



**GUIDELINES FOR CRÈCHE IN THE DELHI HIGH COURT**  
**PREMISES**

1. The crèche facility shall be called the 'Delhi High Court Crèche Facility' (DHCCF), which shall be run by the High Court of Delhi.
2. The DHCCF shall be available for use of children of the following :
  - (i) Members of the Delhi High Court Bar Association practicing in the Delhi High Court and their Registered Clerks/staff
  - (ii) Members of the Staff of the Registry of the Delhi High Court and;
  - (iii) Children accompanying a litigant to the High Court of Delhi and its adjunct services.
3. There shall be two kinds of facilities available in the DHCCF - 'Regular Admission Facility' i.e. the monthly/annual admission facility and the 'Guest Child Facility', i.e., use of crèche facility for a day or two. Both the said facilities shall be available to the categories of persons mentioned above at S. Nos. (i) and (ii). However, for the category of persons mentioned above at S. No. (iii) only the 'Guest Child Facility' shall be available.
4. The DHCCF will be allowed for children in the age group of 6 months to 6 years.
5. The crèche shall, for the present, admit up to a maximum of 30 children. For the 30 seats, the bifurcation shall be as follows:

Sl. No.	Categories	Total number of seats (30)	
		Regular Admission Facility	Guest Child Facility
(i)	Children of Members of the DHCBA practicing in DHC and their Registered Clerks/Staff	05	10
(ii)	Children of DHC Registry Staff	08	04
(iii)	Children accompanying a litigant to the DHC and its adjunct services	00	03

6. In case, the required number of children of the above mentioned categories do not avail the crèche facility and there are excess applications in other categories, children of members of the Bar and their staff will be considered for admission and *vice versa* to fill all seats.
7. In case any parent/guardian wishes to avail the 'Guest Child Facility' the booking should be done a day prior latest by 5 pm. This facility shall be available on first come first serve basis.
8. The Admission Form for the crèche shall be available at the crèche reception. At the time of submission of the application form the following requirements shall be fulfilled:
  - (i) The child should accompany the parent at the time of submission of the form.
  - (ii) The medical fitness certificate for the last 2 months of the child from any MBBS doctor, the attested copy of birth certificate of the child from the Municipal Corporation and a self declaration form from the parent/guardian that the child does not suffer from any ailment/infection or allergy and does not need special medical attention, should be attached with the application form.
9. In case more requests are received for admission of children of different age groups than the total number of seats available, then preference will be given to children younger in age.
10. The crèche shall function from 8:30 am to 6:30 pm on all working days of the Delhi High Court Registry.
11. The crèche shall have a reception/waiting area, activity area, sleeping facility for children, *feeding room* and a dining area. It shall also have essential play material, teaching and learning material and music system for playing rhymes, stories/audio/video/CD/DVD to meet the needs of pre-school children and also in the age group upto 6 years. It will have a garden area in front having facilities of swings, see-saw, slide etc. for children to play. The services of trained and experienced staff shall be assigned for taking care of children and their safety. In case of any emergency, the parents/guardians will immediately be informed.

12. The crèche shall not provide any conveyance/transportation facility for the children and it shall be the responsibility of the child's parents/guardians to drop and pick up the child from the crèche strictly adhering to the time schedule.
13. Parents/guardians of the child shall inform at the time of admission, as to who would drop and pick up the child. The child shall be handed over by the crèche In-charge only to the said person. The photograph of such person should be affixed on the Admission Form. Any change should be informed in writing to the Crèche-In-charge.
14. Parents/guardians of the child shall sign the 'Drop and Pick up Register' to be maintained by the In-charge of the crèche as and when the child is dropped at the crèche and picked up from the crèche. They shall also provide an emergency contact number which shall be entered in the said Register.
15. Parents/guardians shall be advised to keep the child home in case he/she is unwell. In case of continuation of any prescribed medication post recovery of the child, the parents/guardians shall give in writing the medicine, its dosage and time along with the doctor's prescription certifying the child as being fit to be left in the crèche. The parents/guardians shall also provide the medicine.
16. The parents/guardians shall send food items, milk, sterilized feeders, biscuits, fruit, medicines, diapers, spare pair of clothes and footwear to the crèche depending upon the need of their children. The crèche shall not provide food to the children. No cooking will be done in the pantry. However, the facility of refrigerating food and heating milk/food would be provided by the crèche.
17. For emergency need, some such eatables will be kept in the crèche as may be advised by the Expert/Nodal Medical Officer. The eatables provided by the crèche shall be chargeable.

18. The parents/guardians shall ensure that a healthy snack/lunch is sent with the child to the crèche. Soft drink beverages including Pepsi, Coca Cola etc. shall not be allowed in the crèche.
19. The crèche shall be equipped with basic First Aid kit for use in emergency. Effective para-medic assistance whenever required will be made available from DHC CGHS Wellness Centre. Steps shall be taken to provide the assistance of a Medical Officer (Paediatrician) to act as a Nodal Medical Officer for the crèche for carrying out periodical health check up of the children and also providing medical services in case of any emergency and also to guide to maintain optimum hygiene.
20. It shall be ensured by the parents/guardians that when the child is sent to the crèche, he/she is properly bathed/neat and clean and comfortably dressed. The parents/guardians shall ensure that the child does not wear ornaments, jewellery articles or expensive accessories. The crèche shall not be responsible for loss of any such item.
21. The crèche shall provide for 'Guest Child Facility' on payment of Rs.100/- per day subject to availability of seats earmarked for a guest child. The crèche In-charge shall be authorized to recommend registration of such a child.
22. The fee structure for admitting the child to the crèche shall be as under:-

	<u>Amount</u>
Admission Fee	: Rs.1000/-
Care fee per month (in advance)	: Rs.1500/-
For Guest Child for a day or two	: Rs.100/- per day

23. The above mentioned monthly care fees shall be paid in advance by the 7<sup>th</sup> day of every month. In case of non-compliance, the admission of the child shall stand cancelled without any notice. However, where despite payment of monthly care fees the child does not use the crèche for one month, the concerned Committee In-charge of the crèche in the High Court shall take a view and may cancel the admission of the child without any notice.

24. Fees once deposited shall not be refunded or adjusted in case of absence in any case.
25. The fee amount shall be payable by online mode/debit card/credit card. As regards payment from the members of the Bar and their registered clerks/staff, the amount may be collected by the Delhi High Court Bar Association and the same may be credited to the account of the Registrar General, Delhi High Court or a separately created account for the crèche.
26. Security of the crèche will be provided by ACP, Security, Delhi High Court. There shall be CCTV cameras installed in the common areas of crèche to be monitored by the crèche in-charge. One screen/monitor attached to the CCTV Camera be placed in the office of the Registrar General. Parents/guardians may be provided link to the cameras of the crèche facility.

#### **STAFF**

27. The Staff deployed *per shift* at the DHCCF shall consist of the following:  
Crèche In-charge - 1 Senior Judicial Assistant  
Office Assistant - 1 Data Entry Operator  
Crèche Helpers- 6 Regular Court Attendants (Females)/Trained Aayas from Delhi Government or on contractual basis.  
Cleaning Staff- 2 Female workers
28. Selection of contractual staff shall be made on the basis of interview.
29. Candidates selected and engaged for contractual assignment will not be entitled to any kind of regular leave except 12 days in a year. This will not include days on which the High Court is closed.
30. The duty timings of the crèche and helpers will be in two shifts. While one set of staff will attend from 8:00 am to 2:00 pm, the other set of staff will attend the second shift from 1:00 pm to 7:00 pm.
31. The staff engaged on contract basis will have the option to give up their assignment by giving one month's advance written notice to the Registry.