

Government of Punjab
Department of Social Security and Women & Child Development
(Social Security Branch)

NOTIFICATION

The Governor of Punjab is pleased to approve the implementation of the guidelines (Annexure-I) based on the model guidelines framed by National Commission for Protection of Child Rights (NCPCR) to regulate the Private Play Schools [as defined in Annexure I, 2 (m)] in State of Punjab, for effective and successful implementation of early childhood care and education including pre-school education in concurrence with ECCE Policy in State of Punjab as approved by State Early Childhood Care and Education (ECCE) Council.

Dated, Chandigarh
16th July, 2021

Raji P. Shrivastava
Principal Secretary to Government of Punjab
Department of Social Security and
Women & Child Development

Endst.No.5/5/2021-3SS/ 2551

Dated, Chandigarh: 30.07.2021

A copy of the above is forwarded to following for information and necessary action please:-

1. The Chief Secretary to the Government of Punjab.
2. Secretary to the Government of India, MoWCD.
3. Secretary to the Government of Punjab, Department of Education.
4. Director Social Security and Women & Child Development, Punjab.
5. Director General (Secondary Education), Department of Education, Punjab.
6. All Deputy Commissioners in State of Punjab.
7. Chairman, Punjab State Commission for Protection of Child Rights, Mohali.
8. All District Programme Officers in State of Punjab.
9. All District Education Officers (E), in State of Punjab.
10. All Chairpersons and Members of Child Welfare Committees, in State of Punjab (Through concerned DPOs).

Navinder Kaur
Under Secretary


**PUNJAB STATE
REGULATORY GUIDELINES
FOR
PLAY SCHOOLS**

*Guidelines for regulating private play schools for
the children of the ages of three to six years*

**DEPARTMENT OF SOCIAL SECURITY,
WOMEN & CHILD DEVELOPMENT,
GOVERNMENT OF PUNJAB**

CHAPTER I
INTRODUCTION

1. Title and Scope of the Guidelines

- a. These guidelines may be called "Punjab State Regulatory Guidelines for Private Play Schools".
- b. Nothing contained in these guidelines shall be applicable to institutions/organizations/establishments/centers/or any such entity providing any kind of early childhood services to children in the age group of 0-3 years.
- c. Nothing contained in these guidelines shall apply to a school defined in Section 2 (n) of RTE Act, 2009 which is imparting pre-school education; except these schools while imparting pre-school education shall follow 3.2 (ii) & (iii) of National ECCE Policy 2013.

2. Definitions

- a. "Capitation fees" means any kind of donation or contribution or payment other than the fee notified by the school.
- b. "Competent authority" means the District Women & Child Development Officer of the concerned district.
- c. "Child" means a child of the age of three to six years.
- d. "Early Childhood Education (ECE)" means the education imparted for children in the age group of 3 to 6 years as a part of early childhood care and education as per 3.2 (iii) of National ECCE Policy, 2013 provided in play schools.
- e. "Employee" means any person appointed/engaged by the management of the play school who is involved in any activity of the play school.
- f. "Fee" means expenditure of any kind incurred by the parents/guardian of child for the purpose of ECE in play school.
- g. "Guardian" in relation to a child, means a person having the care and custody of that child and includes a natural guardian or guardian appointed or declared by a court or a statute.
- h. "National Commission for Protection of Child Rights (NCPCR)" means the NCPCR constituted under Section 3 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006).
- i. "Norms and Standards" means minimum mandatory requirements to establish and run a play school as in point 4 (b) (iv) of these guidelines.
- j. "Organization" means voluntary/ Non-Government Organizations/ Trust / Society or any other agency registered under the Societies Registration Act,

1860 (21 of 1860) or relevant laws of State; Public Trust registered under the Indian Trusts Act, 1882 (22 of 1882) or under the relevant laws of State; or a company registered under section 25 of the Companies Act, 1956 (1 of 1956).

- k. "Parent" means either the natural or step or adoptive father or mother of a child.
- l. "Policy" means National ECCE Policy 2013.
- m. "Play School" means any private play school imparting ECE to children in age group of 3-6 years.
- n. "Processing fee" means the amount as prescribed by Government of Punjab for the purpose of processing the application for grant of permission.
- o. "State Commission for Protection of Child Rights (SCPCR)" means the State Commission constituted under Section 17 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006).
- p. "Screening Procedure" means method other than that of random selection for admission of a child.
- q. "State Council" means State ECCE Council set up in the State under National ECCE Policy 2013.

CHAPTER II

RECOGNITION FOR ESTABLISHING OR REGULATING PRIVATE PLAY- SCHOOLS

3. Establishment of private Play School

- a. No private play school in existence on that date shall, after the expiry of six months from the date of the adoption of these guidelines be run; and,
- b. No private play school shall be established without the recognition of the competent authority and except in accordance with the terms and conditions specified in such recognition, as per these guidelines.

4. Procedure of recognition and norms and standards for a school

- a. The management of every private play school in existence on the date of the enforcement of these guidelines as per point 3 (a) and of every private play school proposed to be established on or after that date shall make an application to the competent authority for recognition to run such institution or to establish such institution, as the case may be;
- b. Every such application shall-
 - i. be in the prescribed form as annexed;
 - ii. be accompanied by such processing fee as prescribed by the Government of Punjab; and

iii. shall fulfil criterion for safe and secure environment for children as per the annexed checklist; and the visiting team constituted by the competent authority shall ensure that all points in the checklist are fulfilled by the play school before granting recognition,

iv. contain the particulars as per the following Norms and Standards as below:

S. No.	Item	Norms and Standards
1.	Staff	a. Number of Teachers: At least one teacher for 20 children b. Number of caregivers: At least one caregiver for 20 children c. Adequate staff to maintain hygiene, sanitation, ensure safety, security of children in the play school.
2.	Building	All-weather building consisting of- a. arrangements for securing the school building by boundary wall or fencing b. adequate circulation area and ventilation c. a separate rest room for children; d. barrier-free access; e. separate child-friendly and disabled-friendly toilets for boys and girls; f. soap, clean cloth/towel, garbage bin, wash basin/sink at low level; g. potable, safe and adequate drinking water facility to all children; h. a pantry (desirable); i. play area; j. CCTV surveillance (ensure security of data) k. Fire safety measures l. Periodic pest control
3.	Minimum number of instructional hours per day	3-4 hours per day as per National ECCE Policy 2013 (Play school should only be used as non-residential facility functional as per the prescribed number of hours per day).
4.	Teaching Learning Aids	Shall be provided to each class in adequate number in accordance with the prescribed curriculum.
5.	Library	There shall be a library in each school having reading material appropriate for early years, educational audio-visual aids.
6.	Play material, games and sports equipment	As per requirement for recreation and activities of the children in adequate number.
7.	Health	a. Basic First Aid & Medicine Kit containing band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer, and antiseptic ointment should also be part of the medicine kit. b. Arrangement for quarterly health check-up of children by
8.	Records	a. enrolment forms of children b. admission/ enrolment registers for recording profile of children and their parents including detail of both parents c. attendance registers for children d. attendance registers for all employees e. maintenance of quarterly health check-up records of children f. stock register g. fee record of all children

v. Where a play school is established before implementation of these guidelines, it shall take steps to fulfil the norms and standards within 6 months;

vi. An affidavit that all the office bearers of the applicant organization have never been convicted under POCSO Act, 2012; Juvenile Justice Act, 2015;

Child Labour (Prohibition and Regulation) Act, 1986 and Child Labour (Prohibition and Regulation) Amendment Act, 2016.

5. Grant of recognition:

- a. On receipt of an application under point 4, the competent authority may grant or refuse to grant the recognition after taking into consideration the particulars contained in such application, provided that the recognition shall not be refused unless the applicant has been given an opportunity of making his/her representations.
- b. Procedure of granting recognition:
 - i. After receiving the application, the competent authority will scrutinize the applications.
 - ii. After short listing the proposals, a minimum two-member visit team comprising officials not below block-level will be formed by the competent authority to visit the site of proposed play school/already established play school.
 - iii. The visit team will then submit its report in the prescribed format as annexed with these guidelines, to the competent authority. After the receipt of report, the competent authority, if satisfied that the proposal for recognition fulfils the objects laid down under point 4; may issue a Recognition Certificate indicating the number of seats allotted, within a period of one month of receiving the proposal, to establish the play school in accordance with the provisions of National ECCE Policy 2013 for a period of one year.
 - iv. The play school must apply for renewal of the Recognition Certificate to the competent authority every year.
 - v. The competent authority after due diligence will renew the registration only if the play school fulfil all the basic requirements

6. Procedure for Closure

- a. No play school shall be closed without due approval from the competent authority to be sought by the management by duly applying to the competent authority.
- b. The competent authority before granting approval for closure must ensure that the children are transferred to any other such play school thereby ensuring the continuity of the session.

7. Power to withdraw recognition

The competent authority may, at any time, withdraw the recognition granted under point 5,

- a. If such recognition has been obtained by fraud, misrepresentation, or suppression of material particulars or where after obtaining the recognition there is violation of any of the provisions of the guidelines or of any of terms or conditions or findings of inspection under point 21, or of the recognition or of any direction issued by the competent authority under these guidelines at any stage
- b. If in any case SCPCR/ State ECCE Council do not find a play school fit in their observation for the interest of child and recommend to competent authority or Government of Punjab, after consideration of competent authority.
- c. If the competent authority, after inquiry, finds any violation of POCSO Act, 2012 or J.J. Act, 2015 or any other child related law or violation of Manual for Safety and Security of Children in Schools issued by NCPCR
- d. Before withdrawing recognition under points 7 (a) and/or 7 (b) and/or 7 (c), the competent authority must give the management of the play school an opportunity for making its representation.

8. List of private play schools

The Department of Social Security and Women & Child Development should prepare and publish each year in the Gazette, after approval from State Council, a list containing the names of all private play schools which have been granted recognition under point 5, time to time and a list of private play schools in relation to which such recognition has been cancelled or approval for closure has been granted during the same period. The list should also be published on the departmental website and shall be updated every year.

9. Admission in play school

- a. No child below the age of three years should be admitted to the Play School
- b. The fees charged by the play school must be regulated by the Government of Punjab and only be collected on monthly or quarterly basis
- c. The play school while admitting a child, should not collect any capitation fee and subject the child or his or her parents or guardians to any screening procedure.
- d. If any play school is found not adhering to points 9 (a), (b) and/or (c) will be subject to cancellation of recognition under point 7.

CHAPTER

III

RESPONSIBILITIES OF SCHOOL AND EDUCATORS

10. Parents Teacher Association (PTA)

- a. Each play school must constitute a PTA within one month of admission every year and inform the competent authority about the same.
- b. PTA should constitute of 75% parents (at least 50% mothers) and 25% Teachers. The Chairperson of the PTA will be selected from among the parents.
- c. The term of PTA will be one year. Every year new PTA will be constituted by giving representation to parents in rotation.
- d. Meeting of PTA should be conducted every month and proceedings of meetings be recorded.
- e. The main functions of PTA should be to ensure safe, secure and developmentally appropriate environment for children in the play school.
- f. PTA should ensure effective implementation of FSSAI guidelines to ban junk food in the play school.
- g. PTA should ensure regular health check-up of children at least once per quarter by a registered medical practitioner.
- h. PTA should ensure that the play school must always be equipped with basic First Aid & Medicine Kit containing band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer, and antiseptic ointment should also be part of the medicine kit.

11. Children- Teacher and Children-Caregiver Ratio

The play school must ensure 1:20 Children- Teacher ratio and 1:20 Children-Caregiver Ratio i.e. there should be one teacher for 20 children and one caregiver for 20 children.

12. Employees

- a. Any person possessing such minimum qualifications, as laid down by an academic authority, authorised by the Government of India or Government of Punjab by notification, will be eligible for appointment as a teacher/caregiver/other employee.
- b. The management of the play school should ensure that at the time of joining the employee as defined in point 2(e) must furnish an affidavit that they have never been convicted under Juvenile Justice Act, 2015; and Child Labour (Prohibition and Regulation) Act, 1986 and Child Labour (Prohibition and Regulation) Amendment Act, 2016.

- c. Where a State does not have adequate institutions offering courses or training in teacher education, or teachers possessing minimum qualifications as laid down under point 13 are not available in sufficient numbers, adequate training as prescribed by NIPCCD, NSDC or any other institution recognized by the Central Government/Government of Punjab/Recognized University/Board should be imparted to the appointed staff as per 5.2.1 of National ECCE Policy 2013.

13. Training

Any person appointed to/working in play school shall possess skill training /adequate training as prescribed by NIPCCD, NSDC or any other institution recognized by the Central Government/Government of Punjab/Recognized University/Board.

14. Salary/Wages & Allowances

The salary/wages and allowances payable to, and the terms and conditions of service of the teachers/caregivers will be such as prescribed by the Govt. of Punjab as per point 20 (d).

15. Duties of Teachers & Caregiver

- a. Maintain regularity and punctuality in attending the play school;
- b. Conduct the play-based pre-school curriculum with a structured and planned school readiness component as per 3.2 (iii) of the National ECCE Policy 2013.
- c. Assess the learning outcome of the children on regular interval as per point 17(b).
- d. Hold regular meetings with parents/guardians and apprise them about the progress made in learning of the child and any other relevant information about the child.

16. Prohibition of physical punishment and mental harassment

- a. No child should be subjected to physical punishment or mental harassment.
- b. Whoever violates this provision should be liable to disciplinary action as per Section 17(2) of RTE Act, 2009 and as decided by the competent authority.

CHAPTER IV

CURRICULUM AND COMPLETION OF PRE-SCHOOL EDUCATION

17. Curriculum & Evaluation Procedure

- a. The curriculum should be laid down by an authority specified by MWCD, Government of India as per 3.2 (iii) of the National ECCE Policy 2013 subject to applicable changes made thereafter.
- b. The authority while laying down the curriculum under point (a) should take into consideration the following, namely
 - i. conformity with the values enshrined in the Constitution;
 - ii. all round development of the child;
 - iii. building up child's knowledge, potentiality and talent;
 - iv. development of physical and mental abilities to the fullest extent;
 - v. learning through activities, discovery and exploration in a child friendly and child-centered manner;
 - vi. medium of instruction should be child mother tongue/local vernacular as given in 5.2.1 of National ECCE Policy, 2013;
 - vii. making the child free of fear, trauma and anxiety and helping the child to express views freely;
 - viii. continuous evaluation of child's understanding of knowledge and his or her ability to apply the same.

18. Completion of pre-school education

- a. The play school should ensure that the pre-school education of a child should be completed on completion of six years of age i.e. a child completing six years of age should not remain in the play-school and should transit to primary school.
- b. After completion of pre-school education, data should be maintained, by the management of play school, of the transition of a child to the primary education system.
- c. No child should be held back in the play school after completion of 6 years of age on the pretext of transfer certificate or any other such certificate
- d. No exam/test should be taken
- e. If any play school is found not adhering to points (b) and/or (c) and/or (d) should be subject to cancellation of recognition under point 7.

CHAPTER V
MONITORING & REDRESSAL OF GRIEVANCES

19. Monitoring and Redressal of Grievances

- α. As per Section 11 of RTE Act, 2009 the Act applies to play schools imparting pre- school education and hence, the functions assigned to NCPCR and SCPCR under section 31 of the RTE Act, 2009 should also apply in case of play schools as defined in point 2(m).

(1) The National Commission for Protection of Child Rights constituted under Section 3, or, as the case may be, the State Commission for Protection of Child Rights constituted under Section 17, of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006) shall, in addition to the functions assigned to the that Act, also perform the following functions, namely:

- i. Examine and review the safeguards for the rights provided by or under any Law related to children and recommend measures for their effective implementation;*
 - ii. Inquire into complaints relating to child's right to free and compulsory education; and*
 - iii. Take necessary steps as provided under section 15 and 24 of the said CPCR Act, 2005.*
- b. The said Commissions shall, while inquiring into any matters relating to child's right under clause c(1) , have the same powers as assigned to them under sections 14 and 24 of the said CPCR Act, 2005.*
- c. Where the SCPCR has not been constituted the appropriate Government may, for the purpose of performing the functions specified in clause 1 (a) to 1 (c), constitute such authority, in such manner and subject to such terms and conditions, as may be prescribed.*
- b. As per Section 32 of RTE Act, 2009 the Act applies to play schools imparting pre- school education and hence, the functions assigned to NCPCR and SCPCR under section 32 of the RTE Act, 2009 should also apply in case of play schools as defined in point 2(m)
- a. *Notwithstanding anything contained in section 31, any person having any grievance relating to the right of a*

child under this Act may make a written complaint a local authority having jurisdiction.

- b. After receiving the complaint under sub-section (1), the local authority shall decide the matter within a period of three months after affording a reasonable opportunity of being heard to the parties concerned.
- c. Any person aggrieved by the decision of the competent authority may prefer an appeal to the SCPCR or the authority prescribed under sub-section 3 of section 31, as case may be.
- d. The appeal preferred under sub-section 3 shall be decided by SCPCR or the authority prescribed under sub-section 3 of section 31, as case may be, as provided under clause (c) of sub-section (1) of section 31.

CHAPTER VI

ACCOUNTS, AUDIT AND INSPECTION

20. Accounts and Audit

- a. Separate annual accounts of play school be maintained by the organisation/institution/Head of play school.
- b. The annual accounts should be audited at least once in every year by the auditors appointed by the management for this purpose.
- c. The management must furnish the audit report at the time of application for renewal of recognition to the competent authority.
- d. The salaries to all staff be credited directly into their respective bank accounts

21. Inspection

- a. Any private play school may be inspected by the competent authority/official authorised by the competent authority/ National or State ECCE Council/ National or State Commission for Protection of Child Rights, whenever it considers necessary and may communicate the observations to the Government of Punjab or competent authority
- b. The competent authority may direct the management to rectify the defects, if any, found during the inspection, within a stipulated time.

CHAPTER-VII
MISCELLANEOUS

22. Directions of the Government of Punjab:

- a. Without prejudice to any of the provisions of these rules, the Government of Punjab may, from time to time, issue such directions regarding the management of a private play school as it may think fit and it would be the duty of the competent authority to implement out such directions within such time as may be prescribed by the competent authority in this behalf.
- b. Any work/duty discharged by any official duly authorised under the provisions contained in these guidelines must be treated as 'administrative work' of the Government of Punjab.

23. Appeal

- a. Any management aggrieved by any decision of the competent authority under any of the provisions of (these guidelines may, within two months from the date of the receipt of the decision by them, prefer an appeal against such decision to Director, Social Security and Women & Child Development, Punjab.
- b. Provided that the appellate authority may, in its discretion, allow further time not exceeding one month for preferring any such appeal, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.
- c. On receipt of an appeal under point 23 (a) the appellate authority, after giving the appellant an opportunity of making his representations, dispose of the appeal as expeditiously as possible.

FORM I

SELF-DECLARATION-CUM-APPLICATION FOR GRANT OF RECOGNATION OF PLAY SCHOOL

[See point 4 (b) (i)]

To

The District Women & Child Development Officer
(Name of District)
Sir,

I forward herewith with a self-declaration regarding compliance with the norms and standards specified in the _____ and an application in the prescribed proforma for the grant of recognition to..... (Name of the Play School).....

With effect from the commencement of the school year

Yours faithfully,

(Chairman of Managing Committee/Manager

Enclosure

Place.....

Date.....

A. Details of Organization/Trust/Society	
	Name of Organization/Trust/Society
	Date of Foundation
	Registration Number
	List of office bearers
	Name official address of the Chairman and Secretary of the Play School
	Name
	Designation
	Address
	Phone (O) (R)

Total Income and Expenditure during last 3 Years surplus/ deficit			
Year	Income	Expenditure	Surplus/deficit

B. Play School Details	
1.	Name of Play School
2.	Date of First Opening of Play School
3.	Session
4.	District
5.	Postal Address
6.	Tehsil
7.	Pin Code
8.	Phone No. with STD Code
9.	Fax No.
10.	E-mail address if any
11.	Does the Play School has its own building or is it running in a rented building?
12.	Nearest Police Station
13.	Medium of Instruction
14.	Timing and Duration of Play School
15.	Whether the Play School buildings or other structure or the grounds are used for any other purpose?
16.	Total area of the Play School
17.	Built in area of the Play School

D. Enrolment Status (if already running)				
	Age of child	Group	No. of Section	No. of Students
1.	3-4 years			
2.	4-5 years			
3.	5-6 years			

E. Infrastructure Details and Sanitary Conditions (Attach photograph for each)			
	Area	Number and Average Size	Specification
1.	Classroom		
2.	Office room-cum-Store Room- cum-Headmaster Room		
3.	Boundary wall or fencing		
4.	Pantry (if any)		
5.	Play area		
6.	Rest room for the children		
7.	Separate child-friendly and disabled-friendly toilets for boys and girls		
8.	Adequate circulation area and ventilation		

9.	Soap, clean cloth/towel, garbage bin,		
10.	Potable, safe and adequate drinking water facility		
11.	Fire safety measures		
12.	Periodic pest control		
13.	CCTV surveillance (if any)		
14.	First Aid kit		
15.	Medicine Kit (attach list)		
16.	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)		

F. Other Facilities (Attach purchase receipt or bills)			
1.	Whether all facilities have barrier free access		
2.	Provision of Teaching Learning Aids (attach list)		
3.	Play material, games and Sports equipment (attach list)		
4.	Reading material and Audio-Visual Aids in Library (attach list)		

G. Particulars of Teaching Staff (detail for each teacher separately in a one-page resume)					
Teacher Name (1)		Father/Spouse Name (2)		Date of Birth (3)	
Academic Qualification (4)		Professional Qualifications (5)		Teaching Experience (6)	
Class Assigned (7)		Appointment Date (8)		Trained or Untrained (9)	
Date of Joining (10)		Date of Superannuation (11)			

H. Particulars of Non-Teaching Staff (detail for each employee separately)					
Name (1)		Designation (2)		Father/Spouse Name (3)	
Date of Birth (4)		Academic Qualification (5)		Professional Qualifications (6)	
Experience (7)		Class Assigned (8)		Appointment Date (9)	
Trained or Untrained (10)		Date of Joining (11)		Date of Superannuation (12)	

I. Curriculum and Syllabus	
1.	Details of curriculum and syllabus followed for each level
2.	System of evaluation

J. Records	
1.	Enrolment forms of children
2.	Admission/ enrolment register for recording profile of children and their parents including detail of both parents
3.	Attendance register of children
4.	Attendance registers of all employees
5.	Maintenance of quarterly health check-up records of children
6.	Stock register
7.	Fee record of all children

K. Certified that the Play School undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the Government of Punjab or competent authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the Play School.

L. Certified that records of the Play School shall be open to inspection, by any officer authorized by competent authority or Government of Punjab at any time, and the Play School shall furnish all such information as may be necessary to enable the Government of India or the Local Body or the Administration to discharge or his obligations to Parliament/Panchayat/Municipal Corporation, as the case may be.

.....
Chairman/Manager,
Managing Committee
.....Play School

Place.....

Date.....

FORM II

VISIT FORMAT FOR GRANT OF RECOGNATION OF PLAY SCHOOL

[See point 6 (b) (iii)]

Visit Format

- 1. Date of Visit: _____
- 2. Place of Visit: _____
- 3. Name of Play: _____
- 4. Name of Organisation running Play School: _____
- 5. Address (With Contact Details):

- 6. Name and designation of officials conducting visit (attach list)
- 7. Details of the person from organisation present during the visit (attach list)
- 8. Observations on the check-list on Safety & Security against Physical, Emotional & Sexual Abuse (Attached)
- 9. Any other observation by the visit team

10. Recommendation

Recommended

Not Recommended

(Signature and seal of visiting Official)	(Signature and seal of visiting Official)
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Details of Organization/Trust/Society			
	Name of Organization/Trust/Society		
	Date of Foundation		
	Registration Number		
	List of office bearers		
	Name official address of the Chairman and Secretary of the Play School		
	Name		
	Designation		
	Address		
	Phone (O)	(R)	
	Total Income and Expenditure during last 3 Years surplus/ deficit		
	Year	Income	Expenditure Surplus/deficit

Play School Details	
1.	Name of Play School
3.	Date of First Opening of Play School
3.	Session
4.	District
5.	Postal Address
6.	Tehsil
7.	Pin Code
8.	Phone No. with STD Code
9.	Fax No.
10.	E-mail address if any
11.	Does the Play School has its own building or is it running in a rented building?
12.	Nearest Police Station
18.	Medium of Instruction
19.	Timing and Duration of Play School
20.	Whether the Play School buildings or other structure or the grounds are used for any other purpose?
21.	Total area of the Play School
22.	Built in area of the Play School

Infrastructure Details and Sanitary Conditions (Attach photograph for each)			
	Area	Number and Average Size	Specification
17.	Classroom		
18.	Office room-cum-Store Room- cum- Headmaster Room		
19.	Boundary wall or fencing		
20.	Pantry (if any)		
21.	Play area		
22.	Rest room for the children		

23.	Separate child-friendly and disabled-friendly toilets for boys and girls		
24.	Adequate circulation area and ventilation		
25.	Soap, clean cloth/towel, garbage bin, wash		
26.	Potable, safe and adequate drinking water facility		
27.	Fire safety measures		
28.	Periodic pest control		
29.	(m) CCTV surveillance (ensure security of data)		
30.	First Aid kit		
31.	Medicine Kit (attach list)		
32.	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)		

Other Facilities (Attach purchase receipt or bills)	
1.	Whether all facilities have barrier free access
2.	Provision of Teaching Learning Aids (attach list)
3.	Play material, games and Sports equipments (attach list)
4.	Reading material and Audio-Visual Aids in Library (attach list)

Check-list on Safety & Security against Physical, Emotional & Sexual Abuse

S. No.	Statements	Yes/No	Remarks
Physical Safety			
1.	Are the electrical fittings in the classrooms and corridor working properly?		
2.	Switch Board/main switches working properly, are the switch board covered and cautioned?		
3.	Whether checked Water Coolers and other electrical gadgets transferring shock? If yes than remedial measures taken or not?		
4.	Any case of electric shock or problem of any type encountered by the staff/student?		
5.	Any Sparks or Short circuit occurred in past one week?		
6.	Are the corridors and staircases clear of obstruction?		
7.	Classroom door and emergency doors clear of obstruction.		
8.	Have you ensured limited access to the area of electrical installation only to those who are required?		
9.	Floor evacuation plan displayed properly or not?		
10.	Any case of electric shock or problem of any type encountered by the staff/student?		
11.	Fire extinguishers are in place or not?		
12.	Any high voltage wire there around?		
13.	Water quality from the filter is proper?		
14.	Has toilet cleanliness maintained?		
15.	Whether ceiling tiles or plaster hanging from the wall/roof?		
16.	Is there any dampness in wall?		
17.	Cross ventilation in classrooms and library maintained or not?		
18.	Are rooms properly illuminated with lighting? Are students/staff with contiguous disease/infection, attending the school? If yes, the details to be provided.		
19.	Is lightening conductor in place and working properly? (Specially prior to and during Rainy Season)		
20.	Is First Aid kit in place?		
21.	Any suggestions from students/staff for upgrading floor safety		
Trauma Management			
22.	Do you have the staff sensitized on		

	management to meet any accident or disaster?		
23.	Do you have the contacts available for trauma		
24.	Are you or any senior persons in the school aware of the telephone number of the hospitals, ambulance		
25.	Do you have a separate rest room for children?		
Safety of the children with disabilities			
26.	School facilities like classrooms, play areas, toilets, are accessible by wheelchair. There are ramps and wheel-chairs for differently abled students/teachers and school environment is disable		
27.	Are there any designated official in the school who is entrusted with the exclusive responsibility of		
28.	For safety reasons students who are differently abled are accompanied only by a Teacher or attendant .		
29.	Teachers and Students are educated to be sensitive to		
Protection against Sexual Abuse			
30.	The school has a defined mechanism against child		
31.	The School has a senior and sensitized designated as Child Protection Officer - who has		
32.	All teaching, non-teaching, contractual and other staff is sensitized on the mechanism against child		
33.	All teaching and non-teaching staff is specifically trained to be alert to signs and indicators of		
34.	All parents and students have been sensitized on the		
35.	There is a recruitment and verification protocol procedure in place for teaching, non-contractual, voluntary and other staff, before they are		
36.	There is an active Parents Teachers Association in place and school actively consults and		
37.	The Child Safety Poster, e-Box details and ChildLine number is on display in prominent locations of the school		
38.	- part time or full time or on call consultant one can access when there is a requirement or an emergency.		

39.	All children are regularly oriented on safe and unsafe touch and behaviour, helped to understand her/his right over her/his body, and right to say No. Children also receive training in how to protect themselves from abuse and other safety measures. Parent training or awareness on the same is conducted.		
40.	School conducts awareness programs to sensitise students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behaviour or action.		
41.	School has regular discussions to promote child participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues.		
42.	In the event of serious sexual offences incidences, school authorities have taken immediate steps to restrict the access of the alleged offender to the children.		
Social and Emotional Safety			
43.	Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships		
44.	Children are sensitized to recognize and deal with negative peer pressure		
45.	Through conducting sessions on life skills students are taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students		
46.	All types of bullying is discouraged and prohibited in the school premises students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.		
47.	The school addresses and does not tolerate issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor.		
48.	Misconduct and inappropriate social behaviour is monitored and addressed .Like stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour		
49.	Behavioral Management and modification program in place and students are aware of it.		
50.	Mechanisms in place for the students to feel safe reporting abuse of self or others, and the disciplinary and safety issues are quickly addressed.		

51.	Yoga and meditation as part of PT and wherever		
52.	There is a ban on corporal punishment and emotional harassment of students by teaching and non- teaching staff.		
53.	Positive disciplinary modes and measures are adopted and followed by the teachers and school authorities		
Cyber Safety			
54.	Access to computer rooms and use of electronic and technological devices is supervised by teachers		
55.	There is Internet Security that restricts use by children		
56.	Social Networking sites are blocked at all times in the school		
57.	Students are regularly educated on safe usage of technology and how to be responsible digital citizen – sensible use of mobiles, mobile games, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour.		
58.	Students are educated to understand responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc		
59.	Parents are sensitized on the safe usage of technology, internet, and how to avoid taking risks and measures for redressal.		
60.	Cyber-bullying or harassment is handled with utmost care.		

Fire Safety Management			
1.	Do you have adequate fire fighting systems in place to meet any emergency?		
2.	Are you in touch with local fire fighting agencies for mock drill training to a crisis management group?		
3.	What emergency steps are in place in the school for fire safety management?		
4.	Is there a trained management team available in the school for initial fire hazard management?		
5.	Are you in touch with the local fire safety authorities for training and retraining the people?		
6.	Has your building been certified as safe including for fire-safety for housing the students by the local authorities?		
7.	Are there any cracks in the school structures and are steps being taken to repair them?		
8.	Is your school located near any rail track? Has the impact of such locations being examined by the local authorities for the safety of the students?		
Earthquake Management			
9.	Is your school situated in the earthquake risk zone?		
10.	How safe is your construction to face a natural disaster of this kind? Do you need to make modifications in consultation with local authorities?		
11.	What emergency steps are in place in the school for disaster preparedness?		
12.	Have necessary steps been taken during construction of the building for earthquake safety for the building?		
13.	Is there a trained disaster management available in school for initial response? Are you in touch with the local disaster management authorities for training and retraining them?		
Flood/Cyclone/landslide Management			
14.	Is your school situated near seashore or a river?		
15.	Have you any contingency plans to meet floods, cyclones, cloud bursts and heavy rains?		

17.	Is your school situated on hilltops or where there is a possibility of landslide		
18.	Is your school located near an industry or a chemical factory producing fatal chemical products?		
Safety from Constructional Hazards			
19.	Does your school have any ongoing construction?		
20.	Have you put barricades and signboards in the construction area prohibiting the movement of students?		
Safety in the Playground			
21.	Is your playground safe for the students to play games? Are they being maintained well?		
22.	What are the different sports facilities available in the play school?		
23.	Are the SAI guidelines followed in providing these facilities? (give details)		
24.	Have you taken adequate precautions for the safety of the students?		
Water Safety			
25.	Is the drinking water safe in the school plant? Is the water source well protected?		
26.	Is the water provided to the students tested by the local authorities periodically?		
27.	Do you ensure safe potable water always?		
28.	Do you have a water management system in the event of a fire? Is there access to such sources?		
Transport Management and Safety			
29.	Is the school owning/ running buses on lease for students?		
30.	In case children are using other means of transport, how is school monitoring such arrangement?		
31.	Is there a first-box in the school vehicle?		
32.	Have you complied with the rules and regulations stipulated by the local transport authorities?		
33.	Are your teachers' delegated responsibilities for transport management?		

34.	Are your drivers trained and have a regular license?		
35.	Do they ensure whether the students are cautioned to keep a safe distance before starting the bus?		
36.	Are there speed governors in your school buses?		
37.	Have your students been trained in orderliness in buses? Have they been exposed to traffic rules?		

Registration Certificate of the Play School

OFFICE OF DISTRICT WOMEN & CHILD DEVELOPMENT OFFICER [NAME OF THE DISTRICT]

No.

Dated

The _____

Subject: Recognition Certificate for the Play School

Dear Sir/Madam

With reference to your application dated _____ and subsequent correspondents with _____ visit/team in this regard, the play school _____ (name and address of the play school) is registered for a period of one-year under point 6 (b) (iii) of the guidelines w.e.f. _____ to _____

The above recognition is subject to fulfilling of following conditions:-

1. The Play School shall be run strictly in accordance of the provisions contained in the guidelines
2. The Play School shall fulfil the Norms and Standards as given under point 4(b) (iv) of the guidelines
3. The Play School shall fulfil all the requirements as prescribed in the Manual for Safety and Security of Children in the Play Schools.
4. The organization/Institution/Individual running the Play School shall charge fee from the children as regulated by the appropriate Government from time to time.
5. The organization/Institution/Individual running the Play School shall not charge any capitation fee from the parents/children and shall not subject the child or his/her parents or guardians to any screening procedure.
6. The child will not be subject to any annual/ monthly exam/test. Only assessment of children shall be done based on continuous assessment.
7. Admission shall not be denied to children on the grounds of religion, caste, race, region, sex, disability and socio-economic status of family of child.
8. No child shall be subjected to physical punishment or mental harassment.

9. The organization/Institution/Head of Play School running the Play School shall abide by the suggestions/advice given by inspecting Committee and appropriate Government officers during their visit/inspection.
10. The Play school building or other structures or the grounds are used only for the purpose of ECE for the children aged 3-6 years.
11. The organization/Institution/Head of Play School shall maintain separate annual accounts of Play School.
12. The annual accounts shall be audited at least once in every year by the auditors appointed by the management for this purpose.
13. The Play School shall abide by the instructions/directions issued by the appropriate Government from time to time.
14. The Recognition Number of your Play School is _____ which may please be noted and quoted for further correspondence.
15. The renewal of registration of the organisation be ensured.
16. The organisation would apply with requisite fee for renewal of recognition every year.

District Women & Child Development Officer