

Guidelines for Admission to Kamalalayam Chatralaya

Kamalalayam will offer long term family care to children who have been admitted to the Chatralaya. The goal of the Child Centered Approach of Kamalalayam is to enable every child to live in a family like environment. The child will be admitted to the institution only when, he/she cannot be cared for in his/her own natural/ extended family under the Family Strengthening Program. The admission process as well as the care will comply with all laws of India. Child protection will be an essential component of childcare at Kamalalayam. Up to 30 Girl children between the ages of 4 and 10 will be admitted. This limit can be relaxed in case of siblings and in exceptional cases.

Admission to the Chatralaya will be based on the following criteria:

- Who have lost parental care and need long-term care and protection of Kamalalayam .
- Who have single parents, however, living with such a parent (Eg: Single Parent is absconding, terminally ill, convicted, drug addict, alcoholic, abusive, insane, remarried) is not in the best interest of the child and Child Welfare Committee (CWC) recommends the child to the organization's care after due evaluation.
- Who are wards of relatives who do not want them to go in for adoption.
- Who have passed the medical test and are certified mentally sound and physically normal.
- Who are economically the weakest sections of society and desperately need proper care, love and affection, schooling and medical support.
- Who will commit themselves to long term stay at Chatralaya and abide by the rules set by the Trust.
- Feasibility of other family alternatives listed in Juveniles Justice Act /Government Rules will be explored and only when it is felt that the needs of the child are best met by Kamalalayam that admission will be considered.
- Decision of admission will be made by a committee headed by the Trustees, educational coordinators and members and coworkers and the decision shall be final and binding.
- The admission process will be objective, transparent, professional and complying to directives of the organization and State laws/rules/policies.
- A Home Study will be integral part of admission process and report will be made in the specified format with recommendations of the coworker.

- Necessary documentation on the child as per organization's guidelines will be made including basic information, educational, medical and other information and will be maintained as confidential in the child's files.
- Children will be allowed to go on leave only during long vacation with necessary documents and written statements from their respective guardians.
- Children who are sick will be separated from the rest of the children to prevent cross infection and be given medical attention at the Sick Bay till they get well.
- Under extreme circumstance, the guardian may be called in to take the child away till the child recovers.
- Guardians will be allowed to make visits to the Chatralaya only on specific days and cannot disturb the functioning of the institution as and when they please.
- Guardians will have to sign an undertaking that they shall have trust in the Chatralaya and would willingly leave their wards under the care of Kamalalayam Trust.
- The biological relatives shall participate and cooperate in the admission process, and will be aware of Kamalalayam's long-term care.
- The child admitted to Kamalalayam will be prepared for the transition and the care giver will be emotionally and materially equipped to receive the child.
- Kamalalayam will network closely with the government and other NGOs to identify and reach out to children in need of care and protection and will work closely with Swami Dayananda Education Society in all matters pertaining to the running of the institution.

Criteria for Admission

- Kamalalayam is a wholly voluntary institution without any fee of any kind levied on the child.
- Children admitted should be between 4 - 10 years of age and must be girls.
- Those who are orphaned or semi-orphaned or come from broken homes will be considered.
- Children must go through a complete health check and must be certified physically fit by the doctor.
- Children whose parent / guardian is below poverty line and therefore economically unable to support their ward and suffers physical / mental handicap.
- The Trust will enroll fresh children during Vijayadashami and those interested can fill the application forms available from school.
- Parent/ Guardian must sign the Consent Form for application to be considered.

Rules at Kamalalayam

1. Kamalalayam Trust reserves the right of admission.
2. Children must maintain utmost cleanliness at the institution.
3. They must adhere to the rules and regulations set by the Trustees while at Kamalalayam.
4. They cannot bring outside food of any kind to the Girls' Home.
5. They cannot take leave as and when they like to visit their relatives and relatives in turn cannot visit their wards without prior permission.
6. Children will have the option to leave the institution for good when they turn 18.
7. The Trust reserves the right to terminate any child with a month's notice for any reason that the Trust deems valid.

Kindly contact any of our Trustees for any further detail or information you wish to have.

Our Trustees:

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