



DAY CARE CENTRE REGULATIONS 2019

The Women University Multan



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OFFICE OF THE REGISTRAR

ACAD-I BRANCH

ACAD-I/WUM/20- 50 /D

Dated: 20 / 02 / 2020

NOTIFICATION

Consequent upon the recommendations made by Finance & Planning Committee in its 8th meeting held on 04-12-2019 under Agenda Item No.8, the Syndicate in its 21st Meeting held on 07-02-2020 under Agenda Item No.3 unanimously approved the Day Care Centre Regulations 2019.

Encl: Day Care Centre Regulations 2019

**REGISTRAR/
SECRETARY TO SYNDICATE**

Distribution:

- Treasurer
- Incharge Day Care Centre (Katchery Campus)
- Incharge Day Care Centre (Mattital Campus)
- All Administrative Heads
- PS to Vice Chancellor
- PS to Registrar
- Notification File

DAY CARE CENTRE REGULATIONS 2019

- a) These Regulations may be cited as the Women University, Multan, Day Care Centre, Regulations 2019.
- b) It shall come into force at once.
- c) Admission fee shall be Rs.1,000/- non refundable and the monthly fee for WUM Day Care Centre shall be Rs. 2,000/- per child per month. Parents have to deposit this amount to the University prescribed account in favour of the Treasurer not later than 10th of every calendar month. Otherwise, the Parents shall pay Rs. 25/- per day as fine.
- d) Separate Bank Accounts shall be opened for both of the Day Care Centres, monthly subscription and said account shall be jointly operated by the concerned in charge day care center and Treasurer, WUM.
- e) The Monthly fee challan shall be generated by the in charge day care centre and shall be paid by parents in the specified bank account.
- f) Income branch of Treasurer Office shall be responsible to prepare and reconcile the cash book of the Day Care Centre.
- g) The age group of Child for the admission in Day Care Centre shall be 03 months to 04 years.
- h) Only the Officers / Officials / Faculty Members and the Research Scholars of WUM are permitted to register their Children in WUM Day Care Centre.
- i) Only Mothers / Guardians can visit the Child Fathers, Relatives or any other person will not be allowed to enter in premises of Day Care Centre and visit the Child.
- j) Only registered Mothers / Guardians shall be allowed to receive the Child from the Day Care Centre.
- k) Mothers / Guardians are not allowed to pick up the Child early in case of Emergency without permission of in charge Day Care Centre.
- l) The food stuff and diapers for the Children shall be provided by the Mother.
- m) Children shall not be allowed to bring their own toys.
- n) Day Care Centre shall remain open for five days in a week (Monday to Friday) from 08:00 a.m. to 04:00 p.m.
- o) Meetings of Parents and in charge Day Care Centre shall be held after every two months.

- p) Any observation / complain / suggestion by the Parents shall be dealt by the in charge Day Care Centre.
- q) Utilization of the Day Care Funds shall be made with the approval of the Competent Authority.
- r) Imprest (recoupable) money amounting to Rs. 5,000/- out of specified account shall be sanctioned by the Vice-Chancellor in favour of each day care in charge for petty expenditures.
- s) Chairperson Day Care Centre with the approval of the Vice Chancellor shall have the right to cancel the admission of children where it deems necessary.
- t) The Vice Chancellor shall be Competent to make addition / deletion / alteration in the SOPs as deems appropriate at any point of time.
- u) Every parent who wants his/her child to be admitted in day care shall abide by the terms of agreement (**Annex-A**).

* * * * *

TERMS OF AGREEMENT

It is hereby agreed that the Parents will: -

1. Pay all the fees, all the times, as admissible, in advance, according to the schedule of fee and policies current or may be declared by the Competent Authority of the Days Care Centre from time to time.
2. Provide the Day Care Centre with notice in writing of their intension to withdraw the Child not less than 02 weeks fees in lieu of notice and full charges for fee until such notices is received and period of notice is passed.
3. Provide the Day Care Centre with a medical fitness certificate issued by Child Specialist of any Govt. Hospital on his / her prescription form prior to the admission of the Child or readmission of the Child following such Child's absence due to infectious disease.
4. Inform the Day Care Centre immediately should the Child contact any infectious disease.
5. Inform the Day Care Centre immediately should any change of address employment or other information occur for either Parent.
6. The Parents will be responsible for all bank and collection charges, plus all legal fees and disbursements on a solicitor and his own client basis incurred by the Day Care Centre in the collection of fees on the enforcement of the any of the terms of this agreement.
7. The Day Care Centre shall not be responsible for any loss or damage to the clothing or the property of the Child while such Child is in attendance at the Day Care Centre.
8. Should any occasion arise requiring the Child to be taken to the hospital for emergency treatment of any kind in for any reason irrespective of cause. And contact with the Parents has not been possible, your permission to act as temporary guardian is required by the Day Care Centre in order to avoid any delay in such treatment being received, on the understanding that the Day Care Centre will be held blameless from any situation arising from such treatment.
9. The Day Care Centre must be informed of any special requirement arising from any ethnic or religious customs to prevent infringement due to lack of such knowledge.
10. Waiver of any provision hereof by the Day Care Centre shall apply only to the provision waived and shall not affect the validity of contact or subsequent enforceability of the provision waived.
11. No amendment of the terms of this agreement shall be binding upon the Day Care Centre unless consented to The Day Care Centre in writing.
12. Breach of any terms of this agreement or regulation, from time to time published may result in immediate cancellation of admission and forfeiture of any fees paid

DECLARATION:

I/ We hereby declare that the information given in the form is true to the best of my / our knowledge. The Competent Authority of Day Care Centre can cancel the registration of Child if any information is found false / untrue or in case of deviation form the terms of agreement.

Mother's/ Guardians Signature _____ ***Dated*** _____



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