

**POLICY GUIDE**  
**CHILDCARE CENTRE**  
**INTERNATIONAL CENTRE FOR THEORETICAL SCIENCES (ICTS)**  
**Bangalore**

***Purpose:***

The purpose of this policy is to outline the guidelines and procedures governing the operation and management of the childcare facility provided by ICTS.

***Objectives:***

- To provide a safe, nurturing, and stimulating environment for the children of employees or members of ICTS.
- To support the work-life balance of parents or guardians within the organization.
- To ensure the health, safety, and well-being of the children attending the childcare facility.

***Eligibility:***

- The childcare facility is accessible for children of employees or members of ICTS and ICTS program participants.
- Children should be between the ages of 6 months and 10 years.

***Working hours:***

- **Monday to Friday:** 08:30 AM to 06:30 PM
- **Saturday:** 08:30 AM to 3:30 PM
- Closed on Sundays and public holidays.

Parents must pick up their children by the designated closing time. The center observes both public and ICTS holidays, which will be communicated in advance.

***Enrollment Process:***

- Parents should email **creche@icts.res.in** one month in advance to request regular enrollment.
- Enrollment is subject to availability on a first-come, first-served basis.
- A waiting list will be maintained if capacity is full.
- The enrollment process includes submitting completed registration forms and required documentation.

***Fees and Payment:***

- Childcare fees will be established by ICTS and communicated to parents.
- Payments can be made deducted from salary or can be paid in cash to the creche coordinator.
- Subsidies or financial assistance may be available for eligible families based on specific criteria.

### ***General Rules:***

- **Behavioral Expectations:** To maintain a positive environment, children must follow staff instructions. Disruptive behavior resulting in physical harm to others may lead to corrective measures:
  - > After three documented warnings, dismissal from the facility may occur if disruptive behavior continues.
  - > Staff will communicate with parents throughout the process to support behavioral improvement.
- **Gifts and Gratuities:** Personal gifts or money should not be given to staff or other children to maintain a professional environment.
- **Personal Belongings:** To avoid loss or damage, children are discouraged from bringing toys, jewelry, or other personal items.
- **Food and Nutrition:** Staff adhere to the food schedule and promote healthy eating habits but will not force children to eat. Written instructions must be provided for any required medications, though parents are encouraged to administer medications personally.
- **Health Protocols:** Children with a fever above 99.5°F must be picked up promptly to avoid spreading illness. Additional protocols are in place for handling contagious illnesses in accordance with health and safety standards.
- **Communication:** Parents should address concerns professionally, in writing, to [creche@icts.res.in](mailto:creche@icts.res.in). Major issues may require additional documentation for further escalation.

### ***Maintenance and Contact Information***

- Parents can reach out to the Creche Coordinator for routine inquiries. A formal escalation path is in place for unresolved concerns.
- Inquiries about health, safety, or behavioral support can also be directed to the coordinator, who will work with parents to ensure a nurturing environment.

This guide ensures clarity and consistency in the childcare facility's operations, supporting a safe, welcoming environment for children and staff alike.