



# NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No.35 of 1989)

Headquarters : Lumami - 798627

NO.NU/ADM/GEN/45(A)/07- 1488

Dated, 30<sup>th</sup> May' 17.

## NOTIFICATION

This is for information of all concerned that the Brochure and Guidelines for Day Care Centre, Nagaland University, Lumami to be followed henceforth is notified as attached in Annexure 1 & 11. All concerned are therefore requested to take note of this Notification for matters relating to the Day Care Centre.

Sd/-

( T.LANUSOSANG )

Registrar.

Copy to:

1. The Secy. To the Vice-Chancellor, NU, Lumami for kind information of the VC.
2. The Sr. PS to the Registrar, NU, Lumami for kind information of the Registrar.
3. The Finance Officer, NU, Lumami for information.
4. The System Administrator, NU, Lumami with a request to upload in the University website.
5. The Convener, Day Care centre management committee for information.
6. The Committee members, Day Care centre management committee.
7. The Practitioner, Day Care Centre, NU, Lumami.
8. All the Parents of the Students, Day Care Centre.
9. Notice Board.
10. Office File.

( OTOVA SWU )

Deputy Registrar (Admn.).

**Guideline for day care centre.**

- a. The practitioner shall maintain separate file for every individual children from the day of his/her admission/registration into the centre.
- b. The practitioner shall maintain daily attendance of every child with time specification on the arrival and the departure to and from the centre.
- c. The practitioner shall monitor the day to day activity of all the subordinate staffs including the daily attendance register of the centre staffs.
- d. All kind of leave application shall be routed to the authority concern through the practitioner. However the practitioner shall routed any administrative letter/application to the authority through the day care centre monitoring committee including her leave application.
- e. The helper of the day care centre shall discharge any assign duty requested by the practitioner/day care centre monitoring committee as and when required.
- f. The centre shall be responsible for providing children with safe environment to play and learn and help children to develop basic behavioral and social skills.
- g. The centre is expected to feed, cloth, bath the children. They will organize play dates, conduct outing and accompany to lessons with prior permission of the monitoring committee till committee is dissolved by the authority.
- h. Serve nutritious snacks and assist in teaching personal hygiene, since they may accommodate children of different ages, these caregivers must be prepared to use strategies that create harmony within the group.
- i. Create lesson plans and organize activities throughout the day and supervise both indoor and outdoor play, engage with children one on one and teach variety of basic skills.
- j. Ensure that sound management of children's centre administration and financial systems including budgets and accounts and develop policies and procedure in co-ordination with monitoring committee.
- k. Towards parents /guardian promote the Service by giving a good professional image to parents and visitors at all time · Greet and meet parents/guardian in an appropriate manner at all times.
- l. Keeping the center staffs and parents informed about health care with emphasis on preventative care.
- m. Timely reporting of any matter relating to the centre to the monitoring committee.
- n. Practitioner shall prepare day care centre annual report as and when need.
- o. Maintain contact provision of all the parents/guardian of the children admitted to the centre.

## NAGALAND UNIVERSITY DAY CARE CENTRE BROCHURE

The Nagaland University day care centre (NUDCC) is unlicensed day care centre under the category of commercial day care centre run by the Nagaland University at Hq.Lumami. The centre known as day care centre for an open set of hours, provide a regulated system of care for the children of teachers, officers, non-teaching staffs, research scholars and regular full time students of Nagaland University. The centre is located at south of the residential building opposite to Nagaland University Health centre of the University main campus Hq.Lumami. The day care centre started functioning w.e.f 9<sup>th</sup> June 2014.

The Nagaland University day care centre is purely a centre base, unlike home base care or family day care. The parents/guardian is free to choose the day care centre for admission/registration of their child as an alternative convenience arrangement during the official duty hour.

### **The objectives for establishing a day care centre at the University Headquarter Lumami.**

The main objective of the day care is to provide support to the teachers, officers, non-teaching staff, research scholars and regular full time students of Nagaland University, the facility of keeping their children under good Care during the day time right inside the University campus that the parents can work with peace of mind and can access their children quickly in case of emergency. Apart from taking good care of the enrolled children, one of the key objectives of the centre is also to involve the children in various extra-curricular activities and make the children gain confidence, basic academic achievement and socialization at their level.

### **Facilities provided at the Day Care Centre**

1. The Premises: A newly residential building and fully furnished having four sufficient space rooms, one kitchen, a play room, an activities room, a nap room, a practitioner office and two toilets.
2. A small play room and outdoor play yard with fencing in front of the centre.
3. Furniture and accessories
4. Basic medical services to the children by the University Health Centre if such need arises at the centre during working hours.
5. Day care centre monitoring committee to help improve the centre.

## **DAY CARE CENTRE RULES.**

1. Time
  - Monday to Friday : 10am – 2pm (SUMMER).
  - : 10 am – 2 pm (WINTER).
  - Holidays : Sundays and all University holidays.
2. Intake Capacity : 10 children's
3. Minimum/ Maximum Age : 2-5years
4. Fees: Rs 1000 as admission/registration fees and Rs 500 as monthly fees will be collected per ward/children. Fees will have to be paid for the current month between 1<sup>st</sup> and 10<sup>th</sup> of a month.

### **OTHER IMPORTANT RULES:**

1. Guardians will be required to send food along with the child in proper containers. The child name has to be embossed on each container. Food will be heated or chilled if required, but no food will be cooked at the centre.
2. Guardians' queries on phone will be attended during working hours at the convenience of the centre. However unnecessary queries be avoided.
3. A ward will be handed over only to the guardian or a person officially nominated by the guardian for taking the child from the centre.