

# **Syllabus**

**For the trade of**

# **CRECHE MANAGEMENT**

**Under CTS**

**2002**

**Designed by**

**Government of India**

**Ministry of Labour (D.G.E.&T.)**

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

**EN – Block, Sector – V, Salt Lake,  
Kolkata-700091.**

**List of the Trade Committee Members approved the syllabus for the trade of  
“Creche Management” under CTS**

1.	Shri H.Somasundaram	Director, CSTARI, Kolkata	Chairman
2.	Mrs. Ajanta De	Mother International School	Member
3.	Mrs. Kaberi Bala	Mother International	Member
4.	Shri S. Kant, DDT	CSTARI., Kolkata	Member
5.	Shri S. Kumar, DDT	CSTARI, Kolkata	Member
6.	Shri M.S.Ekambaram, ADT	CSTARI, Kolkata	Member
7.	Shri P.K.Kolay, T.O.	CSTARI, Kolkata	Member
8.	Shri R.N. Manna, T.O.	CSTARI, Kolkata	Member
9.	Shri A.K. Samaddar, JTA	CSTARI, Kolkata	Member
10.	Shri G. Nandi, Jr. D/Man	CSTARI, Kolkata	Member

## GENERAL INFORMATION

1. Name of the Trade : Creche Management
2. N.C.O. Code No. :
3. Duration : 06 Months
4. Entry Qualification : 10<sup>th</sup> pass under 10 + 2 system of education
5. Unit Size : 16 Trainees
6. Space Requirement : As mentioned in the syllabus

### **Objective of the course :**

After completion of the course the trainees should be able to employ as wage employee.

**Wage Employment**, such as: Creche Supervisor, Supervisor of Anganwadis/Balwadis, Anganwadis worker, Balwadis worker, Creche / Day care center assistant/attendant, Warden/Matron in fondling homes/ home for destitute children.etc.

### Syllabus for the Trade of “Creche Management” Under CTS.

Week No.	Practical	Theory
1	Familiarisation with the Institute. Importance of equipments used in the trade. Type of work done by the trainee in the institute. Type of jobs made by the trainees in the trade. Introduction to safety equipment and their uses etc.	Importance of safety and general precautions observed in the Institute and in the section. Importance of the trade in the development of child. What achievement is to be made. Recreational, medical facilities and other extra curricular activities of the Institute. Importances of keeping Display Board containing detailed information such as Doctor’s Name, Name of the Hospital (nearest Hospital), contact Phone No. of Fire, Police, Hospital etc.
2 to 3	Planning the programme for child stay in crèche and Implementing the programme.	Developmental characteristics of different age group of children. Different activities for promoting the different areas of development. Source of different materials for the activities. Principles of programme planning (long term and Short term), time table construction.
4 to 6	Identifying environmental hazardous articles. Keeping them away from children.  Ensuring proper healthy environment. Maintaining health card. Managing children suffering from communicable diseases. Providing proper custodial care. Ensuing immunization in time.	<b>Personal Hygiene</b> <b>Hygiene Environment</b> <b>Concepts of environmental hazards:-</b> Electrical, mechanical, fire, drugs, chemicals, sharp/pointed articles. <b>Concept of healthy environment –</b> clean, safe location, away from pollution, noise, provision of proper light and ventilation, pleasant and beautiful environment, proper disposal of wastes. Health and hygienic needs of children, common ailments and communicable diseases of children. <b>Concept of First Aid:-</b> Common problems of children and their home remedies. Immunization. <b>Concept of environmental safety:-</b> Kidnapping, easy access to entry/exit. Ensuring proper environmental safety. Keeping day-to-day information about child health and physical conditions and informing parents daily.

Week No.	Practical	Theory
7 to 9	<p>Planning meals for different age group. Making feeding schedule for different age group. Preparing, storing and serving food in proper time and manner. Informing parents about child's nutritional needs. Developing desirable health practices among children.</p>	<p>Basic Nutrition Nutritional needs of children. Preparation and storage of food. Hygienic food and feeding practices Health and hygienic needs of children.</p>
10 to 13	<p>Preparing proper programme of play and rest. Organising activities to facilitate physical development. Observing physical and motor development of children. Planning and organizing activities according to developmental level, needs and interest of children. Identify children with special needs. Maintaining growth and health records. Organising out door and in door play activities for different development. <b>Note:</b> Trainees should be taken to crèche whenever necessary for practical.</p>	<p>Principle of child growth and development. Play and activities to facilitate normal growth and development. Factors affecting physical and motor development. Characteristics of children with special needs (physical and motor disabilities).</p>
14 to 16	<p>Organising specific activities for development of different senses. Providing experiences to children for development of various concepts and classification of skills. Organising activities for development of memory, thinking, reasoning problem solving. Identifying deviations from normal cognitive development. Providing appropriate compensatory enriched experiences for identified children. <b>Note :</b> Trainees should be taken to crèche whenever necessary for practical.</p>	<p>Importance of sensory development and training. Process and importance of concept formation. Development of some concepts like time, number, form, colour, shape, size, sound and rhythm, living and non-living. Development of cognitive abilities such as memory, thinking, reasoning and problem solving. Factors affecting cognitive development. Deviations from normal cognitive development.</p>
17 to 19	<p>Inculcating spirit of enquiry and experimentation in the children. Identifying indigenous materials and utilizing them for improvising aids/apparatus for cognitive development. Observing children's language acquisition and use. Conducting free conversation with children. Encouraging children to talk among themselves during plays and other activities. Selecting appropriate stories and narrate them effectively.</p>	<p>Stages of language development. Development of language skills. Significance and relation between language and cognition. Speech defects in children. Reading and writing readiness. Importance of pronunciation in early childhood. Aids to promote language development.</p>

Week No.	Practical	Theory
	<p>Selecting appropriate rhymes and teach their recitation with expression.            Preparing and use puppets.            Organising and conducting language games.            Use of creative drama and role play for language development.            Communicating with children at their level.            Responding verbally to infants in an appropriate way.            Playing infant games with children.            Pronounce correctly and speech fluently.  <b>Note:</b> Trainees should be taken to crèche whenever necessary for practical.</p>	
20 to 22	<p>Ability to observe play pattern of children.            Providing opportunities to children to express emotions in socially desirable behavior like sharing, co-operation and helping.            Providing sufficient physical contact to infants.            Taking behavioral problems of children.            Establishing and maintaining contact with parents regarding behavior of children.  <b>Note:</b> Trainees should be taken to crèche whenever necessary for practical.</p>	<p>Pattern and importance of social development.            Importance of social play.            Characteristics of children emotions.            Common emotions of childhood and their importance in development.            Emotional and behavioral problems in children.            Development of self-dependant skills.</p>
23 to 24	<p>Planning training according to the type and experience needed for each category of workers and methods of implementing them.            Providing appropriate work experiences to the workers to work with infants.            Ensuring that the workers incorporate their learning in day-to-day use.            Inculcating sense of responsibility and emotional involvement amongst the worker.            Identifying the gap in knowledge, skills and attitudes of workers and helpers.            Checking the habits, manners and type of interaction of the workers with children, parents and co-workers.</p>	<p>Different methods of training such as demonstration, discussion, practical work and use of pictorial materials.            Institutional rules and regulations.            Desirable and undesirable behavior of workers (e.g. cleanliness, interacts with parents, children and staff).            Duties performed by crèche workers/helpers.</p>
25	<b>Visit to different crèche.</b>	
26	<b>REVISION &amp; TEST</b>	

## **List of tools and equipments for the trade of “Creche Management” under CTS**

(For a batch of 16 trainees)

1.	Work table	4 nos.
2.	Scissors	4 nos.
3.	Sewing machine	2 nos.
4.	Steel cupboard	2 nos.
5.	Show Cases	2 nos.
6.	Display boards	2 nos.
7.	Measuring foot rule wooden	4 nos.
8.	Bulletin board	1 no.
9.	Flannel board	2 nos.
10.	Height and Weight measuring instrument	
	i) Tape ii) Weighing machine	1 no. each
11.	Magnetic board	2 nos.
12.	Plastics alphabets and numbers with attached iron backs	2 sets.
13.	Dustbin	2 nos.
14.	Plastic/tin trays	4 nos.
15.	Charts of animals, birds, flowers, fruits, shapes, sizes, vehicles, numbers, alphabets, stories, first aid, hygiene, traffic rules, etc.	4 nos.
16.	Audio visual aids – TV, VCR, VCD Player, over head projector etc.	1 no. each
17.	Gas stoves and cylinders	4 sets.
18.	Pressure cookers 5 lit., 7.5 lit.	4 no. each
19.	Karahis big	4 nos.
	Karahis small	4 nos.
20.	Frying pan medium	4 nos.
21.	Tawa medium concave with handle	4 nos.
22.	Chaki belan	4 sets.
23.	Serving spoons	4 sets.
24.	Perforated spoon	4 nos.
25.	Chalni (sieve)	4 nos.
26.	Cutting boards	4 nos.
27.	Knives medium	4 nos.
28.	Haman dasta medium (iron)	4 sets.
29.	Water tank (stainless steel) 30 litre	1 no.
30.	Mixer grinder	1 no.
31.	Juicer	1 no.
32.	Refrigerator 180 litre	1 no.
33.	Buckets (plastic) small	4 nos.
34.	Containers medium 5 litre	4 nos.
	Containers small 2 litre	4 nos.
35.	Serving bowls with lid medium	4 nos.
	Serving bowls with lid small	4 nos.
36.	Thalis (stainless steel) big	8 nos.
	Thalis (stainless steel) small	8 nos.
37.	Steel mugs	4 nos.
38.	Sanrasi/chimta	4 nos.
39.	Stainless steel glass	8 nos.
40.	Stainless steel bowl	8 nos.
41.	Stainless steel spoon	8 nos.

42.	Serving trays	4 nos.
43.	Cooking table/platforms with shelves underneath	4 nos.
44.	Cop boards to store food grains, etc.	4 nos.
45.	Cup boards or lockers	4 nos.
46.	First Aid Kit	1 no.
47.	Story Books Lady Bird Level I to IV	1 set

#### **List of Out door play equipment/material**

1.	Rocking horse	2 nos.
2.	Merry go round 4 seater	1 no.
3.	Jungle gym or climbing frame	1 no.
4.	Swing 2 seater	2 nos.
5.	See-Saw 4 ft.	2 nos.
6.	Conventional slide	1 no.
7.	Rock chairs/boat	2 nos.
8.	Hollow pipe 8 ft. long x3 ft. dia.	1 no.
9.	Skipping rope	4 nos.
10.	Rings rubber	4 nos.
11.	Balls rubber big, small	4 nos. each
12.	Bats/shuttle (plastic)	4 sets.
13.	Sand pit/box with trays, containers moulds of different types	4 sets.

#### **List of Indoor play equipment/material**

1.	Soft toys	6 nos.
2.	Toys for sensory stimulation	6 nos.
3.	Baby cots	4 nos.
4.	Carpets/darries (big)	2 nos.
5.	Almirah	2 nos.
6.	Small Mats & chouki	6 sets.
7.	Mattresses	6 nos.
8.	Rubber sheets and pillows	6 nos.
9.	Bed sheets	6 nos.
10.	Blankets	6 nos.
11.	Wooden blocks of different shapes	6 sets.
12.	Dolls	6 nos.
13.	Toy sets of different profession (e.g. doctor set, kitchen set, etc.)	6 sets.
14.	Mirror	6 nos.
15.	Clock	6 nos.
16.	Traditional toys and games	12 nos.
17.	Musical toys	6 nos.
18.	Charts/posters	6 nos.
19.	Picture cards	12 nos.
20.	Easel boards	2 nos.

#### **Space requirement**

1.	Room (5 x 6 meter)	2
2.	Toilets with water facility	1
3.	Bathroom	1
4.	Office cum reception room	1

5. Store 1
6. Kitchen with clean and pure water 1
7. Court yard and/or lawn (protected with fences) large open space  
(40 ft. x 60 ft.) 1