

High Court at Calcutta

Creche Guidelines, 2022

1. **Creche for whom:** The use of crèche facility in the High Court at Calcutta is extended to any infant/child between the age group of 6 months to 5 years to whom any employee of the High Court at Calcutta, member of the Bar, Advocate, registered clerk, clerk of advocate, litigant is the parent/primary care - giver. No child suffering from any disease and/or allergy is allowed inside the crèche facility.
2. **Creche Location:** The crèche location will be at a convenient place in the Court premises. The crèche shall function under the Registrar Administration (II), General Infrastructure and Estates, High Court at Calcutta.
3. **Crèche Timings:** The crèche shall function from 10: 30 AM to 6 PM on all available working days, except Saturdays and Sundays. The crèche shall not function on declared holidays and during the declared vacations of the High Court at Calcutta.
4. **Personnel of the Creche:**
 - a) The crèche shall have following personnel for taking care and/or upkeeping of infants/children, between the age group of 6 months to 5 years:
 - i. Medical Officer - 1 [As and when required]
 - ii. A Trained Nurse - 1 [As and when required]
 - iii. Care Giver/ Aaya - 2
 - iv. Creche In - Charge (Administrative Officer) - 1
 - v. Assistant Creche In- Charge (Administrative Officer) - 1
 - vi. Security Personnel- 2 [One male and one female]
 - b) The personnel mentioned in (ii) and (iii) must have sufficient training and experience of taking care of children and their safety.

c) In the absence of the Crèche - In - Charge, his duties will be performed by the Assistance Crèche - In - Charge!

5. **Available Slots:** The creche shall admit upto a maximum of 4 (four) children, on a first come first serve basis.

6. **Creche fee structure:** There shall be no admission fee in case of daily service. The following fee structure shall be followed for crèche services:

Admission Fee	<u>Amount:</u>
Care fee per month (in advance)	Rs.1000/-
Care fee per day [in case of daily service]	Rs. 1500/-
	Rs. 100/-

7. **Register:** a) The parent/primary care- giver of the infant/child shall sign the 'Drop and Pick up Register' to be maintained by the crèche in charge as and when the child is dropped at the crèche and picked up from the crèche. The infant/child's birth certificate, issued by the competent authority in original will be verified for such purpose.

b) At all times, an emergency contact number will have to be provided at the time of entry of the child into the crèche. In case of any emergency, the parent/primary care giver will immediately be informed. The parent/primary care giver shall immediately take charge of the infant/child within a reasonable time.

c) The parent/primary care - giver of the child shall state in the Register on each day at the time of admission, as to who would drop and pick up the infant/child. The infant/child shall be handed over by the crèche in charge only to the said person. Such person shall carry appropriate identity card and in case, the said person is different from the parent/primary care-giver of the child then the crèche in charge shall inform the parent/primary care giver, prior to releasing the infant/child from the crèche.

8. **Physical Contact:** Persons intending to take benefit of the crèche facility are prohibited from having any form of physical contact with any other infant/child present in the crèche, other than his/her.
9. **Transportation:** The Creche shall not provide any conveyance/transportation facility for the infants/children and it shall be the sole responsibility of the child's primary care- giver to drop and pick up the child in the Creche upon strictly adhering to the time schedule.
10. **Food and Medicine:** (a) The parent/primary care- giver shall give in writing in case any medicine is to be given specifying the medicine dosage and time, together with a photocopy of the doctor's prescription. The parent/primary care-giver shall also provide the medicine(s). The parents/primary care - givers are advised to keep the infant/child home in case he/she is unwell.
- (b) The parent/primary care- giver shall send food items, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes to the crèche depending upon the need of the infant/child.
- (c) No cooking is permitted inside or around the crèche. The crèche on its own shall not provide food to the infants/children. However, the facility of refrigerating food and heating the milk will be available in the crèche.
11. **Feeding:** A separate enclosed area, having wooden partitions shall be provided in the crèche for breast feeding of infants by their mothers.
12. **Washroom:** The crèche must have an attached exclusive washroom for exclusive use by infants/children who will stay in the crèche.
13. **General Guidelines:** (a) The parent/primary care - giver shall take care and ensure that the infant/child coming to the crèche do not wear ornaments, jewellery, carry articles or expensive accessories. Neither the crèche nor the High Court Administration shall be responsible in any manner whatsoever for loss of any such items.

- (b) It shall be ensured by the parent/primary care - giver that when the infant/child is sent to the crèche he/she is properly bathed and cleaned and comfortably dressed.
- (c) Barring the time of drop/pick up and the time for feeding, if necessitated, the presence of either of the parents/primary care giver inside the crèche facility, is prohibited.
- (d) Barring those mentioned in Clause 4 of this guideline, the presence of any other staff of the High Court Administration, is prohibited inside the crèche facility.
- (e) Information bands must be appropriately tagged in the wrist/hand of the infant/child.
- (f) The crèche facility, prior to being made available must be appropriately fitted with CCTV cameras. Such CCTV cameras, must under no circumstances be dysfunctional. It shall be the responsibility of the Crèche - In - Charge, to check the workability of the CCTV cameras, each morning, before the Creche is opened at 10: 30 AM.
- (g) In order to enable the public at large, appropriate notice pertaining to the availability of the Creche facility in the High Court at Calcutta must be uploaded in the website of the Hon'ble Court.
