Childcare Policy

Purpose

• To provide safe and secure childcare facility for staff, faculty and students which allow recent mothers to attend office, clinics or university courses.

Policy

Shifa College of Dentistry aspires to assist its students, faculty and staff who have infants, toddlers or preschool children by providing childcare facility within the premises.

- The facility shall consist a separate room with hand washing and toilet facilities. It
 must be preferably located at an easily observable area away from the clinical
 area and must be utilized solely for the purpose of child care.
- The facility must have a phone so that the custodial parent(s) can be reached quickly in the case of an emergency.
- Until permanent staff members are hired for the childcare facility, the caretakers
 must be arranged by the child's custodial parent to provide direct supervision at
 all times. Direct supervision means watching and directing children's activities
 within the same room or while transporting children.
- Caretakers shall avoid to wander about or tour the building.
- The respective parent is responsible for all child-related items, including toys, bedding etc.
- Loud-sounding toys and children's items are not permitted, as they may disturb the rest of the college employees.

Revision History

S. No.	Rev. Date	Rev. #	Nature of Change	Approved By
01	1 st Mar 2020	00	New Document	