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# UTKALITAA DAY CARE CENTRE



UTKAL UNIVERSITY

## ABOUT US

- Utkalitta, Day Care Centre, Utkal University is managed by the Vasistha Foundation and Educational Trust for the children of Faculty, Officers, and Non-Teaching Staff of Utkal University and is fully functional.

## OBJECTIVE

- To develop basic skills of literacy communication, and numeric ability.
- To inspire confidence, self discipline & high self esteem.
- To develop enjoyment of learning.
- To motivate natural curiosity.
- To provide a safe, happy secure environment.
- To provide an atmosphere that is stimulating, caring and supportive & where children feel valued & respected.
- To provide a well structured balanced curriculum that will enable each child to develop his/her full potential according to individual need.
- To challenge the child energy through creative and recreational activities.
- To enlarge the intellectual horizons & broaden the outlook of the child.
- A well balanced diet consisting of fresh meals, which changes to incorporate nutritional requirements & multicultural factors.

## TEAM



Prof. Sabita Acharya  
Vice Chancellor  
Utkal University



Prof. Bhaswati Pattnaik  
Director, Day Care Centre  
Utkal University



Bijayalaxmi Nanda  
Chairman,  
Vasistha Foundation

## LOCATION

- The Day Care Centre is Located inside the university's main campus.

## FACILITIES

- A CCTV Enabled Centre with three newly renovated air-conditioned rooms with furniture and other accessories, a well-equipped kitchen with refrigerator, microwave oven, water purifier and all other necessary items and two restrooms. Some of the main features of Day Care Centre are:
- CCTV access to parents allows a live streaming facility where the parents can view the centre's happenings.
- A colourful play area for children with fencing in front of the centre.
- Activity toys, books and riders for kids of all age groups
- Baby beds and bouncer/rockers.
- Two childcare attendants
- Basic medical services to the wards of the Day Care Centre can be provided by the University Health Centre if such a need arises at the Centre during working hours.



## TIMINGS

- 10.30 am To 4.30 pm Monday to Saturday

## HOLIDAYS

- Sundays and all university holidays

## AGE GROUP

- 1 to 7 years

## FEES POLICY

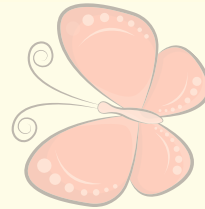
- Fees must be paid to the Day Care Center till 5th of every month. Fees are based on enrolment not attendance (NO fee decreases for sick/missed days or statutory holidays).

## REGISTRATION FEES

- One time registration fees (non-refundable) Rs 2000
- Rs 3000 For per child (monthly)

## MODE OF PAYMENT OF FEES

- Payment of fees is accepted through DD/NEFT / Cash/UPI.



## GUIDANCE AND CARE OF CHILDREN:

- **Attendance:**

**Parents will:**

- Notify the daycare staff by 9:00 am. if your child is not coming in

- **Arrival**

**Upon arrival, parents must:**

- Sign the intake forms before leaving the Centre
- Put all diaper bags and extra clothing in the child's cubby or bin
- Label soothers and put all bottles that need to be kept cold in the refrigerator
- Talk to a staff member and relate how your child's night and morning went
- Take time to settle your child and say goodbye

- **Departure**

**Upon departure, parents must:**

- Sign their child out with time child is leaving
- Make personal contact with a staff member

- **Daycare staff will:**

- Phone parents or guardians when a daycare child has missed three consecutive days of daycare.
- Establish with parents or guardians the reason for the absence.
- If after two weeks the daycare staffs have been unable to reach the parents, the child will be dismissed from the program.



## GUIDANCE AND CARE OF CHILDREN:

- **Parents Communication:**

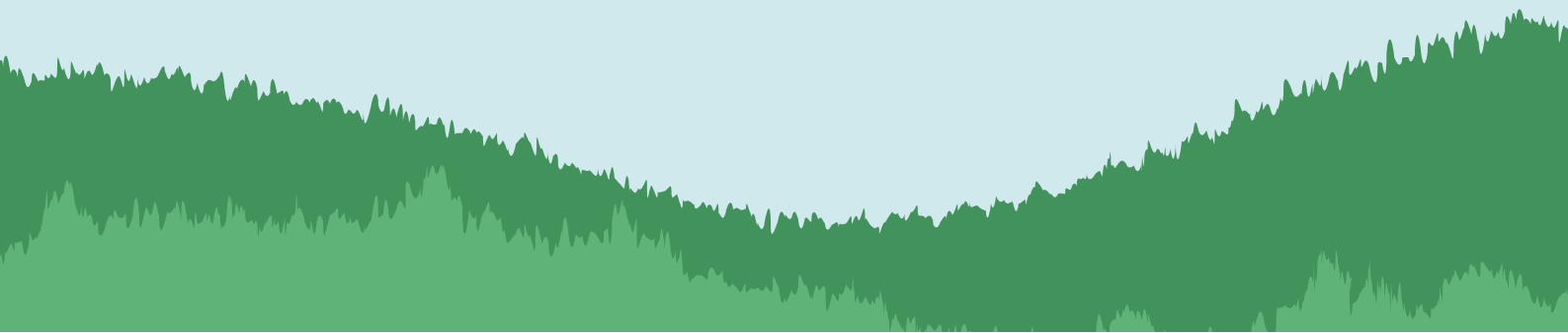
- Parents are welcome to drop in and observe the program at any time. If consultation with a child care provider is desired, please let us know ahead of time so that the child care provider can give you their undivided attention.
- Telephone communications is encouraged.
- Parents can expect ongoing communication with staff concerning
  - Their child's progress
  - Program activities
  - Centre Operation
- Parents can expect information regarding community resources to be available to them at the Centre.
- Parents are asked to make themselves familiar with the Parent Handbook which states the Centre Policies and Procedures which apply to:
  - The care of the children
  - The program
  - The general operation of the Centre

Parents concerned with the care of their child, or any incidents at the center are urged to speak with a child care provider, and if not satisfied talk to the Program Supervisor then the Executive Director.

### **Illness policy:**

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38.3° C (101°F).
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a "croupy" cough or congested to the point that he/she has heavy breathing.
- If a child becomes sick at daycare, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication.



## GUIDANCE AND CARE OF CHILDREN:

### • Napping policy:

- Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps are on a as needed basis.
- During the nap, infants will sleep on their backs until they can reposition themselves during sleep.
- The monitors in the nap rooms will be turned on when these areas are in use.
- Blankets, Teddy Bears and other comfort items may be brought from home to be used at nap time to help a child adjust to the centre.
- Naps are not mandatory. Children who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities.

### • Diapering and toileting policy:

- Follow health recommendations for diapering and toileting procedures posted in the washrooms.
- Record diaper changes and toileting activities on the diapering/toileting chart.
- Encourage independence for dressing and toileting. Assistance and support will be given to the children to encourage these new skills.
- Encourage the development of healthy personal habits by ensuring that children wash their hands after using the bathroom.
- Decide with the family when a child is physically and emotionally ready to start to learn to use the toilet.
- Be patient, supportive and understanding during this learning process.
- Be respectful of the child's needs.
- Sanitized the changing station after each use.



## GUIDANCE AND CARE OF CHILDREN:

- **Fooding and Nutrition:**

- Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and nutrition

- **Centre staff will provide:**

- A clean, well-maintained and safe environment
- Nutritious food for snacks and lunch
- Opportunities for learning how to take care of their bodies and develop self-help skills
- Opportunities for both rest and exercise
- Opportunities for indoor and outdoor activities





**A WARM AND LOVING ENVIRONMENT FOR  
YOUR CHILD**

**UTKALITAA  
DAY CARE CENTRE**  
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