



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

PMS DAYCARE

POLICIES & PROCEDURES

OBJECTIVES

1. To ensure quality daycare for all children admitted.
2. Encourage a child's entire development by providing an environment that includes:
 - It features a friendly, pleasant environment with professional child care providers.
 - A secure and healthy environment.
 - A non-role stereotyping, child-centered environment
 - A wide range of activities aimed at improving children's emotional, intellectual, artistic, and spiritual well-being.
3. To aid in developing positive parenting abilities.
4. To provide support to parents who are dealing with behavioural concerns in their children.
6. To assist parents in learning about normal child development and other kid-related topics.
7. Children should receive safe and homely care during daycare hours.
7. Children with developmental issues must be referred to appropriate support and care.

8. Parents should be educated about their child's behaviour, health and nutritional requirements.
9. Parents should be enlightened with parenting skills, including options for behaviour management.
10. Health and child-care issues should be better understood by parents.

Attendance

Policy:

- Regular attendance at the daycare center is extremely important.
- Parents can visit their children in the daycare at any time.

Procedure

- If their child is not coming in, parents must contact the daycare staff by 8 a.m.

Arrival

Upon arrival, the parents shall

- Place all diaper bags and extra clothing in the cubby or bin for the child.
- Label all bottles that need to be kept cold in the refrigerator, including soothers.
- Tell a staff member about your child's sleep and morning routine.
- Any drug that is required should be supplied with a doctor's prescription in writing.
- Take your time settling your child and saying your goodbyes.

Departure



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Upon departure, the parents shall

- Talk with the staff about their children's days.
- Make personal contact with a staff member.

Daycare staff should

- If a child has missed three days of childcare in a row, call the parents or guardians.
- Discuss the cause for the absence with the parents or guardians.

Fees for Daycare

- PMS Daycare is provided at no cost to PG students and faculty.

OPERATING HOURS

Throughout the year, the daycare will be open Monday to Saturday. The College's working hours will define the hours of operation. To support continuing development, activities within the programme will be monitored and altered in conjunction with parents, childcare workers, and other associated experts.

STAFF AT THE DAYCARE CENTRE:

All daycare staff must be fully vaccinated and trained in general hygiene and first aid procedures. All staff should have years of work experience in the field of childcare.

REPORT INCIDENCE.

A parent should notify the daycare staff if their child exhibits unusual behaviour, falls, gets food poisoning, or develops a sickness.

ADDENDUM

The fee for the daycare facility will be as follows from December 2021.

Sl.No.	Age Group	Fees (INR)
1.	From 6 months to 2 years	3000/-
2.	From 2 Years to 4 Years	2000/-
3.	From 4 year to 6 years	1500/-
4.	From 6 years and above	1000/-

Administrator