

Ph.No. 0191-2579126/2542759
0194-2506067/2506279

email: socialwelfare.adm@gmail.com



Union Territory of Jammu and Kashmir
Social Welfare Department
Civil Secretariat, J&K, Jammu

Subject: Guidelines for implementation of National crèche Scheme in Jammu and Kashmir.

Government Order No: 122 -SWD(JK) of 2022
Dated : 04 .07.2022

For the smooth implementation of the National Creche Scheme of Ministry of Women and Child Development in Jammu and Kashmir, detailed guidelines are hereby prescribed as Annexure to this order so that the interested NGOs/ Voluntary Organizations can avail the benefits of the said scheme and provide the services to the target group i.e Children from the age group of 06 months to 06 years.

By order of the Government of Jammu and Kashmir.

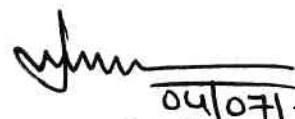
Sd/-
Sheetal Nanda, IAS
Commissioner/ Secretary to the Government
Social Welfare Department

No:SWD/ SWB/4/2022-02

Dated : 04. 07.2022

Copy to the:-

1. Principal Secretary to the Government, Health & Medical Education Department
2. Commissioner/ Secretary to Government, Rural Development Department.
3. Joint Secretary (J&K) Ministry of Home Affairs, Government of India.
4. Director General, WCD J&K
5. Director General, Social Welfare, Jammu.
6. All Deputy Commissioners.
7. Mission Directors, ICDS/ ICPS
8. Director Finance, Social Welfare Department.
9. Director, Social Welfare, Kashmir.
10. Secretary, J&K Social Welfare Board.
11. Pvt. Secretary to Commissioner/ Secretary to the Government, Social Welfare Department.
12. Concerned Officer.
13. Govt. Order file.
14. Stock file.


04/07/2022
(Sanjay Pandita)

Under Secretary to the Government

Annexure to Government Order No.122-SWD(JK) of 2022 dated 04.07.2022

**Guidelines for
implementation of
National Crèche Scheme
in
Jammu and Kashmir
(2022)**

Introduction

Early years of life are a period of most rapid development and growth. It can also be the period of maximum vulnerability. According to the Census of 2011, 15% population in the country is under six years and 16.10 % in erstwhile State of J&K, which is 160 million children in country and 20,18,905 children in J&K.

The work participation rate for women stands at 25% for the country which is one of the lowest in the world and 26% for J&K as per 2011 census. Emerging reports show a growing decline in women's participation in the workforce. Lack of childcare is a major barrier to full and equal participation of women in work.

Women are more likely than men to bear child care responsibilities and consistent family support is a must to meet such challenges. In the recent times, there has also been a change in the composition of the family. Joint and extended families are changing into nuclear units and extended family members are no longer physically available to look after children of working mothers.

The choices that parents make regarding the type of work they do, whether they stay at home or combine work with child care is contingent upon the availability and affordability of child care facilities.

Recently, in the year 2017 an amendment was carried out in the Maternity Benefit Act in 2016 which paved the way for a landmark shift in providing quality childcare services to children between six months to six years by the employers of such establishments where the work force is more than 50 workers

Further, Ministry of Women and Child Development, Government of India has issued National Minimum

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guidelines for setting up of and running crèches under Maternity Benefit Act, 2017 vide O.M No. CRE-23/1/2018 – Creche-Part (2) dated 2nd November, 2018 as part of its commitment to ensure both the early and holistic development of children under six years and to support increasing numbers of women to join the work force and remain gainfully employed.

Besides, the Ministry of Women and Child Development, GOI is also providing financial assistance / grant to various NGOs for setting up of crèches under National Creche Scheme for the Children of working mothers. In J&K, 561 creches were funded under the said scheme in previous years, but keeping in view 11,27,623 number of working mothers as per 2011 census in J&K, the number of creches does not seem to suffice the requirement.

Hence it has been found desirable that detailed guidelines for implementation of National Creche Scheme in J&K are issued keeping in view the specific requirements vis-a-vis the development scenario in Urban/ Rural areas/ terrain and road connectivity of UT /Primary Health Care Infrastructure/ availability of potable water, electricity etc.

These guidelines will serve in helping the existing creches and prospective creches including such NGOs desirable of running creche facility and also the employers of various establishments to take decisions about guaranteeing minimum standards of quality care at crèches.

Further, various indicators as prescribed in Annexure 2 to 8 of National Minimum guidelines for setting up of and running crèches under Maternity Benefit Act, 2017 issued vide O.M No. CRE-23/1/2018 – Creche-Part(2) dated 2nd November, 2018, so far as they are in conformity, shall also form part of the current guidelines.

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GUIDELINES FOR SETTING UP AND RUNNING CRECHE FACILITY

1. Definition:

A crèche is a facility which enables parents to leave their children while they are at work and where children are provided stimulating environment for their holistic development. Crèches are designed to provide group care to children, usually up to 6 years of age, who need care, guidance and supervision away from their home during the day.

2. Objectives:

- i. To provide day-care facilities for children (6 months to 6 years) of working mothers in the community.
- ii. To improve nutrition and health status of children.
- iii. To promote physical, cognitive, social and emotional development (Holistic Development) of children.
- iv. To educate and empower parents/ caregivers for better childcare.

3. Services:

The scheme will provide an integrated package of the following services:

- i. Daycare facilities including sleeping facilities.
- ii. Early stimulation for children below 3 years and pre-school education for 3 to 6 years old children.
- iii. Supplementary Nutrition (to be locally sourced)
- iv. Growth Monitoring.
- v. Health Check-up and Immunization.

4. Target Group: The use of crèche facility is proposed to be extended to children of age group of 6 months to 6 years.

5. Crèche Timings:

Most parents work eight hours a day. The timings of the crèche can be flexible based on the working hours and timings of the parents.

Therefore the crèche preferably should open for 8 hours to 10 hours for

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at least 26 days in a month.

An exercise with regard to the working pattern/ shift system of the area in which the creche is situated should be carried out. In case, the workers follow a shift system in the area, the crèche timings should be such that it suits to the parent's need in general. In case the establishment(s) has day and night shifts, then the crèche should also be run in shifts in the said area and should try to respond to the needs of the parents and keep the best interest of the children as well.

6. Creche Location:

The crèche should be located in a safe and secure place which is welcoming and child friendly. The crèche should be located near the homes of children or near the place of work of the mothers (at a walkable distance i.e. $\frac{1}{2}$ - 1 km) for the following reasons:

- Mothers breastfeeding their babies can conveniently come to feed their babies.
- Parents can be contacted in case of emergencies
- It is easier to pickup, bring or send the child.
- If a child is absent for a long period of time, the crèche worker can go herself to enquire about the child from his/her home or work place of parents.

As far as possible the crèche environment should be akin to the child's home atmosphere and should also reflect the life style of the community.

7. Infrastructure/ Space:

- Creche **should not** function from the creche worker's/ helper's home.
- Preferably at the ground floor to ensure safety of children
- The centre should have **concrete** (pukka) structure as per PWD norms. The Centre should have at least two rooms/ a large hall with a roof of at least 10ft. height.

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- A crèche centre must have a minimum space of **10 to 12 sq. ft. per child** to ensure that children can play, rest, and learn.
- An ideal centre should have covered as well as open space area, some of which should be shaded along with a kitchen and a **child friendly toilet** facility. In an ideal centre, the kitchen should be 25% of the covered area and toilet should be 5% of the covered area.
- The room should have **proper light** and should be well ventilated. There should be at least two windows placed at a height of not more than 3 ft above the ground with an area which is 1/5th of the floor area.
- There should be **no unsafe places** like open drains, deep and large pits, garbage bins etc. near the centre.
- The centre must have a **safe and potable drinking water** source with a water purifier installed.
- Ramps and hand rails for better accessibility.
- There should be **demarcated separate areas** for different age groups-under 3 years and 3-6 years old each for sleeping, cleaning, eating, conducting activities and breast feeding.

8. Norms and Standards to be followed in a crèche:

(i) Crèche environment:

- Ensure a nurturing, responsive and inclusive environment in the crèche.
- The crèche should have bright, cheerful and child accessible displays of essential play and teaching learning material.
- Daily schedule, child safety and essential norms, and other relevant material to be displayed on the walls.
- Material prepared by children like their drawings and other art work to be displayed at the crèche to create a child friendly environment.

(ii) Crèche equipment/material:

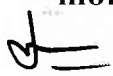
- Provision of equipment and material for supplementary nutrition, cleaning, personal hygiene, sleeping and medical aid.



- Furniture and play equipment provided at the crèche to be appropriate to the age and number of children.
- The specific requirements for furniture of children with special needs or disabilities will also be provided for.
- All equipment to be sturdy, safe, with no sharp edges and easy to maintain.
- Proper heating and cooling arrangement as per requirement.
- Inverter.
- Adequate water storage facility.
- Detailed Crèche set up material list is attached as Annexure—‘A’.

(iii) Safety/Protection at the Crèche:

- The centre timings and shift should be followed as decided/ prescribed.
- Special care should be taken to keep the children safe and secure at the centre.
- Entry cards to be issued to parents and staff members.
- The doors and gates should be installed as per requirement.
- Materials and the equipment should be stored safely after the centre is closed every day.
- The centre should not be in proximity to any establishment with noxious fumes.
- The crèche in-charge/ worker should have full information about the child's identity, residential address, names, phone number and other details of parents in a well maintained register.
- Personal details of the person who is picking up and dropping the child to the centre should be available with the worker and the child should be handed over to that person only. In case any other person picks up or drops the child then, his/her identity with the authorization from parents must be ascertained and signatures from parents/ other person while dropping and picking up child should be obtained on a register.
- **Biometric Attendance of all children should be taken in the morning on the child's arrival as well as at the time when**



child is picked up.

- All sharp objects like scissors, knives, blades, pins etc. should always be kept away from the children.
- Chemicals such as detergents, cleaning agents, phenyl etc. should be kept out of the child's reach.
- All the furniture and fixtures should be safe and sturdy.
- Toys should be child friendly, age appropriate, safe and with no sharp edges.
- It should be ensured that all electrical switches/plugs are out of children's reach.
- There should be no open wiring at any place near or inside the crèche.
- Fire extinguishing equipment and other firefighting material should be provided at the centre.
- Sprinkler systems are required for childcare facilities located in a building with three or more floors.
- Evacuation plan should be planned and displayed at the crèche.
- No child should be left alone at any point in crèche, even during breaks.
- Any kind of verbal or physical abuse should be strictly prohibited.
- CCTV cameras should be installed for the purpose of monitoring by the supervisor.
- Child protection policy should be made and adhered to. The establishment can refer the safety and protection guidelines as mandated by National Commission for protection of child Rights. (Annexure 2 of National Minimum Guidelines for setting up and running crèches under Maternity Benefit Act, 2017).
- Any kind of sexual abuse and sexual exploitation to be strictly dealt under POCSO Act.
- The supervisor has to ensure that no persons, known or unknown be allowed inside the crèche at any point of time, during the functioning hours of the crèche. For example, plumbing or any other civil work should be done during

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weekend/holidays only.

- Police verification of all staff and guard is mandatory.

(iv) Health Practices:

- Ensure that each child undergoes a regular medical check-up, preferably on monthly basis by a qualified medical practitioner.
- It can be either be done at the centre or the parents could provide a medical card in which the medical records are maintained.
- The centre must at all times be equipped with a basic First Aid Kit containing pediatric medicines for common ailments like fever, vomiting, cough and cold, dehydration, common stomach ailments, minor injuries, ointments, band - aids, cotton wool, disinfectants which would be administered only as per doctor's advice.
- Provide first aid as per the recommended measures.
- There should be a doctor on call for any medical emergency and parents should also be informed immediately.
- In case a child is undergoing a treatment, parent's authorization would be required to administer the medicine.
- Check the expiry date of the medicines every month and dispose of the expired ones immediately.
- Age-appropriate immunization as per WHO guidelines be ensured.
- Proper record of immunization of every child to be maintained at every creche.
- The crèche should have a tie-up with the nearby Anganwadi centre/ PHC and its workers for health care inputs like immunization, polio drop, de-worming etc. In case of serious illness children may be taken to the nearest government/ private hospital.

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(v) Nutrition Practices:

- Food provided to the children must have adequate nutritional value.
- 03 meals should be served in a day which includes a morning snacks, lunch (hot cooked) and an evening snack.
- All the meals have to be uniform for all children as per the recommended meal chart.
- Ensure that children should get a well-balanced and nutritious diet as per recommendations and guidelines
- All hygiene procedures for food preparation/storage/service to be strictly followed.
- Monitor the growth of the child by taking height and weight on monthly basis a proper record of which shall be maintained at the creche.
- If the child is underweight then inform the parents immediately and consult doctor.
- The chart on calories requirement, WHO standards for growth Monitoring chart and three samples meal charts provided as Annexure 4,5 & 6 respectively in the National Minimum Guidelines for setting up and running crèches under Maternity Benefit Act, 2017 shall be the guiding principles in this regard.

(vi) Records and Registers:

The enrolment forms of children duly filled in by the parents should be available with the worker/ helper after the child is registered at the crèche. In addition, the crèche worker and helper are required to maintain the following basic records and registers, which should be available for inspection at any time during the working hours of the crèche centres:

- i. Admission/ Enrolment register for recording profile of children and their parents including profession/ income of both parents.
- ii. Attendance register of children.
- iii. Attendance registers of functionaries.

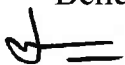
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- iv. Health checkups records including immunization of the child.
- v. Register for consumable and non- consumable items.
- vi. Supplementary nutrition register for recording the food provided to the children.
- vii. The medical record of children to be shared with doctor.
- viii. Mother's meeting register.
- ix. Visitors register
- x. Register for user fee.

All records and registers should have specific entry for severely underweight children.

(vii) Crèche Transactions:

- Age appropriate activities to be conducted for the holistic development of children.
- Age appropriate curriculum for 6 months to 3 years and 3 years to 6 years should be provided as per **Early Childhood Care and Education Curriculum (ECCE)** of ICDS.
- The curriculum should be flexible enough to suit the diverse social, cultural, economic and linguistic contexts of UT of J&K. as well as adaptable enough to suit individual differences among children.
- The transactions should ensure children's participation - creativity should keep children interested and engaged.
- A daily schedule should be prepared and followed to ensure a balance between child- initiated and teacher-directed activities.
- Appropriate skills to be introduced to form a foundation for school readiness.
- Age appropriate disciplinary techniques should be used with children and no punishment, corporal punishment or verbal abuse to be tolerated under any circumstance.
- Milestones checklist and the list of activities as prescribed in Annexure - 7 and Annexure - 8 of the National Minimum Guidelines for setting up and running crèches under Maternity Benefit Act, 2017 to be the guiding principle in this regard.



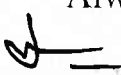
9. Hygiene and Sanitation Practices:

(i) Environmental:

- Adequate materials for cleaning should be provided at the centre like soap, phenyl, disinfectants etc but they should at all times be kept out of the reach of children.
- Practice preventive measures such as sanitizing toys etc. to minimize spread of germs.
- Label all the dustbins and keep them clean.
- If there is identification of any pest, the administrative staff should be immediately informed and pest control done promptly.
- Maintaining cleanliness of the toilets, dining area, activity area and all the surroundings, especially at the corners, is necessary.
- The water taps should be placed at a height which can be easily accessed by the children independently.
- Use shoe rack for keeping children's shoes.
- Preferably, slippers should not be worn in the crèche.

(ii) Personal:

- Personal cleanliness of the child should be maintained.
- Practice preventive measures such as washing hands, wiping nose, changing diapers etc. to minimize spread of germs.
- Check the diaper once the child comes to the centre. If soiled, change the diaper.
- Crèche table should be set up at an appropriate place. Different size diapers, towels, wipes etc. should be kept at the crèche table.
- Diapers to be changed only on the crèche table.
- Change the diaper every 2 ½ to 3 hours and if needed, early
- Throw the soiled diaper after wrapping it with newspaper/ waste paper in the dustbin.
- The worker should wash her hands after every diaper change.
- Always use gloves for potty cleaning.



- Every week check children's nails. If the nails are long they should be trimmed. But if the parents ask not to trim then ask parents to do so.
- Place two spare slippers in front of toilets for children's use.
- Whenever required use separate towels for each child.
- Workers hair should be tied all the time while working at the Creche

10. Human Resource Parameters

Ideally the number of children in the crèche should not be more than 25. Of these, at least 40 percent of children should, preferably, be below 3 years of age.

It is important that adequately trained worker and helper are available to provide day care facilities and to supervise the functioning of the crèche. In addition to crèche worker, there should be one crèche helper looking after children.

Accordingly, the details of number of children and requirement of staff in a crèche will be as under:-

| S.No | Age group of children | Number of children to be enrolled | Number of crèche worker | Number of crèche helper |
|------|-----------------------|-----------------------------------|-------------------------|-------------------------|
| 1. | 6 months to 3 years | 10(preferably) | 01 | 01 |
| 2. | 3 to 6 years | 15 | | |
| | Total | 25 | 01 | 01 |

Salary/ Remuneration of the workers: At least minimum wages as per the Minimum Wages Act should be paid.

One guard to be appointed to ensure safety and security of children, a background check/ verification of antecedents from police station concerned for all the workers should be done before appointment.

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11. User Charges:

User charges are necessary to bring in an element of community ownership and may be collected as under:

- Families with Income of both parents of upto Rs. 5,000/- per month ... Rs 20/- per child per month.
- Families with Income of both parents of upto Rs. 12,000/- per month ...Rs 100/- per child per month
- Families with Income (Both Parents) of above Rs. 12,000/- per month ...Rs 200/- per child per month

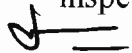
The collection of user charges will ensure better participation of the community and also increase the resources of the centre. The user charges so collected shall be placed in a separate account and shall be spent in consultation with crèche Monitoring Committee for welfare of children and up gradation of facilities of the crèches. Proper budget for every crèche shall be prepared in April every year for the same which shall be passed by the District Level Monitoring Committee. The expenditure shall be made within the limits set in the budget.

12. Linkages with Government Departments:

The CDPO concerned will ensure linkages with the local Primary Health Centre (PHC)/Govt. Hospitals or Sub-centre in the area. The creche should also have a tie-up with the nearby Anganwadi centre and its workers for health care inputs like immunization, polio drops, basic health monitoring. Community support from local bodies is also envisaged in the scheme to ensure their participation. CDPO concerned shall also be responsible for Aadhar generation of the children in crèches.

13. Monitoring and Supervision:

The crèche shall have at all times a list of infrastructure/ equipment and other requirements as per the guidelines displayed at its premises for inspection of the visiting authority and parents.



(i) Creche Monitoring Committees:

A crèche monitoring Committee on the pattern of School Monitoring Committee or Anganwadi Monitoring Committee, should be constituted for every crèche comprising of the following:

Parents: 3 to 4, crèche worker, crèche supervisor, ASHA/ANM concerned, Supervisor ICDS, HR/Administrative Officer in case creche is run by an establishment for its workers. Monthly meetings of the said committee with parents to be ensured for feedback and sharing of child's progress.

The crèche monitoring committees shall be notified by CDPO concerned.

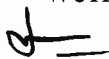
(ii) Besides, at the Block level monitoring of the creches on quarterly basis shall also be done by a **Block level Monitoring Committee** headed by CDPO concerned, Supervisor(s) concerned, Representative of Block Medical Officer concerned, 02 representatives of Panchayati Raj Institutions (Sarpanch/ Panch preferably lady) and 3to 4 parent representatives (from different crèches).

The Block level committees shall be notified by DPO concerned.

(iii) A **District Level Monitoring Committee** headed by the District Magistrate and comprising of DPO Poshan Abhiyan, DCPO, ICPS, Representative of CMO concerned with 01 DDC member (preferably lady), 02 CDPOs and 03 to 04 parents (from different crèches) shall monitor the working every six months.

The District Level Monitoring Committee shall be notified by MD, Poshan Abhiyan.

(iv) A **UT Level Monitoring Committee** comprising of Mission Director, Poshan Abhiyan, DPOs concerned, DCPOs concerned, representative of Director Health, a representative of each DDC preferably lady and 08 parents representatives (04 parent representative of different crèches each from Jammu and Kashmir) shall hold a meeting once in a year to review and monitor the working of crèches. Besides, every CDPO shall visit and inspect all



the crèches located in her/ his jurisdiction once in a month and submit a report to DPO concerned who shall further submit a detailed report to MD, Poshan Abhiyan after visiting at least 25% of the crèches located in the Districts.

14. Role & Responsibilities of NGOs Running Crèches

Infrastructural facilities:

- Crèche should not be located in crèche worker's/helper's home.
- Conduct field level surveys for assessment of needs of community, identifying location of the crèches and also eligible children.
- Coordinate with village/local leaders/PRI's and stakeholders for identifying/reviewing site for the crèche.
- Observance of certain minimum standards as prescribed for crèche services.
- Ensuring availability and replenishment of the consumable items like cots, mattresses, walkers, towels, buckets, cooking, serving utensils etc.
- Recruitment of crèche workers/helpers as per the guidelines laid down in the scheme.
- All crèche workers/helpers to be provided short term training. The training institutions of ICDS functionaries i.e. Anganwadi Workers Training Centres (AWTCs) & Middle Level Training Centres (MLTCs) may be utilized in addition to the institutions identified by State Government. A certificate to this effect should be attached with application while applying for new creches.

15. Service Delivery

- Concerted efforts must be made to enroll more children below 3 years of age. Close monitoring during enrolment is required by the voluntary organizations so that intended target group is not left out. The voluntary organizations should make efforts to enroll children of working mothers of the area.
- Adherence to timings of the crèche for 08 hours for 26 days in a month. The timings for opening of the crèche can be fixed in accordance with the requirements of local community.



- It is imperative on the part of the organization actually running the creche to arrange indoor and outdoor play material for children in sufficient quantity in order to provide conducive environment for learning through play way method.
- Organization of Mothers' meeting on issues pertaining to nutrition such as growth monitoring, feeding of children and health related information.
- Ensuring continuous participation of people to support the programme. The approach of organization should be educative to gear up community for active participation in the programme.
- Display of information on number of crèche, name of the village/location, name of crèche workers and helpers, name of NGO with contact numbers contact number of the chief of organization, name of doctor visiting the crèche, names of local committee members and menu of Supplementary Nutrition, etc. at the crèche site.
- Mobilize community support for the programme by conducting community meetings and home visits and to create awareness among community to utilize the services of crèches so that women are confident to leave infants at the crèche.

16. Financial Management

- Maintenance of Record of assets acquired wholly or substantially out of the grant, if any, received from Government of India.
- Timely submission of Statement of expenditure (SOE) supported by utilization certificate & audited accounts in case any GIA is received from Government.
- Collection of user charges and its utilization for welfare of the children – celebrating birthdays/festivals etc., maintenance of crèche building etc.
- Regular payment of honorarium to worker by NGOs may be ensured.
- Establishing reward system for appreciation of work.

17. Coordination and Convergence:

- Ensure linkages with the local PHC/sub centre/Govt. Hospital in the area for immunization and basic health check up of children.

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- Ensure convergence with other schemes and programmes like ICDS, SSA, and MGNREGS etc within the vicinity.
- Arrangements for doctor's visit for medical check-up of children should be ensured. Unwillingness of qualified doctors to visit far flung crèche centres in rural areas needs to be adequately compensated.

18. Supervision of Crèches:

The CDPO concerned shall supervise of the functioning of crèches so that services of the prescribed standard are provided to the children. This will be ensured by way of regular periodic visits (both, planned as well as surprise visits).

19. Selection Criteria for the Workers/ Helper/ In-charge.

1. The age limit for crèche staff is 18 to 35 years at the time of appointment.
2. Childcare workers: Minimum qualification 12th pass.
3. Helper: Minimum qualification 10th pass.
4. Identified group of women should go through the prescribed training. Appointments to be made based on assessment of their skills, knowledge and attitude post training.
5. Preference to be given to the women living in nearby areas for easy accessibility and availability.
6. Only such persons who have been trained from approved training centres in the last 03 years shall be engaged.

20. Role of Creche Staff Members:

(i) Creche Worker:

The crèche worker who looks after the children has to play the role of warm and loving parent as well as teacher. Her attitudes, skills and knowledge influence her interaction with the children, colleague and parents. A crèche worker has to attend to all the needs of the children. Training should be imparted to further develop child care skills, communication

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skills and update the knowledge of the worker.

(a) Job Description- Responsibilities included and not limited to

1. Monitor the attendance of creche children and bring to the notice of parents and Incharge any irregularity in attendance
2. Organize and carry out age appropriate developmental activities as per schedule/ curriculum of ICDS.
3. Keep track of each child's developmental milestones
4. Bring to the notice of Centre Incharge, any child with special needs.

5. Health & Nutrition-

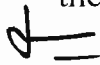
- Feed supplementary meals and snacks as per schedule to all creche children, including special diet to identified children
- Monitor appropriate growth of children with the help of Center Incharge and bring to the notice of the doctor about any issues
- Identify any specific ailments/abnormalities in children and bring to the notice of In-charge.
- Administer medicines prescribed by the visiting doctor and monitor improvement of condition

6. Hygiene

- Keep the crèche area clean and the crèche table organized as per the systems.
- Keep the children clean, change wet nappies regularly, wipe noses etc.
- Follow systems for cleanliness before and after meals.
- Follow all other systems laid down by the Management to ensure a clean environment for the children

7. Safety

- Follow all laid out safety procedures for taking/handing over the child and wart quality of toys and other materials given to



the children

8. Participation of parents in their child's growth/learning/hygiene, etc-

- Interact with parents to understand the child's background and history. motivate them for ensuring regular attendance
- Educate them on the importance of health, hygiene, education, etc and update them on their child's progress in all aspects
- Bring to their notice any problems related to their child

9. Maintaining Records and following system

- Prepare and submit to Incharge periodical assessment report of creche children.
- Adhere to Quality standards as per process document/checklist - Safety, Health & Hygiene, Nutrition & Learning

10. As team member of the centre, carry out all tasks assigned by the In-charge as per schedule- preparation of food, organizing for doctor's visit, etc.

(b) Important key skills required-

High level of patience and immense love and compassion for children

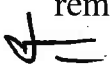
Skilled child care worker with knowledge of developing interesting and fun activities.

Physical stamina and the ability to get along with children and entertain /engage them.

Excellent child supervision skills and is able to communicate with parents and colleagues about the progress of child in their care.

(ii) Crèche helper

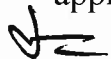
She is required for cleaning and cooking, and also to assist with care and play if required. She must have therefore received appropriate training and remuneration.



21. Procedure for Submission of Application for Opening of Creche.

NGOs/ Voluntary Organizations, who are registered on the Darpan Portal of the Niti Aayog will submit the application form as prescribed in Annexure-‘B’ to the District Program Officer, ICDS of the concerned district along with the list of documents as mentioned in the Appendix to the said Annexure. The DPO shall get the field verification conducted through the concerned CDPO and after the receipt of satisfactory report shall forward the case within a period of 15 days from the receipt of application to MD, ICDS for registration. The Mission Director shall accordingly issue registration number along with registration certificate to the said crèche within a period of one week.

Such registered crèches shall be forwarded to the Ministry of WCD along with the recommendation of the Government of J&K for seeking approval by the Ministry to open such registered crèches.



Crèche Materials

1. Furniture/ Appliances/Equipment (non-recurring)

- Cribs: as per requirement
- One refrigerator (of good capacity for summers)
- One water purifier.
- One microwave (Optional)
- One washing machine (Optional)
- Wall clock
- Inverter/ Generator
- Adequate heating/ cooling arrangements.
- One induction stove/gas stove with cylinder
- One music system
- Few locks and keys
- A table to be used to change the diapers and to clean young children. Dimension: length-55 cm, width 30 cm, height- 30cm
- Two almirah with shelves to keep children's daily and weekly belongings
- One almirah for storage of stationary, children folders, educational toys etc.
- One almirah /cupboard to store eatables, snacks etc.
- Two – four low height child friendly tables (preferably of wood): Dimension: length-48 cm, width 24 cm,height- 10 cm
- **One-two low height child friendly dining tables and adequate low height chairs or stools.**
- High chairs for infants: as per requirement
- Bulletin/ display boards : at least two (3 feetx3 feet)
- One black board
- One white board
- Micro processor based audio visual equipment which can also be used for interactive learning.
- Adequate water storage facility.
- Paper napkin dispenser (for good quality napkins not paper roll) for each wash basin or threehand towels per child

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- Hand driers for each wash basin. (Optional)
- Plastic Potty: 2 or rings that can be fitted on western toilet seats for children's ease and safety.
- Shoe rack: for 30 children
- Small folding stools: 2
- Weighing scale and infantometers
- Stadiometres, for measuring height

2. Utensils and Fuels: Non recurring but need to replenish when needed

- Adequate cooking utensils.
- Two medium sized induction pans with lid (3-4 L) (optional)
- Two Knives- 2 and kitchen scissors and peeler and chopping board
- Milk Strainer
- 30 Steel plates (medium size)
- 30 Spoons (small size)
- 30 Steel glasses (medium size)
- 30 Steel bowls (medium size)
- 10 Storage containers to store biscuits, snacks etc.
- 30 small rectangular trays for the children's food
- Net/Basket for covering the food trays
- Cooking instruments – induction stove, gas stove or any other safe cooking stove plus cylinder

Recurring Material:

A. Monthly:

1. Eatables:

- a) The following eatables should be stored at the crèche for use during contingencies:
 - Salt
 - Sugar
 - Biscuits
 - Healthy roasted snack options
- b) For the food cooked at the centre, the raw materials should be purchased based on the locally accepted menu chart.

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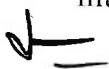
2. Cleaning material:

- One Soft broom
- One Hard broom
- Floor mop
- Bucket and mug
- Toilet soap
- Hand washing liquid soap
- Two Soap cases
- Antiseptic lotion
- Floor swab
- Four dustbins with lid
- 4 comb
- One Nail cutter
- Tissue paper
- Wet wipes

B. Quarterly

3. Stationary

- 20 Chart papers
- 4-5 colour glaze paper
- Old magazines/ greeting cards
- 10 fevi-sticks
- Fevicol
- Child friendly Water colours
- White chalk/coloured chalk
- Packets of Sketch pen and crayons.
- Child friendly clay
- Bold markers
- Packet of Pencils
- 10 Sharpeners
- 10 erasers
- 10 large and 10 small rulers
- Rubber bands
- 4-5 small scissors for children use
- 4 registers
- A4 size blank sheets
- Few small size colorful long tubs with lids to store activity material



C. Annually or Bi- annually

4. Clothes

- 10 Medium size towels
- 30 small size towels
- One packet of 10 diapers/nappies of each size for emergency
- Large and small Tunics (Jhablas) for emergency
- 30 Bibs

5. Linen

- Foldable mats for each child to sleep (4 feet/ 3 feet)
- 5 Bed sheets, 5 Blankets/Quilts single (for winters)
- 4 square floor mats for quilts conducting activities
- 10 baby quick dry sheets for young children
- Curtains as per need

6. First aid material

- First aid box
- Thermometer
- Scissors.
- Torch
- Cotton
- Antiseptic cream/ ointment/ liquid.
- Bandage
- Medicines for fever, vomiting, cough and cold, dehydration, common stomach ailments like diarrhea etc, ORS packets.

7. Games and toys

- Small ball
- Large ball
- Skipping rope
- Large wooden blocks
- Carom board
- Puzzles
- Dolls
- Doll house
- Kitchen set
- Doctor set
- Squeaking toys
- Small wooden blocks for creative play

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- Rubber toys
- Slide, swings, sea-saw, jungle gym etc.
- Story books
- Sand play corner, preferably in the open area.

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Annexure-‘B’

APPLICATION FORM

Note (Application received in an incomplete form will not be entertained).

1. Name of the Institution/organization & names of owner and Board of management members alongwith details of PAN, Aadhar numbers, Unique ID generated from NGO PS/ Darpan Portal, email id and mobile number.
2. Brief history of the Institution/Organization including the details of its All India Character, if any, and its objects and activities:
3. Registration details under Indian Societies Registration Act, 1860 (ACT XXI of 1860)
4. Does the institution/organization work for profit to any individual or body of individuals?
5. Whether organization is/was running any crèches. If so, details of number of beneficiaries (ie children of 6 months- 6 years of age) and the number of crèches run by the organization.
6. Details of the crèches, number of beneficiaries (i.e. children in the age group of 6 months to 3 years and 3-6 years) and likely dates of commencement of the crèche project for which registration/ grant is applied along with justification for the project indicating its important features which entitle it to central assistance
7. Names, postal address, mobile no., e-mail id, aadhar and qualification of crèche worker and helper
8. Address/details of accommodation where the crèche is to be established.
9. List of papers/statements to be attached (as per appendix).

 **Signature of
Secretary/President**

Appendix to Annexure-B

List of papers/statements to be attached with Application

1. Audited accounts for last 3 years along with a copy of their certified balance sheet for the previous year:
2. A statement giving details (year, purpose, amount etc.) of assistance received during the last 3 years from the Central/State Government, Central Social Welfare Board, local bodies or any other quasi-Government institutions including requests made thereof to any one of these or any other organization for the project under consideration or for any other project:
3. Self attested copies of qualification and Aadhar cards of Crèche Worker and helper.
4. Copies of certificate of Training of Crèche Worker and helper.
5. Details of organization in the vicinity of which crèche is to be established along with details of its employees whose children shall visit the crèche.

OR

List of parents and children who will be utilizing the services of the crèche along with names, aadhar number, mobile number and address of the area where the crèche is to be established.