

SELF STUDY REPORT

1. Name of the Centre:

DAY CARE CENTRE (SHISHU VIHAR)



2. **Year of establishment:** 30th March, 2008

3. **Vision and Mission Statement:** “A home away from home”

4. **Objective:** To provide best possible homely care to the children of working parents/scholars/ students in pursuing their job and /or academic career.

5. **Location:** Takshashila Campus, Devi Ahilya University, Khandwa Road, Indore (M.P.)

6. **Facilities:**

- (a) **Rooms:** One Hall + One Office room along with some extra space in the form of two varandahs with utility areas. Hall has the provision of inverter back-up, AC, Coolers ,fans etc.



- (b) **Room Amenities including Paintings, Charts or Maps:** Colourful displays, charts, Palnas for infants, toys, maps, models etc.



(c) **Kitchen:** One well equipped kitchen with all modern essential amenities viz., LPG Gas-stove, Aqua guard, Refrigerator, Microwave oven etc.



(d) **Facilities for Learning, Modeling and Toys:** Centre is very well equipped with all the basic things required to fullfill the needs of the growing children. Staff is highly dedicated and supportive in providing assistance to the children towards learning, developing, creating models of arts and crafts based creatures, fun with toys, drawing, painting, poem reciting etc.



(e) **Outdoor Play Garden Size :** Approx 1200sq.ft.

(f) **Fixtures in the Outdoor Play:** Slides, Mary-go-round, Swing.



7. Child Information Records: We keep current records of child and family information for each child enrolled in the centre which includes:

- (a) Each child's name, home address and birth date;
- (b) Name, address and telephone number of each child's parent or guardian;
- (c) Records of any medical, physical, developmental or emotional conditions relevant to the care of the child.

Records are updated as needed. It is in practice that they be updated at least once in a year. When a designated person picks up a child, centers are advised to verify each occurrence with the parent to ensure the individual is authorized to pick up the child on that day.

8. Write up of Children: Care-providers Ratio: Children need adult attention to thrive. It implies that fewer children per adult means each child is more likely to have the opportunity to gain one on one attention. The child to care- provider ratio influences the quality care that children receive. Lower child to care-taker ratio is especially important for infants and children below age of three-years.

- (a) For children below three - years: 3:1
- (b) For children above three - years: 5:1

- 9. Write up on Relationship:** The relationship between care provider staff and child may be the most important characteristic of high quality care. Caregivers must spend time with the children in their care. They should talk to the children in ways that are informative, responsive and accepting. Such caretakers bend down to address children face to face, seem genuinely concerned and interested, and listen carefully to what children have to say. The working staff at the centre is highly dedicated and provides maximum possible attention to the children.



- 10. Record of Working Hours:** Centre opens before the official working time and closes after the routine working hours, so that parents have an opportunity to access the centre facility without difficulty in their daily academic/working schedule. It opens at 9.30 a.m. and closes at 6 p.m.
- 11. Working days during the year:** Centre opens on all official working days except holidays.
- 12. Feedback Records :** Please see in Annexure –File no.3
- We take feedback in every six-month from the parents, whose children are staying in the centre. Their feedback is analyzed on the basis of a four- point scale set for ten criterion (see format attached herewith). It is revealed from their feedback reports that they are extremely happy and satisfied with the facilities and support provided to them by the centre. Parents consider this place as a gift to them and as a dream home vis-a-vis an ideal place for their kids. Every day they go to their work places with a sense of safety and peace in mind believing that their child is in safe hands and happy environment.

Declaration by the Incharge of the Centre

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the Day Care Centre after internal discussions and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

A handwritten signature in blue ink, consisting of a stylized initial 'A' followed by a cursive name, possibly 'Aar', with a long horizontal stroke extending to the right.

Signature of the Incharge of the Centre with seal:

Place: INDORE

Date: August 23, 2013
