



ਰਾਜ ਵਿਦਿਅਕ ਖੋਜ ਅਤੇ ਸਿਖਲਾਈ ਪ੍ਰੀਸ਼ਦ, ਪੰਜਾਬ

State Council of Educational Research & Training, Punjab
Block-E, 6th Floor, Punjab School Education Board Complex
Phase 8, Sector 62, Mohali, 160062 Punjab
Phone: 0172-2212221

Memo No: 3/36/19-3/3

Dated: 27-9-2019

Subject: Regarding seeking comments/suggestion on the draft Recognition policy for Preschools/Playschools (children 3-6 years)

The Government of Punjab has drafted a recognition policy for Preschools/Playschools (children 3-6 years) with the objectives to ensure safety, security, proper look after and adequate learning of the children between ages 3-6 years in pre-schools/play school in Punjab.

Comments and suggestions from stakeholders including DEOs, BPEOs /school heads /teachers are solicited on this draft, which can be posted on polycypreschool@gmail.com by 10/10/2019.

The draft of this policy is available on the website www.ssapunjab.com.


Director

SCERT, Punjab

Recognition policy for Preschools/Playschools (children 3-6 years)

I. Background

In the present scenario, the young couples have to travel away from their native places seeking employment and work. This has led to nuclear families where mostly both the parents are working and the grandparents are not living with the children. The children in this scenario require care and attention during the working hours and also need an organized setup to find age mates to play and learn. Thus the need for pre-schools has arisen.

II. Objective

The objective of this policy is to ensure safety, security, proper look after and adequate learning of the children between ages 3-6 years.

III. Preschool

Preschool is a facility for looking after & educating a child relating to the time before a child is old enough to go to school. It is a facility where the children of age between 3 - 6 are kept during the day, under foster supervision, without the direct supervision of parents/grandparents. .

IV. Key goals of a preschool

- Continuous attention and supervision of the child during the hours.
- Physical, social, intellectual and emotional development of young children.
- Boosting confidence and social skills through interaction with age mates and foster adults.
- Foster independence and good behaviour
- Tapping and building on the child's inherent curiosity, creativity and thinking abilities.
- Basic knowledge of things and articles which normally surround the child at that age. (informal and formal means)
- Educate about the Dos and Don'ts at that age.

V. Recognition

- (i) Recognition of a new preschool - Every preschool in the state of Punjab would require recognition from the Department of School Education. The competent authority for issuing this recognition would be notified by the department separately.
- (ii) Recognition of an already functional Preschool – The already operational preschools as per the above definition would be required to seek recognition with the Department of School Education before 31st Dec 2019. No preschool will be required to function without recognition after 1st Jan 2019.

VI. Basic requirements for a Preschool

Preschool must be managed by a registered educational society/company who has education as their main/prominent objective.

The Preschool must fulfill the following conditions

(i) Area

The school must be built on an area of not less than 500 sq. yards with a proper 40 feet wide access.

(ii) Building

- The building should be structurally sound and there must be a separate classroom of not less than 250 sq feet for every 20 children. The class rooms must have proper sunlight and ventilation and must fulfill all the building standards as per the prevalent building bylaws. A properly laid out a well equipped pantry must be available. A clear boundary wall must demarcate the preschool from other structures. The building and the equipment in the building must be safe in all aspects for a child of this age.

(iii) Basic requirements of teachers, helpers and equipment

- One teacher, at least a graduate, and one caregiver, at least a matric, must be engaged for every classroom or every 20 children.
- The ratio of number of children to area of a class room must be 1child:5Sq.ft.
- Additional teacher and attendant in a classroom with more than 20 students would be required.
- The teacher and the attendant must have had a first aid diploma from any District Red Cross Society or a recognized institution.
- The teacher and the attendant must have a proper attitude to take care of children of this age.
- Sanitized toilets with soap, running water with towels for easy access.
- Proper furniture for the children, keeping in view their age must be provided.
- CCTV surveillance for all the classrooms, the rest rooms as well as play areas.
- Adequate first aid kit must be available in every class room. The kit must be placed in a place which is away from the reach of the children and is easily accessible to the staff.
- Pest control must to be done on a regular basis.
- Adequate fire protection measures.
- Age specific and adequate material for playing and learning of children
- The teacher and the attendant must be well informed with respect to special medical needs (if any) of every child.

VII. Maintenance of records

- School has to maintain records pertaining to the enrolment as well as attendance along with the fees paid. They should also maintain details of any specific medical attention required by any child.

- School must maintain any other record so desired by the Department of Education.
- Annual accounts have to be audited every year

VIII. Submission of returns

The preschool will be duty bound to submit annual returns depicting the strength of students, detail of the staff with qualifications and any other return desired by the department.

IX. Application for Recognition

The applicant society/company must apply with the following documents to the DEO (Elementary Education)

- (i) Registration of the society/company
- (ii) Layout plan of the site where preschool is to be opened
- (iii) Document showing the area available
- (iv) Building plan, duly approved by the competent authority for this purpose, with proper depiction of class rooms, toilets, open areas, pantry, office etc.
- (v) Fire safety certificate from the competent authority
- (vi) Structural strength certificate from any qualified architect
- (vii) Undertaking with respect to the other requirements as per the policy
- (viii) Return of staff along with their qualifications etc. (only for already existing preschools)
- (ix) Audited reports for last one year (only for already existing preschools)

X. Processing fee

The applicant must deposit a processing fee of Rs. 50,000/- in the form of a DD in favour of the concerned DEO (EE) payable at the concerned district headquarter. This fee would be non-refundable.

XI. Process for Recognition

- The DEO(EE) will depute a team of two officials to carry out the inspection of the site. The team will provide the inspection report with respect to the requirements vis-à-vis area and building.
- If the site/building fulfills all the requirements LOI will be granted to the applicant.
- The preschool then can go ahead with the engagement of the staff and admissions of the students.
- Once the staff is engaged the LOI holder will submit a return of the staff engaged as per (ix) above
- If this return is found in order Recognition will be granted to the school

XII. Duration of the Recognition

Recognition to the school will be granted for an initial period of three years and will be extendable by the same period after due inspection and receipt of returns as desired.

XIII. Responsibilities of the management of the preschool

The management of the preschool will be responsible for the upkeep & maintenance of the building, engaging of staff as per norms of this policy and for safety & security of the children at all times that they happen to be in school.

XIV. Admission to a Preschool/Playschool

The admission to the play school will be done as per the approved strength, calculated by the parameters of area and staff as applicable, as per this policy on First Come First Serve Basis. The school must display for the information of the public at a place which is easily accessible and ensure accessibility of such information to all the concerned. This information must include the details about the teachers and staff enrolled, the total number of children to be admitted (class wise), schedule of admission, detail about the children admitted and any other information that would be required to bring about absolute transparency in the process of admissions.

XV. Procedure for recognition of existing Preschools

The existing preschools/playschools will have to apply within three months of the notification of this policy for recognition along with the requisite information and documents as Para VIII and IX above. Only those schools which fulfill the requisite conditions will be recognized. Those preschools which do not fulfill the condition laid down in this policy will be given 6 months to do so. The shortcomings and specific requirements to be fulfilled will be informed by the competent authority to the applicant after the inspection of the premises and scrutiny of documents submitted with the application. The preschools which do not fulfill the criteria laid down in this policy will not be allowed to operate by the competent authority.

XVI. Powers of inspection, show cause and closure

- The competent authority duly notified by the Government in the Department of school education or any other such can itself or through authorized person(s) can inspect the school at any time, if they have reason to believe that the preschool is not working in compliance with this policy or if safety and security of children is being compromised. If during such inspection or otherwise the competent authority feels that the management of the preschool or the facilities in the preschool are not in accordance with laid down policy then they can ask the management of such school to show cause, with proper detail of discrepancies, within a fixed time as to why the defaulting preschool should not be closed. In case the identified discrepancies are of a nature that these can be corrected or the management fails to fulfill the requirements of this policy to the satisfaction of the competent authority, the competent authority can order closure of such preschool by giving proper reasons for such closure. The

competent authority in such closure report will also mention the refunds if any that are to be made by the management of such school to the parents of the children admitted to such school at the time of closure.

- Any aggrieved party by any such order passed by the competent authority can file an appeal before the Appellant authority, as notified by the Government, within a period of 45 days from the receipt of such order.