



Policy for Rabeya Khatun Chowdhury Day Care Centre, LU

Ref. No. LUS/Reg./101/1019/31457

28 March 2022

Purpose:

Rabeya Khatun Chowdhury Day Care Centre has been established in Leading University, Sylhet to take care of the Children of the married employees during work hour. The rules and regulation related to the Centre are as follow:

Procedure for using the Centre:

- (1) The user will take permission from the Authority through application.
- (2) Only the LU employees can use the facilities.
- (3) During working hour the children can be handed over to the Centre (09:00 am-5:00 pm).
- (4) Daily Children entry and exit record will be maintained in a Register in Day Care Centre.
- (5) Centre will not receive any sick Children.
- (6) Children above 6 months to 4 years of age are eligible to take the service of the Centre.
- (7) Based on the application seniority and eligibility of the user, the priority list will be made in a Register. The others will remain in the waiting list till the time vacancy is created based on permissible number of Children in the Centre.
- (8) Health assessment report should be taken from Rabeya Banu General Hospital/ Department of Public Health, LU before handing over to the Centre.
- (9) 02 (two) seats will be kept reserve for meeting emergency.

Process of Taking Care

- (1) A designated Caregiver will be present to take care of the Children need and alternative 01 (one) will be kept ready.
- (2) Maximum 8 (eight) number of Children will be accommodated with the present capacity of the Centre.
- (3) Periodical visit by the Doctor from Rabeya Banu General Hospital and advisory service will be taken for the well-being of Centre.
- (4) Children's will be provided colorful toys for their activity.
- (5) Children's Swing cradle or cot may be kept for the smaller children.
- (6) A separate food storage for the children's food will be made available.
- (7) Hygiene and sanitation will be maintained by the Caregiver and Cleaners.

Children's Food

- (1) Specific food may be provided by the parents. ie. milk biscuits or lunch/snacks (as per suitability).
- (2) For milking the children, the parent may give prepared feeder to the care giver for preservation and feeding. Besides, breast feeding by the mother may be done with special arrangement.

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Do's

- (1) Take authorities permission to keep the children in the care centre as per eligibility and priority.
- (2) Do not spend too much of your working hour with your children.
- (3) If any separate instruction for taking care is required, then communicate to the Caregiver.
- (4) Give clean clothes to your children for the safety and health.
- (5) Medicine administration should be done by the parent.

Do Not

- (1) Keep any additional caregiver without Authority's permission.
- (2) Keep sick children

Payment Term

- (1) A fee of Tk.80/- (eighty) only will be charged for one day (8 hour) stay for an individual Children,
Or, A fee of Tk. 2,000/- (two thousand) only per month registration
Or, A fee of Tk. 10,000/- (ten thousand) only per semester (6 month)
Or, A fee of 15,000/- (fifteen thousand) only per year (12 month).
- (2) Emergency seat fee is double the usual fee.
- (3) Payment to be made to Office of the Finance & Accounts, LU as per package basis.
- (4) The Centre will prepare a monthly bill against the individual as per usage record of the Centre.

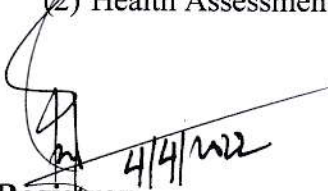
Note: On special circumstances, fee waiver or reduction is allowed on application to the Authority.

Conclusion:

The aim of the Centre is to give support to the employee so that they can perform their routine job properly. As such, the use of Day Care Centre should be useful to all members of LU.

Attachment:

- (1) Application Form.
- (2) Health Assessment Report.


Registrar
Leading University