

HITEC DAY CARE

Standard Operating Procedure (SOP)

Session 2024-25

1. Introduction

This SOP outlines the standard procedures for the safe, efficient, and high-quality operation of a daycare center where infants (0–12 months) and toddlers (1–3 years) are administered separately. The document ensures compliance with regulatory standards, child safety, hygiene, nutrition, and developmental activities.

2. Objectives

- ✓ To provide a safe, nurturing, and stimulating environment for infants and toddlers.
- ✓ To ensure age-appropriate care, feeding, and learning activities.
- ✓ To maintain high standards of hygiene and security.
- ✓ To facilitate communication between caregivers and parents.

3. Roles and Responsibilities

3.1. Daycare Coordinator

- ✓ Oversee the daily operations of the daycare.
- ✓ Ensure compliance with HITEC regulations.
- ✓ Manage staff schedules and training.
- ✓ Handle parent inquiries and concerns.

3.2. Daycare Activity Teacher

- ✓ Provide age appropriate enabling environment.
- ✓ Engage children in age-appropriate activities.
- ✓ Monitor children's health and report concerns.
- ✓ Plan children's daily schedule

3.2. Caregivers (Infant & Toddler Sections)

- ✓ Provide attentive care and supervision.
- ✓ Follow feeding and hygiene routines.
- ✓ Wash and dress children.

3.3. Nurse/Medical Assistant

- ✓ Perform daily health checks.
- ✓ Administer first aid if necessary.
- ✓ Maintain vaccination and medical records.

3.4. Housekeeping Staff

- ✓ Maintain cleanliness and sanitation.
- ✓ Handle laundry and disinfection of toys and furniture.
- ✓ Assist with meal service and cleaning.

4. Admission and Drop-Off Procedures

4.1. Enrollment

- ✓ Parents must submit a completed application form, medical records, and emergency contacts.
- ✓ Immunization must be up to date.

4.2. Drop-Off Procedures

- ✓ Parents must sign in and hand over the child to an assigned caregiver/ receptionist.
- ✓ Infants are placed in their designated nursery area; toddlers in their section.
- ✓ Daily health checks are conducted before entry.

4.3. Pick-Up Procedures

- ✓ Parents or authorized guardians must sign out their child.
- ✓ ID verification is required for non-regular pick-ups.

5. Infant Care Procedures (0–12 months)

5.1. Feeding

- ✓ Breast milk/formula storage procedures must be followed.
- ✓ Bottles should be labeled with the child's name and feeding time.
- ✓ Caregivers should follow the feeding schedule provided by parents.

5.2. Diapering & Hygiene

- ✓ Diapers are changed every two hours or as needed.
- ✓ Hands must be washed before and after diapering
- ✓ Changing stations must be disinfected after every use.

5.3. Nap Time

- ✓ Each infant has a designated crib with their bedding.
- ✓ Naptime is supervised, and sleep logs are maintained.

5.4. Stimulation & Developmental Activities

- ✓ Age-appropriate toys, tummy time, and sensory play are encouraged.
- ✓ Music and soft talking should be used to soothe infants.

6. Toddler Care Procedures (1–3 years)

6.1. Feeding & Mealtimes

- ✓ Nutritious meals and snacks are provided at scheduled times which is given by parents to the nanny.
- ✓ Toddlers are encouraged to eat independently with supervision.
- ✓ Allergies are strictly monitored.

6.2. Hygiene & Toilet Training

- ✓ Handwashing is mandatory before meals and after using the toilet.
- ✓ Potty training is encouraged with parental coordination.

6.3. Nap Time

- ✓ Toddlers nap on assigned cots or mats.
- ✓ Quiet time is maintained to ensure a restful environment.

6.4. Learning & Play Activities

- ✓ Storytelling, music, art, and sensory play activities are scheduled.
- ✓ Outdoor play is conducted in a safe, fenced area.

7. Safety & Emergency Procedures

7.1. Health & Illness Management

- ✓ Sick children are isolated and must be picked up by parents immediately.
- ✓ Temperature checks are conducted daily.

7.2. Fire & Evacuation Drill

- ✓ Monthly fire drills are conducted.
- ✓ Exit routes are clearly marked and known to all staff.

7.3. Security & Access Control

- ✓ CCTV cameras monitor all areas.
- ✓ Only authorized individuals are allowed entry.

8. Parent Communication & Reporting

- ✓ Daily reports (feeding, naps, and activities) are sent to parents.
- ✓ Whatsapp group used for sending daily activities and notifications.

9. Cleaning & Sanitization Protocols

- ✓ Toys, cribs, and high-touch surfaces are disinfected daily.
- ✓ Deep cleaning is done weekly.

10. Compliance & Record-Keeping

- ✓ Observations records are maintained.
- ✓ Attendance, incident, and health records are updated regularly.

11. Medication

- ✓ Medicines if required will be administered by the receptive mother herself or under her supervision.

12. Timings

- ✓ Timings of daycare centre will be 7:30 am to 4:30 pm

13. Allowance for staff

- ✓ Extra allowance of rupees 3000.00 (Rupees Three Thousand Only) is added for the staff who takes care the children after school timings.

14. Nannies required

For the smooth functioning of daycare following staff will be required.

- ✓ 1 x nanny will be appointed against 8 infants
- ✓ 1 x nanny will be appointed against 12 toddlers

15. Fee Structure

CATEGORY	SECURITY	MONTHLY FEE	TOTAL
GENERAL	7000	10,000	17000
IMS/UNI OFF	6000	8060	14060
HITEC OFFICER/TEACHER	4000	5380	9380
HIT OFFICERS	4000	5380	9380
HITEC/HIT /UNI/IMS/W	2500	3330	5830

This SOP ensures smooth daycare operations while prioritizing child safety and development. Let me know if you need modifications or additional details!

Approved By Principal Daycare