

Syllabus for the trade

of

# **CRECHE MANAGEMENT**

(SEMESTER PATTERN)

Under  
Craftsman Training Scheme

Designed in 2013

By

Government. of India  
**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**  
Directorate General of Employment & Training  
Ministry of Labour & Employment  
EN 81, SECTOR – V, SALT LAKE CITY,  
Kolkata – 700 091.

**List of members of trade committee meeting for the trade of Creche Management held on 12<sup>th</sup> December'2011 at Central Staff Training & Research Institute (CSTARI), Kolkata.**

<b>Sl. No.</b>	<b>Name &amp; Designation Shri/Smt.</b>	<b>Representing Organisation</b>	<b>Remarks</b>
1.	S.J.Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	Rabin Debnath, Asstt. Director of Industrial Trg.	DTE. Of Indl. Trg., TE&T Dept., Govt. of West Bengal.	Member
3.	Sougata Saha, Director	Comtel Electronics (P) Ltd. Salt Lake, Kolkata.	Member
4.	Pijush Chatterjee, Manager	Hotel Kamala Residency, New Digha. Paschim Midnapore	Member
5.	M.C.Sharma, JDT.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
6.	Dibyendu Paul, MD & CEO	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
7.	Dr. Ayan Dasgupta, Medical Practitioner	Dunlop, Kolkata-108.	Member
8.	Nisith Ranjan Seal, Director	Soft Tek, AB-19, Deshbandhu Nagar, Kolkata-59.	Member
9.	Dr. Amarendu Mondal, Director	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
10.	Swami Nath Prasad, Director	Dream Merchant Privet Limited, Kolkata.	Member
11.	Kshetra Mohan Ghosh, Instructor	ITI, Howrah Homes, West Bengal.	Member
12.	Muktanand, Trg. Officer	RDAT (ER), Kolkata-64.	Member
13.	Gautam Sardar, Director	National Institute of Hotel Management, Kolkata.	Member
14.	Mrs. Mousami Panigrahi, Manager	SAPTAK Tour & Travels, Kolkata.	Member
15.	Ganesh Sen, Manager	Sunita Tourist & Travels, Andaman & Nicobar Island, Kolkata.	Member
16.	Pranabesh Maity, Officer	Life Insurance corporation of India, Kolkata.	Member
17.	Soma Das (Talukdar)	RVTI (W), Kolkata	member
18.	A.K.Mandal, ADT	ATI, Kolkata	Member
19.	L.K.Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
20.	S.B.Sardar, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
21.	Nirmalya Nath, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
22.	Sipra Das, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
23.	R.N.Manna, T.O.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
24.	Hemant Kujur, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
25.	Pradip Biswas, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.**

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMATION

1. **Name of the Trade** : Creche Management
2. **NCO Code No.**
3. **Duration** :6 months (1 semester)
4. **Power Norms** : 2 KW
5. **Space Norm** :-
  - i. Room (1.5 x 20=30 Sq.m.)
  - ii. Space for workshop = (2.5x20) = 500 Sq.m.
  - iii. Toilets with water facility-1
  - iv. Bathroom-1
  - v. Office cum reception room (10 sq mt)-1
  - vi. Store 10 sq mt-1
  - vii. Kitchen with clean and pure water-1
  - viii. Court yard and/or lawn (protected with fences) large open space(12 mt x 18 mt.) -1
  - ix. Drinking water facility

Note: Separate room for child suffering from communicable disease
6. **Entry Qualification** :Passed 10<sup>th</sup> class examination
7. **Unit Strength** :16 Trainees
8. **Instructor's/Trainer's Qualification** : Diploma in Crèche Management with one year experience  
OR  
NAC/NTC in Crèche Management with three years experience
9. **Desirable qualification** : Preference will be given to a candidate with  
Craft Instructor Certificate (CIC)

Note: Atleast one Instructor must have degree /Diploma in the Relevant field

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

**Duration: Six months**

First Semester

Semester Code:CHM : SEM I

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. 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.
2-4	Identifying environmental hazardous articles. Personal Hygiene Hygiene Environment Concepts of environmental hazards:- Electrical, mechanical, fire, drugs, chemicals, sharp/pointed articles.  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. Concept of First Aid:- Common problems of children and their home remedies. Immunization. Concept of environmental safety:- 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.
5 to 6	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.
7 to 9	Planning meals for different age group. Making feeding schedule for different age group. Preparing, storing and serving food in	Basic Nutrition Nutritional needs of children. Preparation and storage of food.

	proper time and manner. Informing parents about child's nutritional needs. Developing desirable health practices among children.	Hygienic food and feeding practices Health and hygienic needs of children.
10 to 13	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.	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).
14 to 16	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.	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.
17 to 19	Conducting free conversation with children. 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. Encouraging children to talk among themselves during plays and other activities. Selecting appropriate stories and narrate them effectively. 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.	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.

	Pronounce correctly and speech fluently. <b>Note:</b> Trainees should be taken to crèche whenever necessary for practical.	
20 to 22	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.	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.
23 to 24	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.	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.
25	Visit to different crèche(Optional), Revision	
26	Examination	

**TRADE: CRECHE MANAGEMENT**  
**LIST OF TOOLS & EQUIPMENT**

**A. TRAINEES TOOL KIT FOR 16 TRAINEES**

SL NO	ITEM	QUANTITY
1.	Scissors	Each one
2.	Measuring foot rule wooden	Each one
3.	Tape	Each one
4.	Serving spoons	Each one
5.	Perforated spoon	Each one
6.	Knives medium	Each one
7.	Nylon wires <b>30 Mtr.</b>	Each one

**B. GENERAL SHOP OUTFIT**

1.	Work table	2 nos.
2.	Scissors	2 nos.
3.	First Aid Kit	1 no.
4.	Steel cupboard	1 no..
5.	Show Cases	2 nos
6.	Display boards	1 no.
7.	Measuring foot rule wooden	1 no.
8.	Bulletin board	1 no.
9.	Flannel board	1 no.
10.	Height and Weight measuring instrument i) Tape ii) Weighing machine	1 no. each
11.	Magnetic board	1 no.
12.	Plastics alphabets and numbers with attached iron backs	1 set
13.	Dustbin	1 no.
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.	1 set each
16.	Audio visual aids LCD projector PC with latest configuration	1 no. each
17.	Gas stoves and cylinders	2 nos
18.	Pressure cookers 5 lit., 7.5 lit.	2nos. each
19A.	Karahis big	2 nos.
19B.	Karahis small	2 nos.
20.	Frying pan medium	2 nos.
21.	Tawa medium concave with handle	1 no.
22.	Chaki belan	2sets.
23.	Serving spoons	4 sets.
24.	Perforated spoon	4 nos.
25.	Chalni (sieve)	4 nos.
26.	Cutting boards	4 nos.
27.	Knives medium	2 nos.
28.	Haman dasta medium (iron)	1 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	2 nos.
34A.	Containers medium 5 litre	2 nos.
34B.	Containers small 2 litre	2 nos.
35A.	Serving bowls with lid medium	2 nos.
35B.	Serving bowls with lid small	2 nos.
36A.	Thalis (stainless steel) big	8nos..
36B.	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 16 Pigeon hole	1 nos.
46.	Story Books Lady Bird Level I to IV	1 set
47.	First Aid Box with Thermometer	2 Sets
48.	Fire Extinguisher / Fire Fight System	1 No. for each room
49.	Weighing M/C	1 No.
50.	Sewing Machine	1 No

### C. List of Out door play equipment/material

1.	Rocking horse	1 no.
2.	Merry go round 4 seater	1 no.
3.	Jungle gym or climbing frame	1 no.
4.	Swing 2 seater	1 no.
5.	See-Saw 4 ft.	1 no.
6.	Conventional slide	1 no.
7.	Rock chairs/boat	1 no.
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	1 set

### D. List of Indoor play equipment/material

1.	Soft toys	4 nos.
2.	Toys for sensory stimulation	4 nos.
3.	Baby cots	4 nos.
4.	Nylone wire	30 Mtr.

5.	Almirah	2 nos.
6.	Small Mats & chouki	6 sets.
7.	Mattresses	2nos.
8.	Rubber sheets and pillows	4 nos.
9.	Bed sheets	4 nos.
10.	Blankets	4 nos.
11.	Wooden blocks of different shapes	4 sets.
12.	Dolls	4 nos.
13.	Toy sets of different profession (e.g. doctor set, kitchen set, etc.)	4 sets.
14.	Mirror	2 nos.
15.	Clock	1 no.
16.	Traditional toys and games	12 nos.
17.	Musical toys	4 nos.
18.	Charts/posters	4 nos.
19.	Picture cards	8 nos.
20.	Easel boards	2 nos.
21.	Story book for level I, II & III	2 nos. each

\* Visit of Med. Officer as & when required.