

Guidelines of Setting of a Play/Pre-Primary School



Government of Uttarakhand

Guidelines for Setting up of A Play School

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Guidelines of Setting of a Play/Pre-Primary School

1 Section 1: Overview

- 1.1 These guidelines may be called “Regulatory Guidelines for Private Play Schools”.
- 1.2 Anything contained in these guidelines shall be applicable to institutions/organisations/establishments/centres/or any such entity providing any kind of early childhood services to children in the age group of 3 years to 6 years.
- 1.3 These guidelines apply to all the existing and proposed to be started Play Schools in the State of Uttarakhand

2 Section 2: Definitions

- 2.1 For the purpose of this guidelines:
 - 2.1.1 “Appellate Authority” means the authority as specified in point (5.1)
 - 2.1.2 “Competent Authority” means the authority as specified in point (3.2.1);
 - 2.1.3 “Capitation fees” means any kind of donation or contribution or payment other than the fee notified by the school;
 - 2.1.4 “Department” means the Department of School Education;
 - 2.1.5 “Director” means the Director of Elementary Education;
 - 2.1.6 “Directorate” means the Directorate of Elementary Education;
 - 2.1.7 “Government” means the Government of Uttarakhand;
 - 2.1.8 “School” means a play school and includes kids’ school or any other pre-kinder garden school by whatever name it is called, which is established for imparting Informal education to children in the age group of three years to 6 years (as on 31st July of the year).
- 2.2 The management and administration of every School shall vest with a Trust or Society in the State of Uttarakhand.
- 2.3 All communications by the school shall invariably be addressed to the Competent Authority.
- 2.4 In the matter of any dispute arising due to interpretation of any of the provisions of this guideline, the decision of the Government shall be final.
- 2.5 The appendices to the guideline shall have the same effect as the regulations of the guideline and shall be treated as part of the guideline.

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3 Section 3: Grant of approval and renewal

3.1 Approval

- 3.1.1 All existing Schools shall apply for approval immediately to the competent authority and in any case not later than six months from the date of coming into force of this guideline. The application for approval shall furnish the required particulars as prescribed in the proforma given online
- 3.1.2 The existing Play Schools which do not fulfil the required norms shall be ordered forthwith for closure.
- 3.1.3 All new Schools shall apply online for approval to the Competent Authority before the commencement of the school. The application for approval shall furnish the required particulars as prescribed in the proforma given in the Annexure – II to this guideline.

3.2 Competent authority

- 3.2.1 The Chief Educational Officer is the Competent Authority for the approval and Renewal of Schools within the revenue district.
 - 3.2.1.1 The fees to be paid in respect of application to open a play school shall be Rs.50000/- and 51000/- in case of late payment. The fee to be submitted online
 - 3.2.1.2 Board displaying the competent authorities' approval and indicating clearly the number and date of the order shall be fixed.
- 3.2.2 Deputy Education Officer of the concerned Block shall inspect the school within three months from the date of receipt of the application for approval or rejection.
- 3.2.3 The Competent Authority shall thereafter pass orders either granting approval or rejecting the same within one month from the date of receipt of the recommendation of the committee.

3.3 Renewal

- 3.3.1 The approval granted shall be valid for five years after which the respective School shall apply online for renewal. The application for renewal shall be made to the Competent Authority four months prior to the date of expiry of the approval.
- 3.3.2 Deputy Education Officer of the concerned Block shall inspect the school within three months from the date of receipt of the application for renewal and recommend to the Competent Authority
- 3.3.3 Competent Authority for grant of renewal or rejection. The Competent Authority shall thereafter pass orders either granting renewal or rejecting the same within one month from the date of receipt of the recommendation of the committee.

4 Section 4: Power to withdrawal of approval

4.1 Withdrawal of approval

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- 4.1.1 For violation of any of the provisions of this guideline or for any abuse or misuse by the management of the school, the Competent Authority who has given the approval, shall withdraw the approval or renewal as the case may be, after giving a reasonable opportunity of making representation.

5 Section 5: Appeal

- 5.1 Director General School Education, Uttarakhand to be the Appellate Authority.
- 5.2 The School is entitled to make an appeal against the orders of the Competent Authority rejecting the approval/renewal or withdrawing the approval / renewal, to the Secretary School Education, Uttarakhand
- 5.3 The appeal shall be made by the School within two months from the date of receipt of the order of the Competent Authority.
- 5.4 If there is a delay in submitting the appeal within the stipulated time, a petition for condonation of delay may be filed along with the appeal giving valid reason for the delay and it is the discretion of the appellate authority to condone the delay, if considered necessary.
- 5.5 The Appellate Authority shall decide on the appeal on merits and pass orders within two months from the date of receipt of the appeal.

6 Section 6: Buildings

6.1 Lease Deed

- 6.1.1 The School building shall be owned or Leased. If the accommodation is provided in a leased building, the lease agreement shall be made for a period of not less than ten years and the said agreement shall be duly registered in the Registration Department.
- 6.1.2 The building should be of RCC (Reinforced Cement Concrete).
- 6.1.3 Compound wall all-round the boundary of the building shall be preferable. In case of fencing, barbed wire fencing shall be avoided.
- 6.1.4 The school shall provide the minimum space per child in the class room shall be 10 sq.ft.
- 6.1.5 The classroom doors/ windows should be made of either non-combustible material or materials with high fire-resistance rating.
- 6.1.6 The classroom doors/ windows shall always open outwards.
- 6.1.7 The classroom doors/ windows shutters when opened should not obstruct movement along the exit or escape route.
- 6.1.8 A classroom shall have two entrances. One door with opening towards the teachers end and the other door on the other end of the class room with only a simple latch / tower bolt arrangement for locking from inside. This door shall not have any arrangement for locking from outside.

6.2 Urinals / toilets

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6.2.1 Adequate number of clean urinals and toilets with water supply should be provided.

6.3 Play area

6.3.1 The school shall provide sufficient and safe play area. The play area should be maintained properly by the school.

7 Section 7: Amenities

7.1 Dishes & Utensils

7.1.1 The school shall provide cleaning and washing facilities including dishes and utensils

7.1.2 Portable drinking water should be provided to all the children. Drinking water supply should not be near the toilets.

7.1.3 Water storage tank/sump should be cleaned regularly. Date of cleaning must be mentioned in the tank/sump. Pipelines should be maintained to prevent leakage and wastage of water.

7.1.4 Sufficient number of toilets shall be provided. Toilets should be cleaned frequently and maintained properly.

7.1.5 Changing of diaper facility should be provided for the children.

7.1.6 Ample facility to be provided to children for sleeping when required.

8 Section 8: Safety Measures

8.1 Each school should have sufficient space for free and easy movement, play area, assembly, etc.

8.2 The open space inside and around the school shall be provided as per the approved building plan.

8.3 The site of the school building should not open directly to the main roads with heavy vehicular traffic.

8.4 The site should not be close to water holding bodies, forests, etc.

8.5 The site should not be in the neighbourhood of garbage dumps, dusty polluted areas and noisy roads or factories.

8.6 Adequate number of fire extinguishers is to be provided. Electrical wiring shall be concealed and shall be of approved standards and materials.

8.7 The school shall have a proper Evacuation Plan to rescue the children during any emergency in the school premises.

8.8 Emergency Alarm / Siren (fitted outside the building) to alert the public if there should be an emergency inside the school.

8.9 The School are not to be located near petrol bunk which is less than 100 mts.

8.10 Fixing of the CCTV Camera in the Play Schools is required.

8.11 Access control / Security person at the gate.

8.12 Placard: Smoking/Tobacco, Alcohol, Plastic free zone - Board to be placed at the entrance of the school.

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8.13 No gas cylinder or combustible material to be used / stored in the school premises.

9 Section 9: Appointment of teaching and non-teaching staff

9.1 Qualifications of Teaching Staff

9.1.1 The required number of teaching staff to the school shall be appointed by the respective managements.

9.1.2 The school should ensure teacher pupil ratio is maintained therefore 20:1.

9.1.3 The Teachers employed in the Schools, shall have minimum educational qualification from a recognized Institute, with Diploma in Teacher Education/Diploma in Elementary Education/Home Science or Certificate from any recognized institution on dynamics of child behaviour or connected discipline/NTT.

9.2 Qualifications of Non-Teaching Staff.

9.2.1 Required number of non-teaching staff to the school shall be appointed by the respective managements.

9.2.2 Sufficient number of Ayahs/ Attendants should be appointed to attend the children.

9.2.3 The Ayah / Attendant shall be adequately trained to take care of the children, ensuring cleanliness and hygiene.

9.2.4 Conditions for appointment of Teaching and Non-Teaching Staff

9.2.4.1 The appointment of Teaching and Non-teaching staff should be made only after thorough verification and should be certified by the local police authority to ensure that individuals with criminal background are not appointed.

9.2.4.2 The Teaching and non-teaching staff shall be certified every year by the local Primary Health Centre / Government Hospital to ensure that they do not have any communicable diseases.

9.3 Termination of teaching and non-teaching staff

9.3.1 The management is empowered to terminate the services of teaching and non-teaching staff appointed temporarily or while on probation or permanently for any of the following reasons after giving reasonable opportunity of making representation in this regard.

9.3.2 Wilful and gross negligence of duty, grave misconduct, insubordination, indulging in corporal punishment, mental instability, incompetency step, physical unfitness or any behaviour found to be detrimental to the safety of the children.

9.3.3 On expiry of the period of contract.

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10 Section 10: Admission of children

- 10.1 No child below the age of three years should be admitted to the Play School
- 10.2 The fees charged by the play school must be collected as declared by the school on the basis of facilities being provided by it.on monthly or quarterly basis
- 10.3 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
- 10.4 If any play school is found not adhering to point 10.2 and/or 10.3 will be subject to cancellation of recognition.

11 Section 11: Functioning of the school

- 11.1 The school shall work for not more than three hours per day.
- 11.2 The school shall open not earlier than 9.30 a.m. and shall close not later than 12.30 p.m.
- 11.3 The school shall have a break of 15 minutes for every one hour.
- 11.4 The school shall provide feeding, food and snacks as per the consent of the parent. The cost of the feeding, food and snacks shall be met either by the school or by the parent, as the case may be.
- 11.5 The management shall maintain a register making entries of child entering and leaving the school.

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12 Section 12: Medical Facilities

- 12.1 The school shall maintain the First Aid Kit.
- 12.2 The school shall have special health and development needs of children including allergies.
- 12.3 The school shall have the list of Medical officers readily available to call upon them to attend any emergency treatment.
- 12.4 The school shall give adequate training to the teaching and non-teaching staff in providing First Aid to the children.
- 12.5 Periodical health check-up, health education lectures / demonstrations shall be arranged.

13 Section 13: Ban on corporal punishment

- 13.1 There should be total ban for any corporal punishment. If any corporal punishment is imposed on a child, penal action shall be initiated against the management.

14 Section 14: Communication with parents

- 14.1 The school shall have the residential address, email, phone numbers of all parents of the children for communication and contact, in case of any emergency.

15 Section 15: Curriculum and Syllabus

- 15.1 Early Childhood Care and Education (ECCE) requires that young children be provided care, opportunities and experiences that lead to their all-round development — physical, mental, social and emotional, and school readiness.
- 15.2 The curriculum framework and pedagogy for ECCE must be based on this holistic perspective, taking into account the various domains of development, the characteristics of children at each sub-stage and their learning needs in terms of experiences.
- 15.3 Playing, music, rhyming, art and other activities using local materials, along with opportunities for speaking, listening and expressing themselves, and informal interaction are essential components of learning at this stage.
- 15.4 As the children who come under the purview of ECCE are a heterogeneous group, ranging from infants to pre-schoolers, it is important that activities and experiences for them are developmentally appropriate.

16 Section 16: Transportation

- 16.1 Wherever transport is provided for carrying the children to and from the school, whether by engaging their own or hired vehicle, the same should conform to all the requirements under the Motor Vehicles Act and rules and the notifications made there under.

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- 16.2 School buses, vans, auto rickshaws used in the transportation of children should be provided with safety measures. They should be fitted with speed governors.
- 16.3 The condition of these vehicles should be maintained roadworthy and checked by school authorities periodically.
- 16.4 An attendant, besides the driver should conduct the children. No film songs be played or cell phone be used while driving.
- 16.5 The vehicles should on no account be overloaded. The trips should be scheduled in such a way that no child need to travel for more than 20 - 30 minutes.
- 16.6 Important telephone numbers for emergency purposes may be displayed inside/outside the bus
- 16.7 The school bus should have the name of the school painted boldly outside.
- 16.8 I.D. Cards with photographs should be worn by the Driver and the Conductor of even private vehicles.

17 Section 17: Inspection and visit

- 17.1 Deputy Education officer of the concerned block/DEO(EE)/CEO, Additional Director, Director and the State Govt Authorities are the inspecting authorities under this guideline. The Inspecting authorities and other educational authorities are empowered to visit the school during working hours to ensure proper implementation of the provisions of this guideline.