

# **REGULATORY GUIDELINES FOR PRIVATE PLAY SCHOOLS**

*Guidelines for regulating private play schools for the  
children of the age of three to six year*

**Education Division  
National Commission for Protection of Child Rights**

## NORMS AND STANDARDS FOR A SCHOOL

S. No.	Item	Norms and Standards
1.	Staff	Number of Teachers- One teacher for 20 children Number of caregivers- One caregiver for 20 children Adequate staff to maintain hygiene, sanitation, ensure safety, security of children in the play school
2.	Building	All-weather building consisting of- (a) arrangements for securing the school building by boundary wall or fencing (b) adequate circulation area and ventilation (c) a separate rest room for children; (d) barrier-free access; (e) separate child-friendly and disabled-friendly toilets for boys and girls; (f) soap, clean cloth/towel, garbage bin, wash basin/sink at low level (g) potable, safe and adequate drinking water facility to all children; (h) a pantry (desirable); (i) play area; (j) CCTV surveillance (ensure security of data) (k) Fire safety measures (l) Periodic pest control
3.	Minimum number of instructional hours per day	3-4 hours per day as per National ECCE Policy 2013 (Play school should only be used as non-residential facility functional as per the prescribed number of hours per day).
4.	Teaching Learning Aids	Shall be provided to each class in adequate number in accordance with the prescribed curriculum.
5.	Library	There shall be a library in each school having reading material appropriate for early years, educational audio-visual aids.
6.	Play material, games and sports equipment	As prescribed by an authority specified by MWCD, Government of India in adequate number.
7.	Health	Basic First Aid & Medicine Kit containing band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment should also be part of the medicine kit. Arrangement for quarterly health check-up of children by a registered medical practitioner
8.	Records	a) enrolment forms of children b) admission/ enrolment register for recording profile of children and their parents including detail of both parents c) attendance register of children d) attendance registers of all employees e) maintenance of quarterly health check-up records of children f) stock register g) fee record of all children

- **Admission in play school**

- a) No child below the age of three years should be admitted to the Play School

- b) The fees charged by the play school must be regulated by the appropriate Government and only be collected on monthly or quarterly basis
- c) 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
- d) If any play school is found not adhering to point (b) and/or (c) will be subject to cancellation of recognition under point 8.

- **Children- Teacher and Children-Caregiver Ratio**

The play school must ensure 1:20 Children- Teacher ratio and 1:20 Children-Caregiver Ratio i.e. there should be one teacher for 20 children and one caregiver for 20 children.

- **Caregiver**

- (a) Any person possessing skill training /adequate training as prescribed by NIPCCD, NSDC or any other institution recognised by the Central Government/appropriate Government/Recognised University/Board.
- (b) The salary and allowances payable to, and the terms and conditions of service of, the caregiver will be such as prescribed by appropriate Government and as per point 20(d).

## *CHAPTER VI* **ACCOUNTS, AUDIT AND INSPECTION**

- **Accounts and Audit**

- (a) Separate annual accounts of play school be maintained by the organisation/institution/Head of play school.
- (b) The annual accounts should be audited at least once in every year by the auditors appointed by the management for this purpose.
- (c) The management has to furnish the audit report at the time of application for renewal of recognition to the competent authority.
- (d) The salaries to all staff be credited directly into their respective bank accounts

**FORM I**

**SELF-DECLARATION-CUM-APPLICATION FOR GRANT OF RECOGNATION  
OF PLAY SCHOOL**

[ See point 4 (b) (i) ]

To

The District \_\_\_\_\_  
( Nodal Officer for implementing ICDS )

\_\_\_\_\_  
( Name of District and Union territory )

Sir,

I forward herewith with a self-declaration regarding compliance with the norms and standards specified in the \_\_\_\_\_ and an application in the prescribed proforma for the grant of recognition to.....(Name of the Play School).....

With effect from the commencement of the school year .....

Yours faithfully,

(Chairman of Managing  
Committee/Manager)

Enclosure

Place.....

Date.....

<b>A. Details of Organization/Trust/Society</b>	
	Name of Organization/Trust/Society
	Date of Foundation
	Registration Number

	Total Income and Expenditure during last 3 Years surplus/ deficit			
	Year	Income	Expenditure	Surplus/deficit
List of office bearers				
Name official address of the Chairman and Secretary of the Play School				
Name				
Designation				
Address				
Phone (O) ..... (R) .....				

<b>B. Play School Details</b>				
1.	Name of Play School			
2.	Date of First Opening of Play School			
3.	Session			
4.	District			
5.	Postal Address			
6.	Tehsil			
7.	Pin Code			
8.	Phone No. with STD Code			
9.	Fax No.			
10.	E-mail address if any			
11.	Does the Play School has its own building or is it running in a rented building?			
12.	Nearest Police Station			
13.	Medium of Instruction			
14.	Timing and Duration of Play School			
15.	Whether the Play School buildings or other structure or the grounds are used for any other purpose?			
16.	Total area of the Play School			
17.	Built in area of the Play School			
<b>D. Enrolment Status (if already running)</b>				
	Age of child	Group	No. of Section	No. of Students
1.	3-4 years			
2.	4-5 years			
3.	5-6 years			
<b>E. Infrastructure Details and Sanitary Conditions (Attach photograph for each)</b>				
	Area	Number and Average Size	Specification	
1.	Classroom			
2.	Office room-cum-Store Room-cumHeadmaster Room			

3.	Boundary wall or fencing		
4.	Pantry (if any)		
5.	Play area		
6.	Rest room for the children		
7.	Separate child-friendly and disabledfriendly toilets for boys and girls		
8.	Adequate circulation area and ventilation		
9.	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level		
10.	Potable, safe and adequate drinking water facility		
11.	Fire safety measures		
12.	Periodic pest control		
13.	CCTV surveillance (if any)		
14.	First Aid kit		
15.	Medicine Kit (attach list)		
16.	Quarterly Health Check-up of children by a registered medical practitioner ( attach consent or agreement )		

**F. Other Facilities (Attach purchase receipt or bills)**

1.	Whether all facilities have barrier free access
2.	Provision of Teaching Learning Aids (attach list)
3.	Play material, games and Sports equipments (attach list)
4.	Reading material and Audio-Visual Aids in Library (attach list)

**G. Particulars of Teaching Staff (detail for each teacher separately in a one-page resume)**

(Teacher Name (1))	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)
Date of Joining (10)	Date of Superannuation (11)	

**H. Particulars of Non-Teaching Staff (detail for each employee separately)**

(Name (1))	Designation (2)	Father/Spouse Name (3)

Date of Birth (4)	Academic Qualification (5)	Professional Qualifications (6)
Experience (7)	Class Assigned (8)	Appointment Date (9)
Trained or Untrained (10)		

**I. Curriculum and Syllabus**

- |    |  |
|----|--|
| 1. | Details of curriculum and syllabus followed for each level |
| 2. | System of evaluation                                       |

**J. Records**

- |    |  |
|----|--|
| 1. | Enrolment forms of children  |
| 2. | Admission/ enrolment register for recording profile of children and their parents including detail of both parents |
| 3. | Attendance register of children  |
| 4. | Attendance registers of all employees  |
| 5. | Maintenance of quarterly health check-up records of children   |
| 6. | Stock register   |
| 7. | Fee record of all children   |

**K.** Certified that the Play School undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the appropriate Government or competent authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the Play School.

**L.** Certified that records of the Play School shall be open to inspection, by any officer authorized by competent authority or appropriate Government at any time, and the Play School shall furnish all such information as may be necessary to enable the Government of India or the Local Body or the Administration to discharge or his obligations to Parliament/Panchayat/Municipal Corporation, as the case may be.

.....  
Chairman/Manager,  
Managing Committee  
.....Play School

Place.....

Date.....

*APPENDIX*

**FORM II**

**VISIT FORMAT FOR GRANT OF RECOGNATION OF PLAY SCHOOL**

[ See point 6 (b) (iii ) ]

**Visit Format**

1. Date of Visit: \_\_\_\_\_
2. Place of Visit: \_\_\_\_\_
3. Name of Play: \_\_\_\_\_
4. Name of Organisation running Play School: \_\_\_\_\_
5. Address (With Contact Details):  
\_\_\_\_\_  
\_\_\_\_\_
6. Name and designation of officials conducting visit (attach list)
7. Details of the person from organisation present during the visit (attach list)
8. Observations on the check-list on Safety & Security against Physical, Emotional & Sexual Abuse ( Attached )
9. Any other observation by the visit team  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10.

**Recommendation**

<b>Recommended</b>  (Signature and seal of visiting Official)	<b>Not Recommended</b>  ( Signature and seal of visiting Official )
<b>Details of Organization/Trust/Society</b>	
	Name of Organization/Trust/Society
	Date of Foundation
	Registration Number
	List of office bearers



Name official address of the Chairman and Secretary of the Play School			
Name			
Designation			
Address			
Phone (O) .....		(R) .....	
Total Income and Expenditure during last 3 Years surplus/ deficit			
Year	Income	Expenditure	Surplus/deficit
<b>Play School Details</b>			
1.	Name of Play School		
3.	Date of First Opening of Play School		
3.	Session		
4.	District		
5.	Postal Address		
6.	Tehsil		
7.	Pin Code		
8.	Phone No. with STD Code		
9.	Fax No.		
10.	E-mail address if any		
11.	Does the Play School has its own building or is it running in a rented building?		
12.	Nearest Police Station		
18.	Medium of Instruction		
19.	Timing and Duration of Play School		
20.	Whether the Play School buildings or other structure or the grounds are used for any other purpose?		
21.	Total area of the Play School		
22.	Built in area of the Play School		
<b>Infrastructure Details and Sanitary Conditions (Attach photograph for each)</b>			
	<i>Area</i>	<i>Number and Average Size</i>	<i>Specification</i>
17.	Classroom		
18.	Office room-cum-Store Room-cumHeadmaster Room		
19.	Boundary wall or fencing		
20.	Pantry (if any)		
21.	Play area		
22.	Rest room for the children		
23.	Separate child-friendly and disabled-friendly toilets for boys and girls		

24.	Adequate circulation area and ventilation		
25.	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level		
26.	Potable, safe and adequate drinking water facility		
27.	Fire safety measures		
28.	Periodic pest control		
29.	(m) CCTV surveillance ( ensure security of data )		
30.	First Aid kit		
31.	Medicine Kit (attach list)		
32.	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)		
<b>Other Facilities (Attach purchase receipt or bills)</b>			
1.	Whether all facilities have barrier free access		
2.	Provision of Teaching Learning Aids (attach list)		
3.	Play material, games and Sports equipments (attach list)		
4.	Reading material and Audio-Visual Aids in Library (attach list)		

## Check-list on Safety & Security against Physical, Emotional & Sexual Abuse

Physical Safety			
S. No	Statements	Yes/No	Remarks
1.	Are the electrical fitments in the classrooms and corridor working properly?		
2.	Switch Board/main switches working properly, are the switch board covered and cautioned?		
3.	Whether checked Water Coolers and other electrical gadgets transferring shock? If yes than remedial measures taken or not?		
4.	Any case of electric shock or problem of any type encountered by the staff/student?		
5.	Any Sparks or Short circuit occurred in past one week?		
6.	Are the corridors and staircases clear of obstruction?		
7.	Classroom door and emergency doors clear of obstruction.		
8.	Have you ensured limited access to the area of electrical installation only to those who are required?		
9.	Floor evacuation plan displayed properly or not?		
10.	Fire extinguishers are in place or not?		
11.	Any high voltage wire there around?		
12.	Water quality from the filter is proper?		
13.	Has toilet cleanliness maintained?		
14.	Whether ceiling tiles or plaster hanging from the wall/roof?		
15.	Is there any dampness in wall?		
16.	Cross ventilation in classrooms and library maintained or not?		
17.	Are rooms properly illuminated with lighting? Are students/staff with contiguous disease/infection, attending the school? If yes, the details to be provided.		
18.	Is lightening conductor in place and working properly? (Specially prior to and during Rainy Season)		
19.	Is First Aid kit in place?		

20.	Any suggestions from students/staff for upgrading floor safety		
			20
21. Any stranger seen with suspicious behavior in school			
<b>Trauma Management</b>			
22.	Do you have the staff sensitized on trauma management to meet any accident or disaster?		
23.	Do you have the contacts available for trauma management?		
24.	Are you or any senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near your play school?		
25.	Do you have a separate rest room for children?		
<b>Safety of the children with disabilities</b>			
26.	School facilities like classrooms, play areas, toilets, are accessible by wheelchair. There are ramps and wheelchairs for differently abled students/teachers and school environment is disable friendly.		
27.	Are there any designated official in the school who is entrusted with the exclusive responsibility of their needs in any emergency?		
28.	For safety reasons students who are differently abled are accompanied only by a Teacher or attendant when using toilets.		
29.	Teachers and Students are educated to be sensitive to fellow students who are differently abled.		
<b>Protection against Sexual Abuse</b>			
30.	The school has a defined mechanism against child abuse and exploitation		
31.	The School has a senior and sensitized staff designated as Child Protection Officer - who has undergone training		
32.	All teaching, non-teaching, contractual and other staff is sensitized on the mechanism against child abuse and exploitation		
33.	All teaching and non-teaching staff is specifically trained to be alert to signs and indicators of child abuse		
34.	All parents and students have been sensitized on the mechanism against child abuse and exploitation		
35.	There is a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children.		

36.	There is an active Parents Teachers Association in place and school actively consults and encourages participation of families in child protection issues.		
37.	The Child Safety Poster, e-Box details and ChildLine number is on display in prominent locations of the school		
38.	School has a qualified Child Counsellor/Psychologist		
	– part time or full time or on call consultant one can access when there is a requirement or an emergency.		
39.	All children are regularly oriented on safe and unsafe touch and behaviour, helped to understand her/his right over her/his body, and right to say No. Children also receive training in how to protect themselves from abuse and other safety measures. Parent training or awareness on the same is conducted.		
40.	School conducts awareness programs to sensitise students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behaviour or action.		
41.	School has regular discussions to promote child participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues.		
42.	In the event of serious sexual offences incidences, school authorities have taken immediate steps to restrict the access of the alleged offender to the children.		
<b>Social and Emotional Safety</b>			
43.	Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships		
44.	Children are sensitized to recognize and deal with negative peer pressure		
45.	Through conducting sessions on life skills students are taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students		
46.	All types of bullying is discouraged and prohibited in the school premises students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.		

47.	The school addresses and does not tolerate issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor		
48.	Misconduct and inappropriate social behaviour is monitored and addressed .Like stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour		
49.	Behavioral Management and modification program in place and students are aware of it.		

22

50.	Mechanisms in place for the students to feel safe reporting abuse of self or others, and the disciplinary and safety issues are quickly addressed.		
51.	Yoga and meditation as part of PT and wherever possible stress management are held.		
52.	There is a ban on corporal punishment and emotional harassment of students by teaching and non- teaching staff.		
53.	Positive disciplinary modes and measures are adopted and followed by the teachers and school authorities		

### Cyber Safety

54.	Access to computer rooms and use of electronic and technological devices is supervised by teachers		
55.	There is Internet Security that restricts use by children		
56.	Social Networking sites are blocked at all times in the school		
57.	Students are regularly educated on safe usage of technology and how to be responsible digital citizen – sensible use of mobiles, mobile games, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour.		
58.	Students are educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc		
59.	Parents are sensitized on the safe usage of technology, internet, and how to avoid taking risks and measures for redressal.		
60.	Cyber-bullying or harassment is handled with utmost care.		

### Fire Safety Management

1.	Do you have adequate fire fighting systems in place to meet any emergency?		
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2.	Are you in touch with local fire fighting agencies for mock drill training to a crisis management group?		
3.	What emergency steps are in place in the school for fire safety management?		
4.	Is there a trained management team available in the school for initial fire hazard management?		
5.	Are you in touch with the local fire safety authorities for training and retraining the people?		
6.	Has your building been certified as safe including for fire-safety for housing the students by the local authorities?		
7.	Are there any cracks in the school structures and are steps being taken to repair them?		
8.	Is your school located near any rail track? Has the impact of such locations being examined by the local authorities for the safety of the students?		
<b>Earthquake Management</b>			
9.	Is your school situated in the earthquake risk zone?		
10.	How safe is your construction to face a natural disaster of this kind? Do you need to make modifications in consultation with local authorities?		
11.	What emergency steps are in place in the school for disaster preparedness?		
12.	Have necessary steps been taken during construction of the building for earthquake safety for the building?		
13.	Is there a trained disaster management group available in school for initial response? Are you in touch with the local disaster management authorities for training and retraining them?		
<b>Flood/ Cyclone/landslide Management</b>			
14.	Is your school situated near seashore or a river?		
15.	Have you any contingency plans to meet floods, cyclones, cloud bursts and heavy rains?		24
17.	Is your school situated on hilltops or where there is a possibility of landslide		
18.	Is your school located near an industry or a chemical factory producing fatal chemical products?		
<b>Safety from Constructional Hazards</b>			

19.	Does your school have any ongoing construction?		
20.	Have you put barricades and signboards in the construction area prohibiting the movement of students?		
<b>Safety in the Playground</b>			
21.	Is your playground safe for the students to play games? Are they being maintained well?		
22.	What are the different sports facilities available in the play school?		
23.	Are the SAI guidelines followed in providing these facilities? (give details)		
24.	Have you taken adequate precautions for the safety of the students?		
<b>Water Safety</b>			
25.	Is the drinking water safe in the school plant? Is the water source well protected?		
26.	Is the water provided to the students tested by the local authorities periodically?		
27.	Do you ensure safe potable water always?		
28.	Do you have a water management system in the event of a fire? Is there access to such sources?		
<b>Transport Management and Safety</b>			
29.	Is the school owning/ running buses on lease for students?		
30.	In case children are using other means of transport, how is school monitoring such arrangement?		
31.	Is there a first-box in the school vehicle?		
32.	Have you complied with the rules and regulations stipulated by the local transport authorities?		
33.	Are your teachers' delegated responsibilities for transport management?		



<b>34.</b>	Are your drivers trained and have a regular license?		
<b>35.</b>	Do they ensure whether the students are cautioned to keep a safe distance before starting the bus?		
<b>36.</b>	Are there speed governors in your school buses?		
<b>37.</b>	Have your students been trained in orderliness in buses? Have they been exposed to traffic rules?		

**Registration Certificate of the Play School**

**OFFICE OF** \_\_\_\_\_  
(District level nodal officer responsible for implementation of ICDS under department of WCD /Social Justice)

No.

Dated

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Recognition Certificate for the Play School**

Dear Sir/Madam

With reference to your application dated \_\_\_\_\_ and subsequent correspondents with \_\_\_\_\_ visit/team in this regard, the play school \_\_\_\_\_ (name and address of the play school) is registered for a period of one-year under point 6 (b) (iii) of the guidelines w.e.f. \_\_\_\_\_ to \_\_\_\_\_

The above recognition is subject to fulfilling of following conditions:-

1. The Play School shall be run strictly in accordance of the provisions contained in the guidelines
2. The Play School shall fulfil the Norms and Standards as given under point 4(b) (iv) of the guidelines
3. The Play School shall fulfil all the requirements as prescribed in the Manual for Safety and Security of Children in the Play Schools.
4. The organization/Institution/Individual running the Play School shall charge fee from the children as regulated by the appropriate Government from time to time.
5. The organization/Institution/Individual running the Play School shall not charge any capitation fee from the parents/children and shall not subject the child or his/her parents or guardians to any screening procedure.
6. The child will not be subject to any annual/ monthly exam/test. Only assessment of children shall be done based on continuous assessment.

7. Admission shall not be denied to children on the grounds of religion, caste, race, region, sex, disability and socio-economic status of family of child.
8. No child shall be subjected to physical punishment or mental harassment.
9. The organization/Institution/Head of Play School running the Play School shall abide by the suggestions/advice given by inspecting Committee and appropriate Government officers during their visit/inspection.
10. The Play school building or other structures or the grounds are used only for the purpose of ECE for the children aged 3-6 years.
11. The organization/Institution/Head of Play School shall maintain separate annual accounts of Play School.
12. The annual accounts shall be audited at least once in every year by the auditors appointed by the management for this purpose.
13. The Play School shall abide by the instructions/directions issued by the appropriate Government from time to time.
14. The Recognition Number of your Play School is \_\_\_\_\_ which may please be noted and quoted for further correspondence.
15. The renewal of registration of the organisation be ensured.
16. The organisation would apply with requisite fee for renewal of recognition every year. Yours faithfully,

( District Nodal Officer for ICDS )