



Universal Beginnings



DAY CARE

Daily Schedule

2018 - 19

Timings	Activities
08:00 a.m - 09:30 a.m	Circle Time Activities
09:30 a.m - 09:55 a.m	Breakfast
09:55 a.m - 10:20 a.m	Reading Club
10:20 a.m - 10:40 a.m	Games
10:45 a.m - 11:20 a.m	Activities (Yoga, Gym, Dance)
11:20 a.m - 11:55 a.m	Mid Morning Snack
11:55 a.m - 12:30 p.m	Story Time
12:30 p.m - 01:30 p.m	Activity Based On The Theme
01:30 p.m - 02:00 p.m	Lunch Time
02:00 p.m - 03:45 p.m	NAP TIME
	Children who do not wish to sleep are encouraged to rest on their cot, so that others are not disturbed or are given books, puzzles and games.
04:00 p.m - 04:45 p.m	Reading Club
04:45 p.m - 05:15 p.m	Evening Snack
05:15 p.m - 06:30 p.m	Free Play / Pick-Up Time

This schedule may vary and should be used only as a general guideline.

Our Mission:

Our goal is to provide your child with the best care we can. We always endeavour to make your child feel safe and nurtured at all times.

Our Program Includes:

Free play

Art & craft

Story time

Reading time

Quiet time / Nap time

Music

Games

Meal time

Motor skill enhancement
Activities



Important information for parents:

Security:

The safety of children at Universal Beginnings is of prime importance to us. A number of safety precautions have been taken for their well-being. The institution has installed a strong security system to ensure the safety of its children. It is mandatory for all visitors to register themselves with the security personnel at the gate and thereafter wait for permission to be granted before proceeding inside the institution premises.

All visitors should respect the security check and co-operate with the security personnel on duty. The premises is under CCTV surveillance and only authorised personnel are allowed to be in the premises at any given time. Parents are required to carry their ID Cards while visiting the day care.

Drop off/Pick up:

Kindly report on scheduled time. Intimate the school about late drop off / pick up. However, extra charges will be applicable beyond 6.30 pm.

Two pickup cards to parents / guardians will be provided by the center. Any extra pickup card required for authorised person will be charged.

In case the child needs to be dropped outside the school to board a school bus, kindly make a pickup card for the authorised person and inform the center in writing.

Authorised Persons:

Unless the names are not listed on our emergency forms, your child will not be released from day care to someone other than the parent/guardian.

Medications:

We must have written permission and instruction for each medication. Medicine with the child's name and current prescription with information on the label constitutes instructions. Non-prescription medications will be administered only after receiving specific written request from Parents. Parents must sign a permission slip for each medication. In case of emergency, the child will be taken to the nearest hospital/medical center and you will be notified immediately. Parents will be responsible to bear the medical expenses.

Medical Guidance:

At Universal, a safe and hygienic environment is maintained at all times. Parents are requested not to send a sick child to the day care. Parents are requested to impart health education to the children. All children should:

- 1) Maintain personal hygiene
- 2) Sleep at least 8 hours daily
- 3) Exercise daily
- 4) Eat a balanced diet

Children suffering from diseases such as chicken pox, cholera and jaundice must observe the prescribed quarantine period as follows:

Chicken Pox : Till the scabs fall completely.

Cholera : Till the child has completely recovered.

Measles : Until the swelling has gone (about one month.)

Whooping Cough : Six weeks

Jaundice : Six weeks

At the end of the illness, a medical fitness certificate should be handed over to the day care in-charge. Children suffering from infectious diseases like Conjunctivitis, Dermatitis, Scabies, etc should not be sent to the Day Care. Children suffering from chronic diseases like Asthama, Epilepsy, Rheumatic heart disease, any drug allergy etc. are advised to be under continuous medical supervision of a Specialist Doctor. This should be updated periodically, in writing, to assist the child in an emergency. The day care in-charge should be notified about any specific ailment from which the child is suffering.

Immunizations:

All children in day care must have appropriate immunizations for their age.

Dress Code:

Children are required to be neatly dressed for the day care and follow the given guidelines.

Ensure to keep a complete set of change of clothing (including underwear and socks) at the Day Care center at all times .

All children to report fully dressed; do not send the child in pajamas.

Children are not permitted to wear any jewellery or fancy watches to the day care centre.

Girls may wear small studs.

The child's belongings should be well labelled.

Use of safety pins is strictly prohibited.

Note : Children are not permitted to carry toys, sharp objects, electronic gadgets, eatables and money.

Meals and Snacks:

Meal time is a part of the day care program to educate children about good eating habits and table manners.

Children can be fussy when it comes to food. Our aim is to provide tasty, nutritious vegetarian meals that children will love.

Milk and milk products will not be served.

Meal schedule will be as follows:

Time	Meal
09:30 a.m. - 09:55 a.m.	Breakfast
11:20 a.m. - 11:55 a.m.	Mid Morning
01:30 p.m. - 02:00 p.m.	Lunch
04:45 p.m. - 05:15 p.m.	Snacks

If your child arrives later than 09:40 a.m. please see that, your he/she has eaten breakfast.

Home food will not be allowed in day care.

Vacations / Holidays:

Daycare is operational from Monday to Saturday (even during school vacations) Sunday will be weekly off. The list of holidays will be emailed.

Fees:

- Fees are to be paid in advance by cheques dated 05th of each month in the name of UNIVERSAL BEGINNINGS.
- First Cheque will be current dated with Post Dated Cheques of the balance months.
- Deposit amount will be adjusted in the last month of withdrawal subject to 30 days notice.
- In case of early drop/Late pickup of the child, fee of Rs.50/- for every 15 mins will apply. These fees are expected to be paid at the end of the month/withdrawal. In case of non payment, it will be adjusted from the deposit.
- In case of cheque being dishonoured, a penalty of Rs.500/- to be charged. Second Cheque returned will result in all payments made by DD.
- Monthly fee if paid after 5th of the month, charge of Rs.50/- will be levied per day.
- A written request is required 4 weeks prior to the termination of day care service.
- In case of no notice period given, 4 weeks additional payment must be made whether or not child is present.
- Payment for the month to be done if the child joins Day Care on any date after commencement of the month.

Admission Procedure:

- Forms should be accompanied by
 - Photocopy of Birth Certificate
 - Photocopy of proof of residence
 - 1 passport size Parents' photo
 - 8 x 10 size family photo (laminated)
 - Photocopy of Child & Parents' Aadhar Card
- Signatures of Parents/guardian are compulsory on the forms.
- Cancellations & Over-writing on the application forms are not allowed. In case of cancellation(s), kindly collect a new admission kit after making due payments.
- Cheques (post dated) have to be submitted upto March of the following year dated 5th of every month.

NOTE:

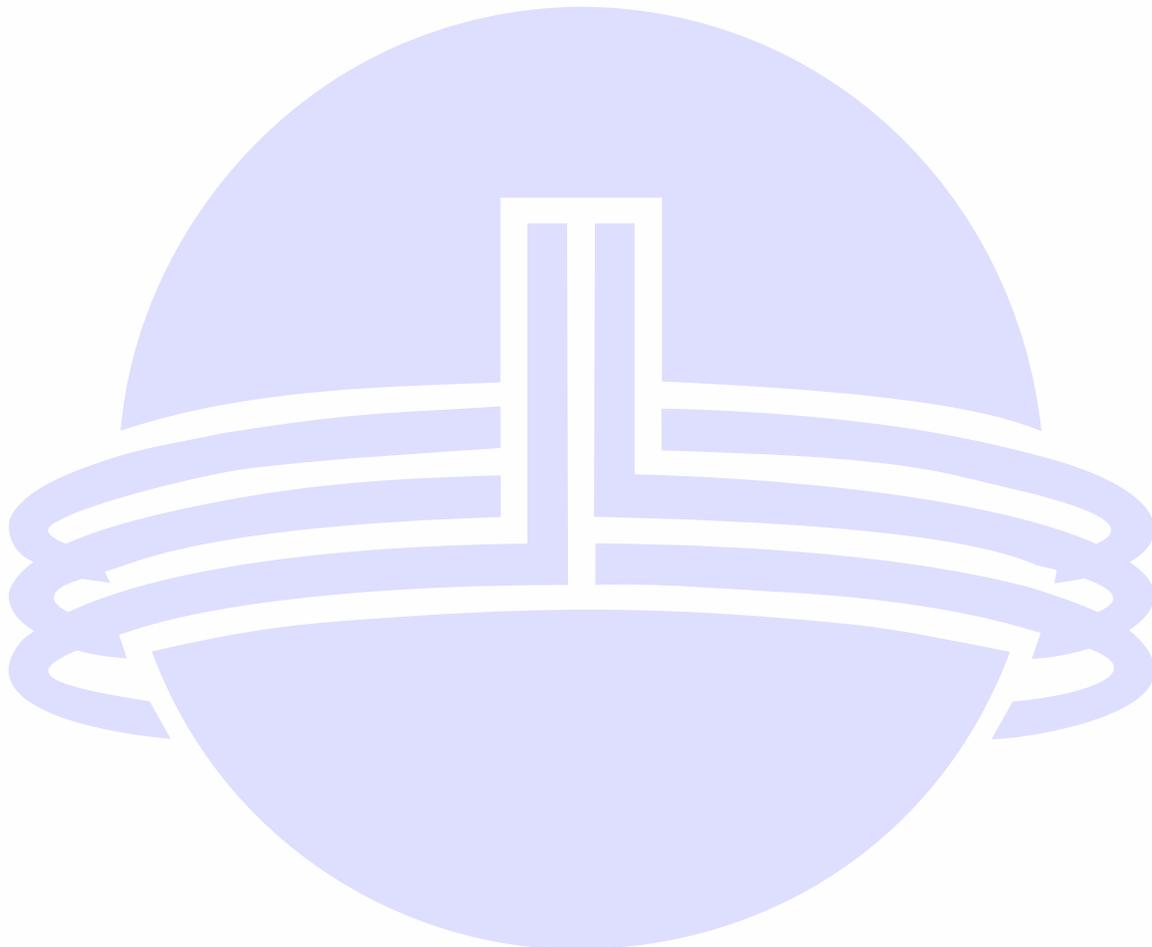
 - Kindly ensure that the Admission Form is complete in all respects. Incomplete forms will not be accepted.
 - Admissions are available only on first-come-first served basis. In case of non-availability of seats, the application will be placed on waiting list.
 - Admissions are granted at the discretion of the management.

Items to be given:

Handover the following to the Day Care Incharge in a well labelled zip lock bag on the very first day of Day Care:

- One set of clothes with underwear and socks.
- Wipes (preferred brand)
- Diapers & Talcum Powder (preferred brand) - if applicable
- Napkin





Universal Beginnings Day Care Centre

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