

INSTITUTE OF BUSINESS ADMINISTRATION

Daycare Center at IBA Karachi
Policies and Procedures for Parents
January 2023



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Guidelines for Using Daycare

General Guidelines:

- The daycare facility is open to children of all Faculty, Staff and Student of IBA on a first-come first-served basis.
- At the time of admission, parents will fill out the Online Registration Form (<https://forms.office.com/r/YFtXm7dkGj>) and submit the required documents (including updated immunization records). There will be an admission fee for each child.
- Parents will be responsible for paying for damages in case they damage property (furniture, fixtures etc.) unintentionally.

Daycare charges:

- 30-DAY ACCESS | PKR 3,500
 - 15-DAY ACCESS | PKR 1,750
- Each access is valid for THREE months.

Payment Procedure:

Please access the following link for payment:

- <https://onlinepayment.iba.edu.pk/> (Select Others in payment type)
- Deduct from the salary.

Daycare Timing:

Monday – Saturday, 8:30 am to 5:30 pm.

Parent's Visiting Guideline:

Parents are allowed in the Daycare during the daytime for the following reasons:

- Nursing mothers.
- Parents who are trying to settle their children who have just joined.
- Parents who need to give medication to their children.
- Any other critical reason which has been discussed with the daycare staff.
- Parents are requested not to send any relatives or friends to see their child.

Health Information of Children:

Parents need to provide complete information at the time of registration and ongoing basis, regarding their child's inoculation, allergies, previous illnesses, health problems etc.

Meals:

- Milk, special feed, and other food items of children will be supplied by the parents.

Specific Guidelines:

- Children must bathe daily and be brought clean and tidy and with a fresh diaper to the Daycare.
- In case of heavy, soiled or night diapers, parents will be asked to change the child and then hand them over to the staff.
- Children's bags and cotton pillows must be washed by parents over the weekend.
- Bags should be checked at home that all items like, milk, pampers, diet, clothes, etc. are there.
- All bags, bottles, milk cans, lunch boxes etc. belonging to the child must be labelled with the child's name.
- The Daycare staff will not allow parents to bring a child suffering from any contagious condition (including measles, chicken pox, eye infection, uncontrollable watery motions/vomiting, lice, skin rashes etc.) or is otherwise unwell except for a minor illness (cold, cough, etc.)
- Parents must ensure that children do not wear any jewellery or other valuables, and also that there are no loose items or toys, mobiles or money in the children's bags.
- Daycare staff/management at their discretion will be authorized to take any action for the safety of the child in an emergency. Parents will be responsible for bearing the expenses incurred.
- Children must wear comfortable clothes, which can be put on and removed easily (i.e., with elastic waistbands, and shirts with large buttons or press buttons).

- Maintaining respectful and professional behaviour when interacting and communicating with children, parents and staff of Daycare under all circumstances.
- Refraining from the use of violent or aggressive or disruptive or abusive language or behaviour towards children, parents and staff of Daycare.
- Understanding that in case of misbehaviour by you, your family member, the Daycare and the admin reserves the right of admission, the right to cancel admission and the right to take further action.
- In case of any concern, bringing the matter directly to your child's caregiver or to the admin department, IBA.

General items/Articles to be provided by Parents:

Below is a general list of items to be provided by parents depending on their children's age and requirements. These items should be packed in the children's daily bags.

- Three feeding bottles with two to three bibs (if the child is bottle-fed).
- Milk or special feed to be given to children.
- 4-5 Disposable diapers.
- 2-3 spare change of clothes. These should be clean and folded neatly.
- Talcum powder or any lotion to be applied to the child, rash cream, gripe water, petroleum jelly, nasal drops, etc.
- One small cotton pillow (not for infants).
- 2-3 extra shopping bags.

Suspension:

- Failure to complete requested forms including the child's immunization records.
- Child is at risk of causing injury to self or other children Immediate causes for Expulsion.
- Parent threatens and/ or causes physical, verbal intimidating or sexual harassment actions or behaviours towards staff or children.