent to the Creche he/she is properly bathed and cleaned and comfortably dressed.
- The Parents/Guardian who are desirous of keeping their child occasionally for a day or two in case of exigencies, may keep their child in the Creche. The "guest child facility" may be available on payment of Rs.100/- per child per day subject to availability of seats earmarked for guest child. The Secretary of the Creche is authorized to register a child to the Creche for a single day which would be subject to availability of seats earmarked for guest child and on payment of requisite fee.
- Monthly Care fee shall be paid in advance within first week of the month. In case the fee is not deposited by the end of the month, the admission of the child shall stand cancelled without any notice.
- In case any parent does not send his/her child to Creche for a period of more than one month and also does not communicate in writing any justifiable reason for not sending the child to Creche even though care fee is paid, the Secretary of the Creche shall take a view and cancel the admission of the child without any notice so that the Seat is not unduly blocked.
- The Parents/Guardian shall provide an emergency contact telephone number, which shall be entered in the 'Drop and Pick up Register'.

(Smt. Shadab Bano)
Secretary/
Registrar (Inspection)

HIGH COURT OF UTTARAKHAND, AT - NAINITAL

(CRECHE)

APPLICATION FORM FOR REGISTRATION

Photograph
of the Child

Emergency Contact No.....

(1) Name of the child..... Gender.....

(2) Date of Birth.....

(self attested copy of date of birth certificate of child should be attached)

(3) Age as on 1st September, 2018.....years.....months

(4) Mother's Name.....

Occupation.....

Office Address.....

Telephone No./Mobile No.....

(5) Father's Name.....

Occupation.....

Office Address.....

Telephone No./Mobile No.....

(6) Enrollment No. and date of enrollment with HCBA

(self attested copy of registration certificate should be attached)

OR

Emp. No. of Mother/Father and place of posting in case of High Court Staff.

OR

Registration No./Identity Card No. of female Registered Clerk, Clerks of Advocates.

(7) Residential Address.....

.....Tel. No. (s).....

(8) Blood Group of Child.....

(9) Medical problem of child, if any.....

(10) Whether child is on any regular medication and is allergic to any medicine/food.....

Photograph of the Mother	Photograph of the Person	Photograph of the Father

Signature of Mother

Signature of Father

In case any other person would pick up the child

Name..... Signature.....

.....

(FOR OFFICIAL USE ONLY)

Registration No..... Account No .....

Date of admission..... Admission No.....

Dated.....

Signature.....