



**Guru Gobind Singh Indraprastha University**  
Sector 16-C, Dwarka-110075

6<sup>th</sup> January, 2015

**For Kind Attention of Parents Availing Day Care Facility for their Wards**

1. The **timings** of Day Care Center will be from **8.30 a.m. to 5.30 p.m.**
2. All parents are requests to enter **In and OUT** timings against the names of their wards in the mornings and evenings **in the register** that will be maintained in the Day Care Center from 12<sup>th</sup> January, 2015.
3. The **supervisor and her supporting staff** will be available in Day Care Center during working hours of the facility.
4. All parents are requested to hand over a **Daily Diary** in the name of their ward to the supervisor that should clearly mention the following:
  - a) **Morning meal** taken by the child before coming to Day Care Center
  - b) **List of Items** being handed over to the supervisor for use by their wards during the day. These items should also bear the name of the child.
  - c) **Any special attention** the child needs during the day.
5. No parent will be allowed to visit their wards during working hours except nursing mothers and/or in emergency situations.
6. **Any complaints/grievances/feedback** related to functioning of Day Care will be addressed to Estate and Security branch **through the Coordinator.**

*Meenu Kapoor*

Dr. Meenu Kapoor  
Coordinator/Faculty-In-Charge  
Day Care Center