

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ನಡವಳಿಗಳು

ವಿಷಯ: ರಾಜ್ಯದಲ್ಲಿ ಮಕ್ಕಳಿಗಾಗಿ ಹಗಲು ಪಾಲನಾ ಕೇಂದ್ರಗಳನ್ನು ಪ್ರಾರಂಭಿಸಲು ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸುವ ಬಗ್ಗೆ.

ಓದಲಾಗಿದೆ:

ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸಮಗ್ರ ಮಕ್ಕಳ ರಕ್ಷಣಾ ಸಂಸ್ಥೆ ಇವರ ಪತ್ರ ಸಂ.ಕೆಎಸ್‌ಐಸಿಪಿಎಸ್/ಸಿಪಿ/ಹಪಾಕೇಂ-132/2014-15, ದಿನಾಂಕ:11.12.2014.

ಪ್ರಸ್ತಾವನೆ:

ಮಕ್ಕಳ ಹಗಲು ಪಾಲನಾ ಕೇಂದ್ರಗಳಲ್ಲಿ ಕೇಂದ್ರಗಳ ವ್ಯವಸ್ಥಾಪಕರು ಮಕ್ಕಳಿಗೆ ಮತ್ತುಬರುವ ಡಿವಿಷನ್‌ಗಳನ್ನು ನೀಡಿ ಮಕ್ಕಳ ಚಟುವಟಿಕೆಗಳನ್ನು ನಿಯಂತ್ರಿಸುತ್ತಿರುವ ಬಗ್ಗೆ ಮಾಧ್ಯಮಗಳಲ್ಲಿ ಪ್ರಸಾರವಾದ ಮಾಹಿತಿ ಆಧರಿಸಿ, ಕೆಲವು ಕೇಂದ್ರಗಳಲ್ಲಿ ಈ ಪ್ರಕ್ರಿಯೆ ನಡೆಸುತ್ತಿರುವುದು ತುಂಬಾ ವಿಷಾದನೀಯ ಹಾಗೂ ಅಮಾನವೀಯ ಕಾರ್ಯವಾಗಿದೆ. ನಗರ ಪ್ರದೇಶದಲ್ಲಿ ಅಣಬೆಗಳಂತೆ ಹುಟ್ಟಿಕೊಳ್ಳುತ್ತಿರುವ ಮಕ್ಕಳ ಪಾಲನಾ ಕೇಂದ್ರಗಳನ್ನು ಸಾರ್ವಜನಿಕ ಹಿತದೃಷ್ಟಿಯಿಂದ ನಿಯಂತ್ರಣಗೊಳಿಸಿ, ಇವುಗಳಿಗೆ ಪರವಾನಗಿ ನೀಡಿ ಮೇಲ್ವಿಚಾರಣೆ ಮಾಡಲು ಮತ್ತು ಇವುಗಳಿಗೆ ಪರವಾನಗಿ ನೀಡುವುದನ್ನು ಹಾಗೂ ಇವು ಕ್ರಮಬದ್ಧವಾಗಿ ನಡೆಯುವಂತೆ ಒಂದು ಇಲಾಖೆ ಉಸ್ತುವಾರಿ ಮಾಡುವುದು ಸೂಕ್ತವೆಂದು ನಿರ್ಣಯಿಸಿ, ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸಲು ನಿರ್ಧರಿಸಲಾಗಿರುತ್ತದೆ.

ದಿನಾಂಕ:05.11.2014ರಂದು ಮಾನ್ಯ ಮಹಿಳೆಯರ ಮತ್ತು ಮಕ್ಕಳ ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ಹಿರಿಯ ನಾಗರಿಕರ ಸಬಲೀಕರಣ ಸಚಿವರ ಆಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ಹಗಲು ಪಾಲನಾ ನಿರ್ವಹಣೆ ಕುರಿತಂತೆ ನಡೆದ ಸಭೆಯಲ್ಲಿ, ರಾಜ್ಯದಲ್ಲಿ ಮಕ್ಕಳಿಗಾಗಿ ಹಗಲು ಪಾಲನಾ ಕೇಂದ್ರಗಳ ನಿರ್ವಹಣೆಗೆ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸಲು ನಿರ್ಧರಿಸಲಾಗಿರುತ್ತದೆ. ಇದರನ್ವಯ ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸಮಗ್ರ ಮಕ್ಕಳ ರಕ್ಷಣಾ ಸಂಸ್ಥೆ ಇವರು ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ರಚಿಸಿ ಮೇಲೆ ಓದಲಾದ ಪತ್ರದಲ್ಲಿ ಸರ್ಕಾರಕ್ಕೆ ಸಲ್ಲಿಸಿರುತ್ತಾರೆ.

ಮೇಲಿನ ಎಲ್ಲಾ ಅಂಶಗಳನ್ನು ಕೂಲಂಕಷವಾಗಿ ಪರಿಶೀಲಿಸಿ, ರಾಜ್ಯದಲ್ಲಿರುವ ಮಕ್ಕಳ ಹಗಲು ಪಾಲನಾ ಕೇಂದ್ರಗಳು ಕಾರ್ಯನಿರ್ವಹಿಸಲು ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸಲು ನಿರ್ಧರಿಸಿ ಈ ಕೆಳಗಿನಂತೆ ಆದೇಶಿಸಿದೆ.

ಸರ್ಕಾರಿ ಆದೇಶ ಸಂಖ್ಯೆ: ಮಮಇ 289 ಮುಖ್ಯ 2014, ಬೆಂಗಳೂರು ದಿನಾಂಕ: 19.05.2015

ಪ್ರಸ್ತಾವನೆಯಲ್ಲಿ ವಿವರಿಸಿರುವ ಕಾರಣಗಳಿಂದ, ರಾಜ್ಯದಲ್ಲಿ ಮಕ್ಕಳಿಗಾಗಿ ಹಗಲು ಪಾಲನಾ ಕೇಂದ್ರಗಳನ್ನು ಪ್ರಾರಂಭಿಸಲು/ನಡೆಸಲು ಈ ಆದೇಶಕ್ಕೆ ಲಗತ್ತಿಸಿರುವ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸಲಾಗಿದೆ.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ

(ಗೋಪಾಲ್)

ಸರ್ಕಾರದ ಉಪ ಕಾರ್ಯದರ್ಶಿ,

ಮಹಿಳೆಯರ ಮತ್ತು ಮಕ್ಕಳ ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ವಿಕಲಚೇತನರ ಮತ್ತು ಹಿರಿಯ ನಾಗರಿಕರ ಸಬಲೀಕರಣ ಇಲಾಖೆ

ಇವರಿಗೆ:

ಸಂಕಲನಕಾರರು, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪತ್ರ, ಬೆಂಗಳೂರು-ಇವರಿಗೆ ಮುಂದಿನ ರಾಜ್ಯಪತ್ರದಲ್ಲಿ ಪ್ರಕಟಿಸಲು ಕೋರಿದೆ.

ಪ್ರತಿಯನ್ನು:

1. ಪ್ರಧಾನ ಮಹಾಲೇಖಪಾಲರು (ಎ & ಇ), ಕರ್ನಾಟಕ-1, ಪಾರ್ಕ್‌ಹೌಸ್, ಬೆಂಗಳೂರು.
2. ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಒಳಾಡಳಿತ ಇಲಾಖೆ, ವಿಧಾನಸೌಧ.
3. ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ, ನಗರಾಭಿವೃದ್ಧಿ ಇಲಾಖೆ, ವಿಕಾಸಸೌಧ.
4. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಕಂದಾಯ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
5. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ಯ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ.
6. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಪ್ರಾಥಮಿಕ ಮತ್ತು ಪ್ರೌಢಶಿಕ್ಷಣ), ಬಹುಮಹಡಿ ಕಟ್ಟಡ.
7. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಆರೋಗ್ಯ ಮತ್ತು ಕುಟುಂಬ ಕಲ್ಯಾಣ ಇಲಾಖೆ, ವಿಕಾಸಸೌಧ.
8. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಸಹಕಾರ ಇಲಾಖೆ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
9. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಕಾರ್ಮಿಕ ಇಲಾಖೆ, ವಿಕಾಸಸೌಧ, ಬೆಂಗಳೂರು.
10. ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸಮಗ್ರ ಮಕ್ಕಳ ರಕ್ಷಣಾ ಸೊಸೈಟಿ, ಬಹುಮಹಡಿ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.
11. ಆಯುಕ್ತರು, ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ, ಬೆಂಗಳೂರು.
12. ನಿರ್ದೇಶಕರು, ಪೌರಾಡಳಿತ ನಿರ್ದೇಶನಾಲಯ, ಬೆಂಗಳೂರು.
13. ಎಲ್ಲಾ ಜಿಲ್ಲಾಧಿಕಾರಿಗಳು/ಮುಖ್ಯ ಕಾರ್ಯನಿರ್ವಹಣಾಧಿಕಾರಿಗಳು.
14. ಎಲ್ಲಾ ಉಪ ನಿರ್ದೇಶಕರು, ಮಹಿಳಾ ಮತ್ತು ಮಕ್ಕಳ ಅಭಿವೃದ್ಧಿ ಇಲಾಖೆ.  
(ಕ್ರಮ ಸಂ. 11 ಮತ್ತು 14ನ್ನು ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ ಮುಖಾಂತರ ಹೊರಡಿಸುವುದು)

ಪ್ರತಿಯನ್ನು ಮಾಹಿತಿಗಾಗಿ:

1. ಮಾನ್ಯ ಮಹಿಳಾ ಮತ್ತು ಮಕ್ಕಳ ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ವಿಕಲಚೇತನರ ಮತ್ತು ಹಿರಿಯ ನಾಗರಿಕರ ಸಬಲೀಕರಣ ಹಾಗೂ ಕನ್ನಡ ಮತ್ತು ಸಂಸ್ಕೃತಿ ಸಚಿವರ ಆಪ್ತಕಾರ್ಯದರ್ಶಿ, ವಿಧಾನಸೌಧ, ಬೆಂಗಳೂರು.
2. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಮಹಿಳಾ ಮತ್ತು ಮಕ್ಕಳ ಅಭಿವೃದ್ಧಿ ಹಾಗೂ ವಿಕಲಚೇತನರ ಮತ್ತು ಹಿರಿಯ ನಾಗರಿಕರ ಸಬಲೀಕರಣ ಇಲಾಖೆ ಇವರ ಆಪ್ತಕಾರ್ಯದರ್ಶಿ.

**Annexure to Government Order No: WCD 289 SBB 2014, dated: 19.05.2015**

**Norms/Guidelines for setting up of Creche / Day care centre in Karnataka Corporate offices, Industries, Govt and NGO Establishments, MNCs, Local Bodies, Societies, Boards, Trusts and Home based or by Individuals :**

**A. Definition:**

Creche / Day care centre: Centre that provides day-care services for children.

Guide lines include procedures for registration norms for age group of children, number of children, accommodation/space, facilities to be created, caretaking and safety/security of children, monitoring/supervision of running of Creche amount of financial assistance for setting up of new Creche, refurbishing or up gradation of existing Creches are proposed as under:

**B. Registration:**

All Creche/Day care centre shall be registered with their Jurisdictional Local Bodies i.e., BBMP/Corporation/Municipalities/ Grama Panchayaths.

**Exception:** Home based Creche/Day care centre having One Child or Twins are exempted from Registration.

**C. Age Group maximum number of children and Care taker ratio to Children**

1. Crèche facility should be set up for children in age group of 90 days to 4 years.
2. Each unit shall consists of 10 children.
3. Care taker and Children ratio is 1:10.

**D. Accommodation/Space:**

1. Accommodation where Crèche is proposed to be set up should be appropriate for number of children needing Crèche facility. Crèche Centre should have a minimum space of 4-6 sq. ft. per child to ensure that they can play, rest, and learn without any hindrance.
2. The Centre should be well lit with adequate ventilation.
3. The Centre should have clean toilets and sanitation facility that are baby friendly.

4. There should be adequate safe play area outside the Centre.
5. The Centre should have a safe and regular drinking water arrangement.
6. There should be a small kitchen or cooking area for warming/preparation of food for children. Kitchen/cooking area must be located at a place which is away from the activity area of the children to avoid accidents.

### **E. Facilities for children:**

1. There should be sleeping facilities for children.
2. Essential child friendly play materials and teaching and learning material must be available to meet the needs of pre-school children.
3. An age-appropriate first aid kit should be readily available in the premises. The kit should be inaccessible to children for their safety. At least one caregiver should have a current first aid certificate with infant component.
  - (a). The Centre must also be equipped with basic First Aid kit containing pediatric medicines for common ailments like fever, vomiting etc. and ointments, disinfectants, band aids, cotton wool etc. for minor injuries.
4. A telephone or mobile system is also essential, in case of an emergency.

### **F. Care taking/security/safety of children:**

1. There should be proper arrangements for trained or experienced Ayahs for taking care of children.
2. The following minimum staff-to-child ratios should apply at all times (sometimes additional staff and volunteers will be needed, such as when supervision is difficult, when children have special needs or when they are not familiar to the staff).
  - 2.1 To ensure children's safety, it is recommended a minimum of two adult caregivers are available at all times when children are on the premises. This is necessary in case one person has to leave the room. The recommended ratio of care taker to children under different age group is as under:
    - 2.1.1. 1:5 for children under two years of age.
    - 2.1.2. 1:10 for children between two and four years.
    - 2.1.3. The Centre should have a Chowkidar for safety and security of children.

## **G. Qualifications for trained child care workers**

The employment of qualified staff is obviously advantageous in any child care situation. The following qualifications are considered appropriate for the care of children:

### **1. For Care givers**

- 1.1. Two-year qualification (diploma) in child care/Montessori(Diploma).
- 1.2. Degree in Early Childhood Education.
- 1.3. Degree / Diploma in Home science.

### **H. For Ayahs/Assistants/Volunteers**

1. Where volunteers are used, it may be more practical to tailor a course to suit the needs and to ensure that the volunteers have basic skills through training and awareness.
2. A caregiver will be required to accompany children to the toilet if the toilet is not immediately accessible to the playroom.

### **I. Recruitment of staff and volunteers:**

1. Screening checks are recognized as one of a range of measures that can be used to prevent the employment of unsuitable staff and volunteers as care givers.
2. Undertaking criminal history checks for staff and volunteers before employment in the care centre should be a mandatory practice.

### **J. Monitoring/Supervision/Running of Crèche:**

A Committee having a representative from the women employees, parents of children requiring Crèche facility should be formed for supervision and smooth running of the Creches and also for suggesting improvements. The committee should be constituted at the Creche level shall have at least 1/3 of its members, from among the parents who are sending their children to Creche.

The Monitoring Committee at various levels will consist of following:

Village / Grama Panchayath Level	Head Master of the school, Anganawadi worker, Asha worker and Parents of the children attending the Creche.
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District Level	Chief Executive Officer, Deputy Director of Public Instructions, Commissioner, City Council, Deputy Director, Women and Child Development, and District Health Officer, Project Director DUDC, Deputy Commissioner's Office.
B.B.M.P	Commissioner, B.B.M.P, Chief Health Officer, B.B.M.P., Representative from Child Rights Commission , Joint Commissioner, Education Dept. Representative from D.W.C.D

**K. List of Items:** ANNEXED

**L. Working hours:**

The crèche will only operate for a definite period of time, i.e. every day from Morning till evening. Sometimes **the crèche may also need to work out of normal working hours. These working hours should be prominently displayed.**

**M . Mandatory notification for child abuse/neglect:**

1. Staff and volunteers must be made aware of their legal responsibilities as mandated under Children's protection legislations:  
(*Juvenile Justice Act, POCSO.Act*)
2. Creche workers, their supervisors and managers are required by law to report any abuse or neglect they suspect has happened to a child who is in their care. This is known as mandatory notification and is a legal obligation. It is important that all staff and volunteers who work with children are aware of this obligation and know what to do should they suspect that a child has been abused.

**N. Inspection:**

Periodic & surprise inspections of the creche shall be conducted by the prescribed authorities.

The inspecting authorities may give recommendations and suggestions for improvement of the Creche/Day Care centres or recommend for cancellation of licence or closure. The registration authority will be the authority to withdraw or cancel licence for a period or permanently as it deems fit.

Food Safety Officers shall inspect the kitchen, food storage facility and food provided to children from time to time.

## **PART B**

### **A. Managing the physical environment:**

Children attending the crèche need to be safe and secure at all times. A thorough safety checklist of the physical surrounds, including indoor and outdoor play areas, care of children to take responsibility for keeping children safe from harm. Organizers should ensure that the following criteria are met.

### **B. Indoor crèche service:**

The building is in sound condition (ensure safety, cleanliness and comfort for the children).

1. Emergency exits are accessible with direct access to the outside or to another safe fire rated area.
2. There is access for children with disabilities.
3. All glass up to one meter above floor level and any other glass that children can access, such as windows or cabinets, is shatterproof or protectively screened and any high windows are secure.

### **C. Outdoor marquee crèche service:**

1. The crèche marquee is for child care only and is located in a safe environment away from cars, water, cycle paths and dogs and other wild and dangerous animals.
2. Consideration is given to the location of the marquee in terms of ground slope, weather and shade.
3. The tent area is fenced off to provide an enclosed play area for children and to restrict access to power cords, urns and other safety hazards.
4. The marquee is enclosed on at least three sides, with an in-built floor or with adequate flooring material.
5. Temporary fencing installed to enclose the child care area is at least 1.25 meters high with a support stake at every 1.5 meters of its length (so that children are not able to climb over).

6. Tent pegs and the tops of fencing support stakes are covered to prevent injury (for example, by brightly colored plastic covers).
7. Where possible, an existing toilet facility or portable toilets are in close proximity to, and for the exclusive use of, the crèche service.

#### **D. Outdoor Areas:**

1. Age-appropriate climbing equipment/swings are placed over impact absorbent material that is rated for the fall height of the equipment.
2. Outdoor areas are covered with grass or artificial grass. The sandpit area is shaded.
3. The outdoor area should be adequately fenced. That is, children are not able to climb over, under or through the fence.
4. There should be approximately three square meters of play space per child outside.
5. There should be adequate shade for hot weather conditions.

#### **E. Crèche services should also have:**

1. An emergency evacuation procedure that is clearly written and accessible to all.
2. A clear understanding among staff of emergency evacuation procedures and the location and operation of a fire extinguisher.
3. Easy access to a telephone emergency numbers located close to the phone.
4. No direct child access to hazardous areas, such as an activity area in use, an exercise room, a swimming pool or a road.
5. No access by the children to service areas including rubbish bins, urns, bottles, cleaning products or poisons and medicines.
6. Adequate light, ventilation and temperature control with child-safe heating or fans.

7. Safe electrical fittings, switches, heating and cooling equipment and power outlets that are out of children's reach and fitted with earth leakage circuit breakers or childproof safety plugs.
8. Continuous clean flooring, free from hazards.
9. Adequate cover in the event of wet weather or for protection from the sun.
10. Access to an adequate supply of drinking water, with separate cups for each child easy access to the toilets and hand washing facilities. If an adult toilet and hand basin is used, it is advised that a modified toilet seat and stable step suitable for children's use be provided.
11. Clean water, soap for hand-washing and individual hand-drying facilities for all children at the service.
12. Adequate hand-washing and hygienic nappy-changing facilities in close proximity to each other for staff.
13. A change table, mat or bench with a plastic cover for easy cleaning.
14. A sanitary facility for the storage of soiled nappies.
15. A policy where children do not use common face cloths, towels, combs or hair brushes.
16. A supply of antiseptic wipes, paper towels, disposable cups and a covered garbage bin.
17. Access to a refrigerator or cooler for the storage of children's food and drinks (may not be necessary for short duration crèches).
18. Access to a sink and equipment for heating baby bottles (may not be necessary for short duration crèches).
19. A number of crates for the toys/games, arts and crafts materials.
20. Enough clear space to enable the children to play safely.

21. A separate secure area for babies and toddlers to play in away from older children.
22. Clear policy that smoking and alcohol will not be permitted on the premises.
23. Supplemental light refreshments (for example, biscuits or sandwiches) if parents forget to pack food for a snack.
24. Child-size tables and chairs.
25. Comfortable rug/mats/cushions for floor sitting.
26. Room dividers if caring for children younger than two or when caring for a large number of children.
27. Boxes/shelves/storage space for children's personal belongings.
28. Cupboards, trestles, etc that are not fixed to the floor positioned or secured in a way that will eliminate the possibility of children moving or pulling these structures onto themselves.

## **F. Catering**

The organization providing the crèche service will need to decide what level of catering will be offered to the children in the crèche. This decision should primarily be based on how long the children will be in the crèche.

1. If the length of stay is only for an hour or two then crèche providers can request that parents provide food and drink for their own children.
2. However, if it is an all-day event then it would be more appropriate for the crèche providers to supply a suitable quantity of food and drinks. In either case, there should be extra supplies such as fruit juice, crackers, fruit and plain biscuits in case a parent forgets to supply food for their child. Additionally, plenty of fresh water should always be made available.

## **G. Food policy (including nuts):**

Most child care centres have policies excluding food containing nuts or nut by-products such as bars and biscuits due to the severe reactions that can occur in children who are allergic to such foods. Foods such as sweets, carrot, apple, peanuts and popcorn should not be given to babies and toddlers. Chocolates and lollies are not acceptable.

## **H. Play equipment and toys:**

Having sufficient play equipment, toys and materials available is important, as is ensuring that they are suitable for the age of the children involved.

1. Toys and play equipment that are age appropriate, stimulating and safe are an essential component when providing a stimulating environment for children in care
2. When buying toys and play equipment for children up to three years of age, make sure that the toys are durable and easily cleaned. It is recommended that only toys that comply with child safety standards should be provided.
3. When purchasing or providing toys, check that there are:
  - 3.1. No loose parts that can be inhaled or swallowed.
  - 3.2. No sharp edges or points that can cause cuts.
  - 3.3. No splinters, rust or flaking paint.
  - 3.4. No lids that can close on top of children such as toy chests or boxes.
  - 3.5. Stable supports, e.g. ride-on toys and rockers.
  - 3.6. No toxic ingredients (in the case of paint or glue).
1. All toys should be clean, and those that are dirty will need to be washed or disinfected after use as Toys that are mouthed, such as in the under eighteen-month age group, should be put in a container to be wiped or washed with a diluted Dettol.
2. Some children may opt to bring in their own toys from home, for the older than eighteen-month toddler age group, washing dirty toys at the end of the session with soap and water is recommended.

## **I. Type of toys**

1. A variety of balls, small bats.
2. Interlocking or wooden blocks, construction sets (at least 20 pieces).
3. Washable dolls, doll's bed and bedding.
4. Baby toys, rattles, soft toys, washable or cardboard books.
5. Large crayons, paste and paint brushes, non-spill paint pots, blunt-ended scissors.
6. Puzzles.
7. Sets of animals, cars, trains, musical instruments, tea sets, cooking sets.
8. Buckets, spades, scoops, dump trucks and graders for the sandpit or digging patch.
9. Push or pedal wheeled toys, tricycles, walker wagons, pull-along toys, doll's prams, wheelbarrows.
10. Floor rugs, play mats.
11. Tarpaulins or sheets of strong plastic to protect floor from messy play activities.
12. Storage boxes.
13. Furniture for small children.

## **J. Health and safety**

**Communicable diseases:** Due to the close contact children have with each other in a crèche service, they are more likely to catch each other's illnesses. It is therefore important that the crèche develops a policy for the exclusion of children from child care services when they are suffering from specified infectious diseases. Children with infectious/contagious conditions should not be accepted into care. Such conditions include:

1. Measles
2. Mumps
3. Chicken pox
4. Diarrhoea
5. Vomiting

6. Head lice
7. Conjunctivitis
8. Ring worm/tinea
9. Gastroenteritis.

It is also recommended that organizations operating crèche services develop policies that deal with the admission of children with minor ailments such as colds.

### **K. Dispensing medications:**

Crèche providers should develop a policy regarding the dispensing of medication to children in their care.

1. Medication should be stored in a safe place, inaccessible to children.
2. Medication must only be administered to the child for whom it has been prescribed, from a container bearing the child's name and with a current use-by date from its original packaging with the written permission of a parent/guardian. This permission and instructions for administration should be written on the sign in/sign-out book for the day of administration.
3. A record of medication administered to the child while in care should be kept. This record should include:
  - 3.1. The name of the medication.
  - 3.2. Date, time and dosage.
  - 3.3. The name and signature of the person who administered the medication and the person who checked it.

### **L. Accident and illness:**

A record should be kept of all accidents, injuries and illnesses to assist in any insurance claims or the outbreak of contagious diseases. If a child is injured in more than a minor way, or falls ill, the parent or guardian should be contacted immediately.

### **M. Program and Activities:**

The following are some basic principles that should be considered when planning programs suitable for the crèche situation:

1. The time table and activities should be flexible and suited to the ages of children participating.
2. Opportunities should be provided at all times for children to develop oral communication.
3. There should be a balance between vigorous activity, quiet activity, inside and outside play, and meal or snack times.
4. There should be opportunity for children to move freely from one activity to another.
5. Children should be gainfully occupied if they are required to sit and wait.
6. There should be opportunities for creative activities, imaginative play, musical activities and stories.

#### **N. SLEEPING SCHEDULE :**

1. For babies under one year only their body clock will be followed.
2. For toddlers between the ages of 18 months to 2.1/2 years gradually the mid-morning nap should be discontinued.
3. On parent's request if some child is hyperactive and can do without the afternoon nap it should be considered.
4. Information on the favoured sleep posture of the child should be sought from the parent. Some sleep on their tummy some on their back. Some will sleep only if patted, when sung to or rocked.

#### **O. TOILET TRAINING:**

1. Potties will be provided by the center. However, if parents want to get their own they are welcome to do so.
2. Older Children who are used to the regular toilets should be periodically taken to the toilet (Every 1-1/2 hours). The child shall not be ridiculed for failure in this area. Toilet visits shall be built into the daily schedule for young children.

**P. Personal and Medical information about the child should be obtained from the parent during the admission itself. A sample is given below:**

**Child's information**

**Parent/guardian information**

Name:..... Name.....

Date of birth:..... Home address.....  
.....

Male/Female:..... Pin code:.....

Telephone:..... Mobile:.....

Medical conditions and special needs.....

Medical conditions, e.g. epilepsy, asthma.....

Any allergies, e.g. foods, bee stings etc.....

Special needs (if any, please specify).....

Emergency contact: The following emergency contact person has permission to collect my child medications in the (dosage, time, special instructions) crèche or unforeseen circumstances arise:

Name.....

Relationship.....

Telephone.....mobile.....

In the case of an accident, I give permission for crèche staff to administer first aid to my child.

(Parent/Guardian's signature)

Name:.....

Date:.....

**Sign-in / Sign-out book:**

The crèche service should have a sign-in and sign-out book, which parents/guardians complete when dropping off and picking up their child. The system should record the child’s name, age and any special requirements concerning the child for that day, the parent’s name and their location within the complex in case of an emergency, and a ‘time in’ and ‘time out’ signature. Note that parents/guardians must remain on the premises while they are handing over or receiving child to/from crèche.

The person responsible for bringing the child to the crèche should be responsible for collecting the child. Written authority from the parent or guardian should be obtained before the child is handed over to anyone other than the person who brought the child to the crèche. It may also be necessary to view some form of personal identification such as a current driver’s license if the person collecting the child differs from the one who brought the child to the crèche.

The children should wear identification tags or stickers in order to help crèche care giver to monitor the children, particularly in emergencies.

**Sign-in /Sign-out book Template:**

In addition to enrolment, all children must be signed in and out of the crèche service. Below is a template that can be utilized for this purpose:

Child’s name	Sex	Age
Enrolment form completed	Yes.....	No...

(if no, parent must complete enrolment form before using the crèche service)

Arrival time:..... Departure time:.....

Parent/guardian signature Parent/guardian signature

Specific location of

Parent(s):.....  
.....

Any special needs or medication for today:.....

## **R. POLICY FOR PARENTS**

1. The center should welcome parent participation in the activities or operations of the center should discuss their interest with the center supervisor, who in turn can advise them of what opportunities are available.
2. Once in a month conduct creche parents meeting. This is to address any issues that arise during the month. One crèche staff, the creche co-coordinator and a crèche committee member will be present.
3. Parents of enrolled children may visit the centers at any time; however respect the caregiver's opinion if it will disrupt the peace of the day care. Caregiver should be available by phone unless it is outdoor time and only one caregiver is present.
4. A complaint and suggestions book should be kept in the creche. In case of any dissatisfaction parents should be encouraged to enter it into the book. It will be looked and discussed in the monthly parents meeting.
5. Parent should refrain from being angry with the creche staff in front of the children. This makes it very difficult for the creche staff to have co-operation from the children during planned activities, or dispute between children.
6. A timetable has to be developed so that infants and children have an enriching and learning environment at the creche. This should be communicated to the parents so that they can co-operate with the creche staff in adhering to the timetable. Weather and status of the child will be considered for the age appropriate activities.
7. Parents should feel free to discuss their unhappiness in any regard.
8. In order that children reach their milestones, they will not be carried around unless they are in the settling down period or need to be pacified. Extra attention will be provided to new comers so that they feel comfortable.
9. Use of pacifiers is strictly prohibited.
10. The feeding bottles should be sterilized at home. The number of bottles should match the number of feeds.
11. It is preferable that parents should provide safe drinking water, milk and lunch or milk will be heated if required in the Centre.

12. Request to staff to collect items from individuals home or to buy food in the canteen or to accompany child to canteen will be strongly discouraged. Rare instances of help if urgently required will be considered on a case-by-case basis.
13. No physical or verbal abusive punishment is allowed in the creche. Parents should encourage their children to listen to simple instructions given by the creche staff. Most issues should be dealt with affection and/or redirection to other activities.
14. The creche activities for the day/week and snack menu should be posted on a soft board/display board for parent information.

### **FOOD:**

1. It is advisable that food and snacks should be given by the parents. It will be heated if requested and fed to the children.
2. Plates and spoons can be provided by the creche.
3. Any food allergies have to be informed to the caregiver. If a food has never been given to the child the caregiver should be informed in writing. (Particularly egg and groundnuts).
4. The caregiver will feed babies and Toddlers with a clean spoon. However, if the toddler wishes to eat by him/herself it will be encouraged. In general children above the age of two will be asked to feed themselves most of the time. Unless the parent explicitly states otherwise children will be allowed to self-regulate their food intake.

### **S. CLOTHING:**

1. Simple, comfortable, weather appropriate clothes. Not too many clasps and zips.
2. There should be adequate number of diapers and bibs. These will be rinsed out and left out to dry before being given back to the parents.
3. The shoes should be floor safe.
4. Jewellery is best avoided.
5. Specific linens should be provided by the parents e.g. a favourite blanket that the child will not sleep without.

## **T. MEDICATION:**

1. Clear instructions need to be given for proper administration of the prescribed drug if dose is required during the day.
2. If a child develops fever during the day, parents will be informed and the child will be given a dose of paracetamol if acceptable to the parents.
3. If a child has any cuts or bruises first aid will be given. The parents will be informed.
4. In case of more serious problems the children will be taken to see the nearest doctor and the parents should be informed as early as possible.

## **U. TOYS:**

1. No toys from home are allowed unless the child cannot stay without it. Looking after children is an enormous responsibility, let the caregivers not worry about the toys. If such items are sent please do not hold the creche staff responsible for damage.
2. It applies to the books.

## **V. PICK UP AND DROP:**

1. The belongings of each child need to be checked by the parents at the end of the day. Baskets will be kept on the creche wall but in case of missing items please inform the staff as soon as possible.
2. Parents should leave clear instructions if they are travelling during their day and leave their contact number with the crèche. (Particularly helpful for any emergency that occurs like sudden spotting of chicken pox).

## **W. ILLNESS:**

1. If the child is suffering from an infectious disease like chicken pox or conjunctivitis the child should not be sent to the day care. The crèche is at perfect liberty to refuse entry of the child.

2. If the child is prone to wheezing parents should inform the caregiver the kind of attention to be given and demonstrate the use of an inhaler.
3. If the child has a cold the center will use tissues for wiping the running nose.
4. If your child has a fever over 100 F, 1-2 vomiting episodes or diarrhea, chicken pox or conjunctivitis, the child should not be sent to the creche. If the child becomes sick in the creche with above the parent will be informed and has to pick the child up in 2 hours time. The child should come back to the creche only if he/she is symptom free for 24 hours. This is to ensure that other children in the creche especially infants are not exposed to illness that will affect them more seriously than an older child.

#### **X. RECORDS:**

1. Staff attendance
2. Child Attendance
3. Daily Sign in Sign out register
4. Child Admission Register
5. Individual Child case file
6. Visitors / Inspection authority book

#### **Y. GUIDELINES FOR CAREGIVERS: DRESS CODE FOR CAREGIVERS**

1. Presentable cotton clothes, hair to be plaited or made into a bun.
2. Very essential jewellery, no long ear rings and glass bangles. (Glass bangles tend to break and may hurt the children hence best avoided).
3. Dupattas need to be pinned up neatly as also the saree pallu for ease in working.
4. No long nails as it may hurt the children.
5. No footwear allowed inside the Creche.
6. The caregivers need to freshen up after attending to the children's needs.

7. The caregivers need to use mediker regularly to prevent lice in children's hair.
8. No flowers, as it falls all around the floor and babies tend to put in their mouths.
9. Personal telephone calls should be made and received only when necessary. Working hours is not a time to chat with friends and family.
10. Taking a bath can be done only after working hours.
11. Hand washing before feeding children and after helping a child with toilet should be mandatory. Soap and water should be available in bathroom for the use of staff.

## **Z. CODE OF CONDUCT FOR THE CAREGIVERS:**

1. Always remember children are God's gift and they have just come into being they are very much dependent on us. They still have numerous years to learn social skills and appropriate behaviour.
2. Nurture them with all the love possible be patient and pleasant. Avoid using foul language as children are very quick to imitate and unlearning is always more difficult than learning.
3. Do not sit and chat with each other while at work.
4. Distribute work evenly so there is not confusion and resentment.
5. Maintain the children daily report sheet as well as their file of artwork and other activities.
6. Be truthful and honest as we are role models for the children; sharing your difficulties in disciplining children with the supervisor.
7. Beating and pinching is strictly prohibited and zero tolerance for.
8. Child should not be left unattended except when sleeping. Even then periodically check on an infant younger than 1 year of age.
9. Do not carry the child clasping one arm as it may dislocate the arm.

10. The toilet and Bathroom floor needs to be maintained impeccably. Make sure it is dry at all times so that young children when they run into the Toilet/bathroom do not slip on the floor.
11. Always follow the daily plan put up on the soft /display board. Children have short attention spans so change the activities every half an hour. Quicker change in activities may be needed for younger children.
12. No child to be left on the potty for more than twenty minutes.
13. Caretakers should not leave the children unattended and should not sleep in the afternoon.
14. Other money generating activities is strictly prohibited during the working hours.
15. Visitors should not be entertained unless they are from parents, inspecting authorities.
16. The day care Centre should be kept clean at all times by sweeping, swabbing or moping.
17. Best behaviour mechanism for the staff should be listed and they should be trained and monitored in following them.
18. While arranging or re arranging the furniture keep the children's safety in mind. Keep sharp objects out of reach of children.
19. Toys and linen need to be washed every week. Curtains need to be washed once a month. Keep a book and enter into it when the toys, linen and curtains were washed.

**ANNEXURE**

**CHILD REGISTRATION FORM**



1. Name of the Child : .....
2. Male/Female : .....
3. Date of Birth : ..... Age: .....
4. Name of Parent : .....
5. Designation : ..... Dept.: .....
6. Grade Pay/Gross : ..... Salary: .....
  
7. Facility for : Day basis/Full Day/Half Day Time: .....
  
8. Address: .....
- .....
  
9. Tel. No. : Home: ..... Office: ..... Emergency No: .....
  
- E-mail ID: .....
  
10. Language known by Child: .....
  
11. Name(s) of person(s): .....  
authorized to drop & .....  
collect the child .....  
with relationship. ....
  
12. Any particular diet/food: .....  
That should be avoided .....  
to the child.
13. Allergies, illnesses .....  
or epilepsy? My child .....  
is suffering from (if any) .....
14. Any other relevant  
Information: .....
  
15. Permission to give : Yes/No  
standard first aid to  
the child, if needed
  
16. Schedule chart of the :  
child (if any)

Date: .....

(Signature of Parent)

## ANNEXURE

### LIST OF ITEMS

Sl. No.	Item	Scale at which items to be provided
	<b>Mandatory</b>	
1	Water Cooler with water filter	
2	LPG gas connection and Gas stove	
3	Fire fighting gadgets	
4	Crockery, utensils, Thermos Flask etc.	
5	Soft Carpet	as required depending on size of accommodation
6	Cradle	1 each per child up to age of 1 year
7	Children Cot with Mosquitoes net	1 each per child for age group 1 year above
8	Mattresses, Bed sheets, Pillows, Towels, Blanket	2 (1+1) sets for each child
9	Toys, Books, tricycles, Baby walker etc.	
10	First Aid Box	
	<b>NON Mandatory</b>	
1	Color TV	
2	Music System	
3	Refrigerator	
4	Washing Machine (Fully automatic)	
5	Room Heaters	As required
6	Inverter	As required
7	Cupboards	
8	Wooden shelf, Table, Chairs, Shoe Rack etc.	

## **APPLICATION FORM FOR REGISTRATION OF CRECHE /DAY CARE CENTRE**

### **A.**

1. Name of the owner:
2. Type of Organization:
3. Address of the Organization,  
Telephone number and e-mail address
4. Date of establishment:
5. Whether registered with any Govt./Statutory/Local Bodies:
6. If so, registration number and date:
7. No of children enrolled for Crèche:

### **B. Physical Infrastructure**

1. Total Floor area:
2. No of Rooms for use of children
  - a. Sleeping:
  - b. Playing:
  - c. Kitchen:
  - d. Store room:
  - e. Bathroom:
  - f. Toilet:
  - g. Corridor:
  - h. Sick room:
3. Does the Building has compound wall?
4. Distance to nearest Doctor / Hospital / Dispensary /PHC:
5. Does the Crèche has telephone: A; Landline  
If yes Provide numbers B. Mobile

### **C. Staff:**

1. Ratio of Staff to Children:
2. Whether staff trained in Childhood development?

### **D. Other Information**

1. Amount charged per child to provide Crèche services:

Date;

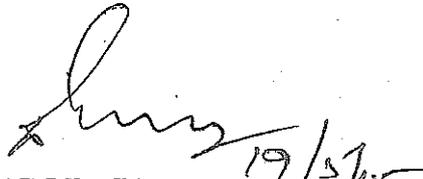
Signature of the Applicant

## Check List for Creche

### (A) For setting up a new Creche :

1. Date of establishment of the Organisation/Creche.
2. Number of women employees.
3. Number of children in the age group of 90 days to 4 years.
4. Whether the building where Creche facility is required is own building rented or on long term lease?
5. Whether minimum space at the scale of 6 to 8 sq.ft. per child is available?
6. Whether accommodation has proper provision for light and ventilation?
7. Whether facility of toilet and sanitation facility for small children is available?
8. If adequate safe play area outside the Centre is available?
9. Whether adequate regular arrangement for supply of safe drinking water is available?
10. Whether kitchen facility is available? If yes, whether it is away from activity area of children?
11. How arrangements for Ayahs and Chowkidars for taking care of children and their safety are proposed to be made?
12. What are safety measures/fire fighting arrangements?

10. The toilet and Bathroom floor needs to be maintained impeccably. Make sure it is dry at all times so that young children when they run into the Toilet/bathroom do not slip on the floor.
11. Always follow the daily plan put up on the soft /display board. Children have short attention spans so change the activities every half an hour. Quicker change in activities may be needed for younger children.
12. No child to be left on the potty for more than twenty minutes.
13. Caretakers should not leave the children unattended and should not sleep in the afternoon.
14. Other money generating activities is strictly prohibited during the working hours.
15. Visitors should not be entertained unless they are from parents, inspecting authorities.
16. The day care centre should be kept clean at all times by sweeping, swabbing or moping.
17. Best behaviour mechanism for the staff should be listed and they should be trained and monitored in following them.
18. While arranging or re arranging the furniture keep the children's safety in mind. Keep sharp objects out of reach of children.
19. Toys and linen need to be washed every week. Curtains need to be washed once a month. Keep a book and enter into it when the toys, linen and curtains were washed.

  
(GOPAL) 19/5/15

Deputy Secretary to Government,  
Department of Women and Child Development and  
Empowerment of Differently Abled and Senior Citizens.

  
19/5