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# The Gazette of the Democratic Socialist Republic of Sri Lanka

## EXTRAORDINARY

අංක 1999/32 - 2016 දෙසැම්බර් මස 28 වැනි බදාදා - 2016.12.28

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## PART IV (A) — PROVINCIAL COUNCILS

### Provincial Councils Notifications

#### CENTRAL PROVINCE PROVINCIAL COUNCIL

**Orders as per the Clauses 38 and 47(1) of the Early Childhood Development Charter  
No. 03 of 2015 of Central Provincial Council**

I, hereby impose following orders as per the power vested on me in accordance with the clause 38 and 47(1) of the Early Childhood Development Charter No. 03 of 2015 of Central Province.

SARATH EKANAYAKE,

Chief Minister and Minister of Finance and Planning,  
Law and Order, Local Government and Provincial Administration,  
Manpower, Education, Cultural Affairs, Tourism, Lands,  
Co-operative Development, Trade and Commerce, Food Supplies and  
Distributional Affairs and Investment Co-ordination and Portfolios  
which are not taken under any other Ministries.

Chief Minister's Office,  
Central Provincial Council,  
Pallekele,  
30th November 2016.

#### ORDERS IN ACCORDANCE WITH THE CLAUSES 38 AND 47(1) OF EARLY CHILDHOOD DEVELOPMENT CHARTER 2015

- |   |                            |
|---|----------------------------|
| (01) These orders are enacted under clauses 38 and 47(1) of Early Childhood Development Charter No. 3 of 2015 and shall come into operation on the date of publication in the <i>Gazette</i> .                                      | Effective Date             |
| (02) All Early Childhood Development Centers operated in the Central Province and any centre commencing after the date this charter takes effect, must register under the Early Childhood Development Unit of the Central Province. | Registration Centres       |
| (03) Every Childhood Development Centers fulfill following requirements for registration.   | Requirements and Standards |



- (a) In case of private ownership, the owner ; proprietor, manager or the administrator must be a citizen of Sri Lanka ;
- (b) If the centre is established under laws and regulation, legal feasibility is required ;
- (c) The applicant shall not be an offender under national or international Penal Code ;
- (d) Minimum Standards and other requirements mentioned in the Schedule 01 Format 01, shall be fulfilled.
- Applying for Registration of currently operating Early Childhood Development Centres
- (4) All Childhood Development Centers operating within the Central Province should apply to the Director in accordance with the prescribed format in Schedule 02 Format 02.
- Applying for New Early Childhood Development Centres
- (5) Any Centre commencing after the date this Charter takes effect should apply to the Director as per the Format 03 in Schedule 03
- Issue of Initial License
- (6) When an application has been forwarded for the registration of a centre as mentioned the in 05 Director shall issue a Temporary Certificate of Registration.
- (a) Temporary Certificate shall not be considered as a Registration and for format Registration an application shall be forwarded to the Director, within a period of three months after commencement.
- Minimum Standard for Early Childhood Development Centres
- (7) Any Centre commencing after the date this Charter takes effect shall comply with the minimum standards mentioned in the Schedule 01.
- Issue of Certificate of Registration
- (8) When an application has been forwarded for Registration as mentioned in 04.
- (a) The director shall issue a Certificate of Registration for a period of one year if he is satisfied that the Centre has fulfilled requirements.
- (b) When a Centre has not fulfilled the requirement for registration, Temporary Certificate of Registration, mentioned in Schedule 05 Format 05, can be issued with the condition that those requirements should be fulfilled within three year grace period.
- Registration of Early Childhood Development Centres with Temporary Certificate
- (9) Temporary Certificate of Registration issued as mentioned a above, is valid for a period of one year and application for registration, forwarded to the Director.
- Issues of Certificate of Registration
- (10) When an application has been forwarded for the registration of a Centre, as mentioned in 09, the Director Shall issue a Certificate of Registration, as in Schedule 04 Format 04, if he is satisfied that the Centre has fulfilled the requirements for registration.
- Appeal on rejected Application
- (11) (a) The Director has the power to reject the application forwarded as in 04, if he finds that the requirements have not been fulfilled.

- (b) It is possible to appeal to the Secretary on rejection of an application under the clause 40(1) of the Charter.
- (12) A Certificate of Registration is valid for a period of one year. Application for extending the Registration, as mentioned in Schedule 07 Format 07, should be forwarded to the Director three months before the Registration expires. Renewal of annual registration
- (13) (a) Certificate of Registration can be extended, if a Centre is conducted according to relevant standards and other requirements. Issue of Annual Registration Certificate
- (b) The Director can reject the extension of registration if he finds a Centre is not conducted according to relevant standards and other requirements.
- (c) It is possible to appeal to the Secretary within 30 days from the date the notice is received on rejection of registration or rejection of extension. The Secretary's decision will be final and conclusive.
- (14) The Unit shall maintain documents containing following information on the Centres obtained Temporary Certificate of Registration or Certificate of Registration. Maintaining records and documents
- (a) Serial Number, Registration Number, Name of the Centre, Name of the Proprietor and Address of the Centre's obtained Temporary Certificate of Registration.
- (b) Serial Number, Registration Number, Name of the Centre, Name of the Proprietor and Address of the Centre's obtained Certificate of Registration.
- (c) Register containing Serial Number ; Registration Number, Name of the Centre, Name of the proprietor and Address, referring to the year of Registration.
- (d) Registration containing Serial Number, Registration Number, Name of the Centre, Name of the Proprietor and Address of the Centre's that Registration has been cancelled.
- (15) From the day this Charter is in effect and there after, instructors and assistant instructors of every Early Childhood Development Center's in the Central Province must forward their information as in Format 08. Application for obtaining information of Early Childhood Development Instructors

#### SCHEDULE I O. N. 03

*Format 01*

### Standards pertaining to Early Childhood Development Centres

#### 01. *Physical Standards*

##### a. *Environment and Access Road*

Centre premises should be free of hazardous and safe for children, The centre should be 50m away from places of public interest, unprotected or abandoned wells, pits, ponds, fish tanks and the like

Building should comply with the rules and regulations of the Provincial Environmental Charter. Further more, the building should also comply with the rules and regulations imposed by the relevant Local Government Body.

Centres premises and Environment together with the access road should not hinder the character development of the child.

b. *Centre*

The building, instruments, tools, paintings should be safe, hygienic and child-friendly and should be prepared in accordance with the standards “Child-Friendly” means national standards and relevant provisions laid down in order to ensure “Child-Friendly” Learning Environment

Building should be permanent constructions (Roof, floor, walls should be built with permanent building materials) centre should have obtained standards certification from the relevant Local Government Authority.

Doors and Windows of the building should be placed as to receive ample light and ventilation. At least 50% of surface area of walls should be allocated for windows and doors.

Centre premises should be designed and built to suit the climatic conditions. The entire premise should be free of hazardous elements and protected with a fence/gate and also must have a safe access road and a staircase. In the case of centre is conducted in an upstairs, children should be prevented from leaving classroom safety measures should be in place to ensure that the children are safe in the centre.

Every child must have atleast 10 sq. ft. The entire building should be allocated to the Centre, If the centre is conducted in a section or partition of a building, the section should be completely separated and not be used for any other purpose.

Entrance and interior arrangement should be designed to serve the children with special needs.

c. *Place for religious observances*

There should be a place for religious observations

d. *Identified places for learning circles*

Centre must have identified places for all the essential learning circles

e. *Pantry/Kitchen*

Kitchen and pantry should be safe and hygienic. Firewood, fuel, gas, kitchenware and tools should be stored safely and properly.

f. *Furniture, instruments and tools in the Centre*

Sufficient number of safe and child-friendly chairs and desks should be provided to the children

There should be sufficient instruments and tools complying with the national standard published by the Children Secretariat.

Toys, tool, instruments should be kept safely

Learing materials, tools, toys *etc* should not be hazardous or dangerous to the children

All the learing materials, toys, instruments tools should comply with the standards prescribed by any Authorized Institute.

g. *Instruments in the play area should be placed and fixed properly to ensure the safety of the children*

h. *Electricity and Electric appliances*

Electricity supply, internal eletetric circuits, wiring and all the electric appliances should be safe and comply with the national standards

i. *Colours and Pictures*

Colours and paintings of the building should be safe and comply with the national standards

j. *There should be a proper mechanism for correspondence and communication with the parents/guardians*

k. *First-Aid Kit*

First aid kit or box equipped with necessary items should be placed along with clear instructions.

l. *Garbage/waste disposal*

There should be a proper waste disposal systems garbage bins with colours approved by the Central Enviornment Authority should be used for waste separation.

m. *Bed*

Bed should be readily available to use in the emergency

n. *Instruments for the Instructor*

There should be a separate place, a table, chair and cupboard for the instrctor.

o. *Name board for the Centre*

The name board at the centre should be of 6ftx4ft and as follows

National Emblem	Name of the Early Childhood Development Centre	
Provincial Emblem	Address	
Emblem of the ECDU	Telephone	
Emblem of the ECD Centre	e-mail Address Number	
	Registration Number of ECDC	

## 02. Standards on Administration and Management

- a. Centre should obtain registration from the Early Childhood Development Unit in accordance with the Early Childhood Development Charter No. 03 of 2015
- b. Unit should call for applications from qualified personnel for the recruitment of instructors
- c. Admission to Centres

If, an application has been published by the Early Childhood Development Unit it is compulsory to use it for admission. Parents/Guardian should forward their application at least one month prior to the date of admission.

If, Children's secretariat has prescribed Early Childhood Development Standards for the assessment of children's proficiency level they should be adapted in the application.

Copy of the completed application should be kept in the personal file of the child.

Details of the children of the Centre should be forwarded on the request made by the Unit.

- d. Documents and Records to be maintained by the Early Childhood Development Centre.

Following documents should be properly maintained by the Centre and any other documents or/files can be maintained as Centre needs.

- \* Personal file of instructor(s)
- \* Personal file for every child
 

It must contain Birth Certificate, Records on Proficiency Level, Health Development Chart, Medical Records/Report on any disability, name and contact numbers of person to inform in case of an emergency, person or persons with whom child comes to the centre, Progress Reports
- \* Admission Register
- \* Attendance Register
- \* Instructor Attendance Register
- \* Log Book
- \* Parents/Development Society Meeting Records
- \* Teacher-parents correspondence
- \* Syllabus introduced or approved by the unit
- \* Guild lines, tool, modules prescribed by the unit
- \* Self Assessment/Evaluation Reports
- \* Financial Records (Cash books/Ledgers/Receipt books)
- \* Letter head and a rubber seal
- \* Constitution of the Centre
- \* Annual, Monthly, Daily Reports
- \* Updated record book of the information on stakeholders relevant to subject
- \* Separate syllabi for years 3 and 4, year 4 and 5

e. Correspondence and relationship with essential external Institutions

Updated database (documents/records) of the stakeholders relevant to the field of Early Childhood Development

f. Parents' Development Society

Parents' Development Societies should be established in accordance with the Early Childhood Development Charter No. 03 of 2015

g. Childrens participation in External Events

In order to participate in the external events such as festivals, ceremonies, drill-displays, march past, person/ persons responsible for the event should obtain prior-approval from the unit and Parents' Development Society.

h. Annual Exhibitions, Concerts and Tours

Annual Concert should be restricted to one event. Children should be trained only for the events that are suitable and desirable to their age. Time duration should be three hours in between 9.00 hour to 17.00 hour.

Prior approval should be obtained from the Unit for collecting financial contributions from parents/guardians by providing detailed documents containing estimate, agenda and events to be presented.

If it is a tour or visit out of the Centre, it should be restricted to one day and prior approval should be obtained from the Unit forwarding prescribed format following guild lines.

i. Time Dutralion

Time duration should be three hours in the morning session and two intervals should be given. Time for the seated activities should not exceed 20% of the duration.

j. Student-Teacher Ratio

Two classes should be operated for the age group 3-4 years and 4-5 yrs. There should be one instructor per 20 children.

k. Uniform

Centre may have a formal uniform, but the childern must be allowed to wear any decent dress as their wish.

l. Temporary or Volunteers Service

For trainings, teaching and consultation instructors attached to the centre should be employed. In case of getting temporary or volunteer service form local or foreign personnel, prior approval must be obtained from the Unit.

### 03. Standards on Health, Hygiene and Nutrition

- a. Centre is responsible for getting consultation from public health inspector and public health midwives on health, hygiene and nutrition of the children at least once in three months. Individual health and medical records of children should be properly maintained by the Centre. If there are disabled children, children with special needs or malnourished children, centre should co-ordinate with relevant authority with the consensus of the parents/guardians.

b. Monitoring hygienic practices of children

Health conditions of the children should be monitored in accordance with national standards on water, sanitation and hygiene prescribed by the Children's Secretariat. A mirror should be in place to suit the height of the children.

c. Health Programmes

Instructors should participate in time health programmes and matron should participate in at least two programmes a year. Instructor/s should organize awareness programmes for parents on timely health issues.

d. Providing healthy and nutritious meals to the children

Healthy and nutritious meals prepared at home or centre should be given to the children. Minimise the consumption of food with excessive salt, sugar, oil, artificial flavours and colourings. Centre should ensure that children receive a balanced and nutritious diet with the collaboration of parents or any other organization. Feeding time should be decided on the consultation of relevant health officials.

**4. Standard/Requirements on Instructors**

a. Instructor must be a Citizen of Sri Lanka and permanent resident in the Central Province.

b. Educational Qualifications

Instructors of the centre already operating, must have passed G. C. E. (O/L) Examination in six subjects with three credits.

c. Professional Qualifications

In accordance with the Early Childhood Development Charter No. 03 of 2015 ;

Must have a Degree or Diploma in Early Childhood Development from an institution recognized by the Early Childhood Development Unit.

In case of any instructor has not fulfilled above qualification, if he/she has completed 10 year service at the centre, a committee appointed by the Unit has to make a decision on his/her service.

d. Extra Qualifications

Instructors of the centres already operating must have obtained a training from recognized institution or university on all the following subject fields ;

\* At least one week training on Child Psychology, Early Childhood Development of any other relevant subject fields

\* At least two-day training on Child-teaching Methodology

\* At least two-day training on Child Health and Nutrition

At least two-day training on Inclusive Education

\* At least one-day training on Early Childhood Development Centre Management

\* Degree or Diploma on Aesthetic subjects from a University or any other recognized institution.



In addition to the above trainings, instructors must have proficiency in the following subject fields ;

- \* Music, Singing, Dancing
- \* Craftsmanship
- \* Computer
- \* Games/sports
- \* Child Abuse and Child Rights
- \* Disaster Management
- \* Inclusive Education

e. Age limit

Instructor should be not less than 18 years of age and not more than 55 years of age. Extension upto 60 years of age may be decided by the Unit.

f. Centre management and instructors

Management and instructors should not be an offender by any means, for child abuse or any other crime from local or international courts.

Management should be responsible for the personal hygiene of children and proper sanitation, attire (dress code) conforming cultural norms, healthy environment, proper communication to suit the mental well-being of children.

**05. Syllabus, Standards on Education Evaluation**

a. Approved syllabus and lesson plans

Curriculum approved by the Early Childhood Development Unit should be properly implemented.

Teaching process should be conducted in accordance with the annual, monthly, weekly and daily lesson plan based on the prescribed curriculum

Annual and daily time table should be displayed

Age groups of 3-4 years and 4-5 years should be separated

Medium of Instructions/taught

b. Centre environment should be conducive to teach and learn in child's mother tongue.

If the centre conducts in an international language adequate period of time should be allocated for the development of mother tongue.

c. Assessment of skills and competencies of the child

Assessment criteria published by the Children's Secretariat should be applied for the assessment process and assessment records should be properly maintained. Once in six months, parents and stakeholder party nominated by the Unit should be briefed on their achievements and progress.

d. Monitoring

Officer appointed by the Unit should monitor the centre, He/she should report at least once in three months on the monitoring process to ensure that the centre operates in accordance with the standards prescribed by the Unit.

e. Monitoring Formats

Prescribe formats should be used for the monitoring process and centres should be monitored on a working day.

**06. Parent and the Community**

a. Parents

Parents Development Societies should be established in accordance with the Early Childhood Development Charter No. 03 of 2015.

b. Community

Parent Development Society under the guidance of the Unit, should co-operate with the community leadership, community based organizations and such institutions for boosting community awareness on Early Childhood Development.

**07. Standards on Child**

Standards on the Child will be defined in accordance with the provisions of the Early Childhood Development Charter of the Province, Ministry of Health, Children's Secretariat and National Institute of Education

SCHEDULE 02

O. N. 04

Format - 20

For Office use only	
Registration No.	

**EARLY CHILDHOOD DEVELOPMENT UNIT - CENTRAL PROVINCE**

**Specimen application form for registration of currently operating Early Childhood Development Centres within the Central Province under the clause 36 of Early Childhood Development Charter No. 03 of 2015**

**01. Basic information of the Early Childhood Development Centre**

- 1.1 Name of the Early Childhood Development Centre :.....
- 1.2 Address :.....
- 1.3 Telephone No. :..... 1.4 E-mail Address :.....
- 1.5 District :.....
- 1.6 Divisional Secretariat :.....
- 1.7 Pradeshiya Sabha/Urban Council/Municipal Council :.....
- 1.8 Education Zone :.....
- 1.9 Grama Niladhari Division :.....
- 1.10 Date Established :.....
- 1.11 Details of Ownership of the Centre :.....

<i>Name of the Proprietor</i>	<i>NIC Number</i>	<i>Address</i>	<i>Contact No.</i>

(Documents should be forwarded to prove the ownership)

1.12 Is the Early Childhood Development Centre registered under any authority ?

Yes ☐ No. ☐

1.12.1 If registered, the authority under which the Centre is registered

<i>Serial No.</i>	<i>Name of the Authority Institute</i>	<i>Date of Registration</i>	<i>Reg. No.</i>	<i>Contact No.</i>
01				
02				

1.13 Medium of Instructions

1.14 Details of the syllabus which is currently followed, (Attach the certified copies)

1.15 Organization/Institute/Agencies sponsoring or funding to the Centre

<i>Name of the Institution</i>	<i>Nature of the Sponsorship</i>

1.16 Admission fee : .....

1.17 Is monthly fee charged from children

Yes ☐ No. ☐

If yes, monthly fee : .....

1.18 Is Development Society established for the Centre ? : .....

1.19 If so, Registration number of it

1.20 Have, the instructor of the Early Childhood Development Centre obtained the membership of the forum functioning in the Divisional Secretariat ?

Yes ☐ No ☐

1.21 If so, please attach documents to prove the membership

02. Information on Students

2.1 Is there an application for Registration ? Yes ☐ No ☐

(if yes, attach a copy)

2.2 Admission details for the previous three years

<i>Year</i>	<i>Number of Students (Age 3-4 years)</i>	<i>Number of Students (Age 4-5 years)</i>	<i>Total</i>

2.3 Number of classes currently functioning

2.4 Number of students by ethnicity and religion (for the current year)

<i>Ethnicity Students</i>	<i>No of Students</i>
Sinhala	
Tamil	
Muslim	
Other	
Total	

<i>Religion</i>	<i>No of</i>
Buddhist	
Hindu	
Islam	
Catholic	
Total	

2.5 Minimum Age of the Children to be admitted to the Centre :.....

2.6 Minimum and maximum distance that the children come from :.....

2.7 Is there a uniform for the children of the centre ? Yes ☐ No. ☐

2.8 No. of students with special needs :.....

2.9 Does the Centre function as a day-care centre ? Yes ☐ No. ☐

2.9.1 If yes, period of time that children are looked after at the centre :.....

2.9.2 Is there a matron assigned to look after children :.....

2.9.3 Minimum age of the children to be admitted to the day-care centre :.....

### 3. Physical features of the Early Childhood Development Centre (Please attach copies of the plans of the land and building)

3.1 Area of the land where the centre is located (sq. ft.) :.....

3.2 Area allocated for out door activities (sq. ft.) :.....

3.3 Length and width of the Classroom/classrooms (sq. ft.) :.....

3.4 Centre is properly lighted Yea ☐ No ☐

3.5 Class rooms are properly ventilated Yes ☐ No ☐

3.6 Number of Classrooms in accordance with the number of students

Sufficient ☐ Not Sufficient ☐

3.7 Building of the Early Childhood Development Centre

3.7.1 Used only for the purpose of children Yes ☐ No ☐

3.7.2 If it is used for any other purpose, provide details

.....

.....

3.8 Number of Classrooms :.....

3.9 Length and width of a classroom (sq. ft.) :.....

3.10 Early Childhood Development Centre is located in a (indicate with a tick in the relevant cage)

Pleasant Place for Children		Noisy Place	
Place with polluted air		Close to Liquor shop	
Hazardous Place		Congested Place	

3.11 The building of the Early Childhood Development Centre (indicate with a tick in the relevant cage)

	Safe	Unsafe
Roof		
Floor		
Walls		

3.12 The Building where the centre is conducted (belong to Temple/belong to a church/on rent/temporary construction/ community centre/belong to a NGO/other) :.....

04. **Information on hygiene and sanitation** (indicate with a tick “V” in the relevant cage)

4.1 Nutrition Programmers are held

Daily		Monthly	
Regularly		Only on Special Occasions	
Weekly		Not at all	

05. **Infrastructure facilities available at the Early Childhood Development Centre**

(indicate with a tick in the relevant cage)

	Yes	No
1. Toilet Facilities		
2. Urinal Facilities		
3. Electricity		
4. Drinking Water		
5. Garden		
6. Book Shelves		
7. First-Aid Box		
8. Fence and Gate for the Centre		
9. Easy Access to the Centre		
10. Other		

**06 Details of Chief/Assistant Instructors of the Early Childhood Development Centre**

<i>Serial No.</i>	<i>Full Name</i> 6.1	<i>Designation</i> <i>(Chief/Assistant Instructor)</i> 6.2	<i>Male/ Female</i> 6.3	<i>NIC Number</i> 6.4	<i>Date of Birth</i> 6.5	<i>Experience as a trained instructor in Early Childhood Development</i> 6.6	<i>Monthly Salary/ allowance (Rs.)</i> 6.7	<i>Highest Professional Qualification in Early Childhood Development</i> 6.8
01								
02								
03								
04								
05								
06								

\* 6.8 Professional Qualification

- I. Degree in Early Childhood Development
- II. Diploma in Early Childhood Development (two years)
- III. Diploma in Early Childhood Development (one year)
- IV. Certificate Course in Early Childhood Development (three months)
- V. Certificate Course in Early Childhood Development (three months)
- VI. (Certificate course in Early Childhood Development (one month)

I, hereby declare and affirm that the information given above is true and correct and that I am aware that if any information given in this application is found to be incorrect, the registration will be cancelled in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council.

Date :.....

Signature of the Applicant :.....

Name :.....

Designation :.....

FOR OFFICE USE ONLY

Recommendation :

.....  
.....  
.....

Signature :.....

Name :.....

Designation :.....

Date :.....

**Approval**

Registration/temporary registration is approved/not approved in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council.

Director  
Early Childhood Development Unit,  
Chief Minister,  
Central Province.

Date :.....



SCHEDULE 03

O. N. 5

Format 03

For Office use only	
Registration No.	

**EARLY CHILDHOOD DEVELOPMENT UNIT-CENTRAL PROVINCE**

**Specimen application form for registration of new Early Childhood Development Centre under the clause 37 of Early Childhood Development Charter No. 03 of 2015**

**01. Basic information on Owner/proprietor/private institution/Government Institution/Non-Government Organization**

- 1.1 Name : .....
- 1.2 Permanent Address : .....
- 1.3 Occupation : .....
- 1.4 NIC Number : .....
- 1.5 Date of Birth : .....
- 1.6 Contact Number : .....

**02. Basic Information on the proposed Early Childhood Development Centre**

*Note.-* In case of the Early Childhood Development Centre is expected to be commenced in a new building, the Centre should be designed in accordance with the guidelines approved by the Early Childhood Development Unit of the Central Province.

- 2.1 District : .....
- 2.2 Divisional Secretariat : .....
- 2.3 Pradeshiya Sabha/Urban Council/Municipal Council : .....
- 2.4 Education Zone : .....
- 2.5 Grama Niladhari Division : .....
- 2.6 Proposed Name for the Early Childhood Development Centre : .....
- .....
- .....
- 2.7 Address : .....
- 2.8 E-mail Address : .....
- 2.9 Telephone Number : .....

2.10 The building to be used as the Early Childhood Development Centre is ; (indicate with a tick “v” in the relevant cage)

a building currently used for some other purpose	
a new building proposed only for the Early Childhood Development Centre	

(Plan of the land and the building should be attached)

2.11 Nature of the land (mention whether it is a private or government land) :

.....  
.....

2.12 The medium in which the Centre is to be conducted : .....

.....

2.13 Number of families in the catchment area (area from which the children are expected to enrol to the Centre)

.....

2.14 Number of children expected to be admitted at the initial stage : .....

2.15 Details of the Early Childhood Development Centres located in the catchment area

<i>Serial No</i>	<i>Name of the Early Childhood Development Centres located within area of one sq. km</i>	<i>Number of Children</i>	<i>Medium of Instruction</i>
01			
02			
03			
04			
05			

2.16 Distance from the main road (km) : .....

(Provide a sketch showing access road to the centre)

--

**03. Facilities provided by the centre (indicate with a tick in the relevant cage)**

	Yes	No
3.1 Drinking Water Facilities	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Toilet Facilities	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Hygeinic safe and clean environment	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Learning materials and leaning aids for the children	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Free of any hazardous elements	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Play area	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Other	<input type="checkbox"/>	<input type="checkbox"/>

**04. Details of the Instructors**

4.1 Name of the instructor to be appointed as the manager

4.2 Private Address

4.3 Date of Birth

4.4 NIC No.

4.5 Nationality

4.6 Religion

4.7 Educational Qualifications (indicate with a tick in the relevant cage)

Failed G. C. E. (O/L)	<input type="checkbox"/>
Have passed G. C E (O/L) in six subjects with three credit including first language and mathematics	<input type="checkbox"/>
Have passed three subjects at G. C. E. (A/L)	<input type="checkbox"/>
Diploma	<input type="checkbox"/>
Graduate	<input type="checkbox"/>
Other	<input type="checkbox"/>

(please attach certified copies)

#### 4.8 Professional Qualifications (Training/courses on Early Child Development)

<i>Serial No.</i>	<i>Name of the Training Course</i>	<i>Institute</i>	<i>Year</i>	<i>Training Course Duration</i>
01				
02				
03				

#### 4.9 Previous experiences as an in instructor at Early Childhood Development Centre

##### Instructor 01

<i>Serial No.</i>	<i>Name of the Early Childhood Development Centre</i>	<i>Service Experience</i>
01		
02		
03		

##### Instructor 02

<i>Seiral No.</i>	<i>Name of the Early Childhood Development Centre</i>	<i>Service Experience</i>
01		
02		
03		

I, hereby declare and affirm that the information given above is true and correct and that I am aware that if any information given in this application is found to incorrect, the registration will be cancelled in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council

Date :.....

Singnature of the Applicant :.....

Name :.....

Designation :.....

**For Office Use only**

**Recommendation :**

.....

.....

.....

.....

.....

Signature.....

Name :.....

Designation :.....

Date :.....

**Approval:**

Registration/temporary registration is approved/not approved in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council.

Director  
Early Childhood Development Unit  
Chief Ministry  
Central Province

Date :.....

Schedule 04

O. N. 8

Format No 04



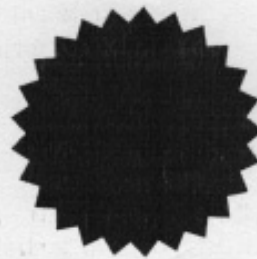
## CENTRAL PROVINCIAL COUNCIL EARLY CHILDHOOD DEVELOPMENT UNIT

**Registration Certificate issued under the clause 39 of  
the Early Childhood Development Charter No 03 of 2015**

**Registration No : .....**

I, ....., the Director of the Early Childhood Development Unit established under the Early Childhood Development Charter No 03 of 2015 of the Central Province, hereby certify that the Early Childhood Development Centre named ..... of ..... is registered under the clause 39 of the Early Childhood Development Charter No 03 of 2015.

This registration Certificate issued under the clause 42(1) valids for a period of one year from ..... to ..... and an application for renewal should be forwarded to the Director three months prior to the expiration of the registration.



Director  
Early Childhood Development Unit  
Chief Ministry.

.....  
Early Childhood Development Unit  
Central Province.

Schedule 05

O. N. 8

Format No 05



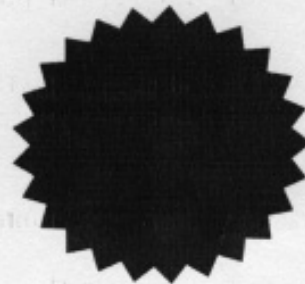
**CENTRAL PROVINCIAL COUNCIL  
EARLY CHILDHOOD DEVELOPMENT UNIT**

**Temporary Registration Certificate issued under the clause 40(1) of  
the Early Childhood Development Charter No 03 of 2015**

**Temporary Registration No : .....**

I, ....., the Director of the Early Childhood Development Unit established under the Early Childhood Development Charter No 03 of 2015 of the Central Province, hereby certify that the Early Childhood Development Centre named ..... of ..... is temporary registered under the clause 40(1) of the Early Childhood Development Charter No 03 of 2015.

The requirements for the registration should be fulfilled within a three year period from ..... to .....



Director  
Early Childhood Development Unit  
Chief Ministry.

.....  
Early Childhood Development Unit  
Central Province..

SCHEDULE 06  
O. N. 9

Format No. 06

For Office use only	
Registration No.	

**EARLY CHILDHOOD DEVELOPMENT UNIT - CENTRAL PROVINCE**

**Application for the registration of Early Childhood Development Centres with temporary registration, under the clause 40(1) of the Early Childhood Development Charter No. 03 of 2015**

**01. Information on Temporary Registration**

- 1.1 Name of the Early Childhood Development Centre :.....  
.....
- 1.2 Address :.....
- 1.3 Date of Temporary Registration :.....
- 1.4 Date issued ;.....

**02. Information of the Early Childhood Development Centre**

- 2.1 Name of the Early Childhood Development Centre :.....  
.....
- 2.2 Address :.....
- 2.3 Telephone No. :.....2.4 E-mail Address :.....
- 2.5 District :.....
- 2.6 Divisional Secretariat :.....
- 2.7 Pradeshiya Sabha/Urban Council/Municipal Council :.....
- 2.8 Education Zone :.....
- 2.9 Grama Niladhari Division :.....
- 2.10 Date Established :.....



2.11 Information on the Ownership of the Centre

<i>Name of the Proprietor</i>	<i>NIC Number</i>	<i>Address</i>	<i>Contract No.</i>

(Documents should be forwarded to prove the Ownership)

2.12 Is the Early Childhood Development Centre registered under any authority ?

Yes ☐ No ☐

2.12.1 If registered, details of the authority

<i>Serial No.</i>	<i>Name of the Authority/ Institute</i>	<i>Date of Registration</i>	<i>Reg. No.</i>	<i>Contact No.</i>
01				
02				

2.13 Medium of instructions of the Centre : .....

2.14 Details of the syllabus which is currently followed. (Attach the certified copies)

2.15 Organization/Institution/Agencies sponsoring or funding to the Centre

<i>Name of the Institution</i>	<i>Nature of the Sponsorship</i>

2.16 Admission Fee : .....

2.17 Is monthly fee charged from Children

yes ☐ No ☐

If yes, Monthly fee charged from each child : .....

2.18 Is Development Society established for the Centre ? : .....

2.19 If so, Registration Number of it : .....

2.20 Have, the instructor of the Early Childhood Development Centre obtained the membership of the forum functioning in the Divisional Secretariat ?

yes ☐ No ☐

2.21 If so, please attach document to prove the membership

03. Information on Students

- 3.1 Is there an application for registration for students Yes ☐ No ☐  
(if yes, attach a copy)

- 3.2 Details of the students admitted within last three years

<i>Year</i>	<i>Number of Students (Age 3-4 years)</i>	<i>Number of Students (Age 4-5 years)</i>	<i>Total</i>

- 3.3 Number of Classes conducting

- 3.4 Number of Students by ethnicity and religion (for the current year)

<i>Ethnicity</i>	<i>No. of Students</i>
Sinhala	
Tamil	
Muslim	
Other	
Total	

<i>Religion</i>	<i>No. of Students</i>
Buddhist	
Hindu	
Islam	
Catholic	
Total	

- 3.5 Minimum Age of the Children to be admitted to the Centre : .....

- 3.6 Minimum and maximum distance that the children come from : .....

- 3.7 Is there a uniform for the children of the centre ? Yes ☐ No. ☐

- 3.8 No. of students with special needs : .....

- 3.9 Does the Centre function as a day-care centre ? Yes ☐ No. ☐

- 3.9.1 If yes, period of time that children are looked after at the centre : .....

- 3.9.2 Is there a matron assigned to look after children : .....

- 3.9.3 Minimum age of the children to be admitted to the day-care centre : .....

04. **Physical features of the Early Childhood Development Centre (Please attach copies of the plans of the land and building)**

4.1 Area of the land where the centre is located (sq. ft.) :.....

4.2 Area allocated for out door activities (sq. ft.) :.....

4.3 Length and width of the Classroom/classrooms (Sq. ft.) :.....

4.4 Centre is properly lighted Yes ☐ No ☐

4.5 Class rooms are properly ventilated Yes ☐ No ☐

4.6 Number of Classrooms in accordance with the number of students

Sufficient ☐ Not Sufficient ☐

4.7 Building of the Early Childhood Development Centre

4.7.1 Used only for the purpose of children Yes ☐ No ☐

4.7.2 If it is used for any other purpose, provide details

.....  
.....

4.8 Number of Classrooms :.....

4.9 Length and width of a classroom (sq. ft.) :.....

4.10 Early Childhood Development Centre is located in a (indicate with a tick in the relevant cage)

Pleasant Place for Children	<input type="checkbox"/>	Noisy Place	<input type="checkbox"/>
Place with polluted air	<input type="checkbox"/>	Close to Liquor shop	<input type="checkbox"/>
Hazardous Place	<input type="checkbox"/>	Congested Place	<input type="checkbox"/>

4.11 The building of the Early Childhood Development Centre (indicate with a tick in the relevant cage)

	Safe	Unsafe
Roof	<input type="checkbox"/>	<input type="checkbox"/>
Floor	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>

4.12 The Building where the centre is conducted (belong to Temple/belong to a church/on rent/temporary construction/ community centre/belong to a NGO/other)

.....

**05. Information on hygiene and sanitation** (indicate with “√” in the relevant cage)

**5.1 Nutrition Programmes**

Daily		Monthly	
Regularly		Only on Special Occasions	
Weekly		Not at all	

**06. Infrastructure facilities available at the Early Childhood Development Centre**

(indicate with “√” in the relevant cage)

	<i>Yes</i>	<i>No</i>
1. Toilet Facilities		
2. Urinal Facilities		
3. Electricity		
4. Drinking Water		
5. Garden		
6. Book Shelves		
7. First-Aid Kit		
8. Safety Fence and Gate for the Centre		
9. Easy Access to the Centre		
10. Other		

**07 Details of Chief/Assistant Instructors of the Early Childhood Development Centre**

<i>Serial No.</i>	<i>Full Name</i> 7.1	<i>Designation (Chief/Assistant Instructor)</i> 7.2	<i>Male/ Female</i> 7.3	<i>NIC Number</i> 7.4	<i>Date of Birth</i> 7.5	<i>Experience as a trained instructor in Early Childhood Development</i> 7.6	<i>Monthly Salary/ allowance (Rs.)</i> 7.7	<i>Highest Professional Qualification in Early Childhood Development</i> *7.8
01								
02								
03								
04								
05								
06								

\* 7.8 Professional Qualification

- I. Degree in Early Childhood Development
- II. Diploma in Early Childhood Development (two years)
- III. Diploma in Early Childhood Development (one year)
- IV. Certificate Course in Early Childhood Development (six months)
- V. Certificate Course in Early Childhood Development (three months)
- VI. Certificate Course in Early Childhood Development (one month)

I hereby declare and affirm that the information given above is true and accurate and I am aware that if any information is found to be incorrect, the registration is liable to be cancelled in accordance with the Early Childhood Development Charter No. 03 of 2015 of Central Provincial Council.

Date :.....

Signature of the Applicant :.....

Name :.....

Designation :.....

**FOR OFFICE USE ONLY**

**Recommendation :**

.....  
.....  
.....

Signature :.....

Name :.....

Designation :.....

Date :.....

**Approval :**

Registration/temporary registration is approved/not approved in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council.

Director  
Early Childhood Development Unit,  
Chief Minister,  
Central Province.

Date :.....

SCHEDULE 07  
O. N. 9

Format No. 07

For Office use only	
Registration Number	

**EARLY CHILDHOOD DEVELOPMENT UNIT - CENTRAL PROVINCE COUNCIL**

**Application for the registration of Early Childhood Development Centres with temporary registration,  
under the clause 42(1) of the Early Childhood Development Charter No. 03 of 2015**

**01. Information on Temporary Registration**

- 1.1 Name of the Early Childhood Development Centre :.....  
.....
- 1.2 Address :.....
- 1.3 Date of Temporary Registration :.....
- 1.4 Date issued ;.....
- 1.5 Last renewal date :.....

**02. Information of the Early Childhood Development Centre**

- 2.1 Name of the Early Childhood Development Centre :.....  
.....
- 2.2 Address :.....
- 2.3 Telephone No. :..... 2.4 e-mail Address :.....
- 2.5 District :.....
- 2.6 Divisional Secretariat :.....
- 2.7 Pradeshiya Sabha/Urban Council/Municipal Council :.....
- 2.8 Education Zone :.....
- 2.9 Grama Niladhari Division :.....
- 2.10 Date Established :.....

2.11 Information on the Ownership of the Centre

<i>Name of the Proprietor</i>	<i>NIC Number</i>	<i>Address</i>	<i>Contact No.</i>

(Documents should be forwarded to prove the Ownership)

2.12 Is the Early Childhood Development Centre registered under any authority ?

Yes ☐ No ☐

2.12.1 If registered, details of the authority

<i>Serial No.</i>	<i>Name of the Authority/ Institute</i>	<i>Date of Registration</i>	<i>Reg. No.</i>	<i>Registration fee</i>
01				
02				

2.13 Medium/Media of instructions of the Centre : .....

2.14 Details of the syllabus which is currently followed. (Attach the certified copies)

2.15 Organization/Institution/Agencies sponsoring or funding to the Centre

<i>Serial No.</i>	<i>Name of the Institution</i>	<i>Nature of the Sponsorship</i>

2.16 Admission Fee : .....

2.17 Is monthly fee charged from Children ?

yes ☐ No ☐

If yes, Monthly fee charged from each child : .....

2.18 Is Development Society established for the Centre ? : .....

2.19 If so, Registration Number of it : .....

2.20 Have, the instructor of the Early Childhood Development Centre obtained the membership of the forum functioning in the Divisional Secretariat ?

yes ☐ No ☐

2.21 If so, please attach document to prove the membership



03. Information on Students

- 3.1 Is there an application for registration for students Yes ☐ No ☐  
(if yes, attach a copy)

- 3.2 Details of the students admitted within last three years

<i>Year</i>	<i>Number of Students (Age 3-4 years)</i>	<i>Number of Students (Age 4-5 years)</i>	<i>Total</i>

- 3.3 Number of Classes conducting :.....

- 3.4 Number of Students by ethnicity and religion (for current year)

<i>Ethnicity</i>	<i>No. of Students</i>
Sinhala	
Tamil	
Muslim	
Other	
Total	

<i>Religion</i>	<i>No. of Students</i>
Buddhist	
Hindu	
Islam	
Catholic	
Total	

- 3.5 Minimum Age of the Children to be admitted to the Centre :.....

- 3.6 Minimum and maximum distance that the children come from :.....

- 3.7 Is there a uniform for the children of the centre ? Yes ☐ No. ☐

- 3.8 No. of students with special needs :.....

- 3.9 Does the Centre function as a day-care centre ? Yes ☐ No. ☐

- 3.9.1 If yes, period of time that children are looked after at the centre :.....

- 3.9.2 Is there a matron assigned to look after children :.....

- 3.9.3 Minimum age of the children to be admitted to the day-care centre :.....

04. **Physical features of the Early Childhood Development Centre (Please attach copies of the plans of the land and building)**

4.1 Area of the land where the centre is located (sq. ft.) :.....

4.2 Area allocated for out door activities (sq. ft.) :.....

4.3 Length and width of the Classroom/classrooms (sq. ft.) :.....

4.4 Centre is properly lighted Yes ☐ No ☐

4.5 Class rooms are properly ventilated Yes ☐ No ☐

4.6 Number of Classrooms in accordance with the number of students

Sufficient ☐ Not Sufficient ☐

4.7 Building of the Early Childhood Development Centre

4.7.1 Used only for the purpose of children Yes ☐ No ☐

4.7.2 If it is used for any other purpose, provide details

.....  
.....

4.8 Number of Classrooms :.....

4.9 Length and width of a classroom (sq. ft.) :.....

4.10 Early Childhood Development Centre is located in a (indicate with a tick in the relevant cage)

Pleasant Place for Children	<input type="checkbox"/>	Noisy Place	<input type="checkbox"/>
Place with polluted air	<input type="checkbox"/>	Close to Liquor shop/travarn	<input type="checkbox"/>
Hazardous Place	<input type="checkbox"/>	Congested Place	<input type="checkbox"/>

4.11 The building of the Early Childhood Development Centre (indicate with a tick in the relevant cage)

	Safe	Unsafe
Roof	<input type="checkbox"/>	<input type="checkbox"/>
Floor	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>

4.12 The Building in which the centre is conducted (belong to Temple/belong to a church/on rent/temporary construction/ community centre/belong to a NGO/other)

.....

**05. Information on hygiene and sanitation** (indicate with a tick “✓” in the relevant cage)

**5.1 Nutrition Programmers are held**

Daily		Monthly	
Regularly		Only on Special Occasions	
Weekly		Not at all	

**06. Infrastructure facilities available at the Early Childhood Development Centre**

(indicate with a “✓” tick in the relevant cage)

	<i>Yes</i>	<i>No</i>
1. Toilet Facilities		
2. Urinal Facilities		
3. Electricity		
4. Drinking Water		
5. Garden		
6. Book Shelves		
7. First-Aid Box		
8. Fence and Gate for the Centre		
9. Easy Access to the Centre		
10. Other		

**07 Details of Chief/Assistant Instructors of the Early Childhood Development Centre**

<i>Serial No.</i>	<i>Full Name</i> 7.1	<i>Designation (Chief/Assistant Instructor)</i> 7.2	<i>Male/Female</i> 7.3	<i>NIC Number</i> 7.4	<i>Date of Birth</i> 7.5	<i>Experience as a trained instructor in Early Childhood Development</i> 7.6	<i>Monthly Salary/allowance (Rs.)</i> 7.7	<i>Highest Professional Qualification in Early Childhood Development</i> 7.8
01								
02								
03								
04								
05								
06								

\* 7.8 Professional Qualification

- I. Degree in Early Childhood Development
- II. Diploma in Early Childhood Development (two years)
- III. Diploma in Early Childhood Development (one year)
- IV. Certificate Course in Early Childhood Development (six months)
- V. Certificate Course in Early Childhood Development (three months)
- VI. Certificate Course in Early Childhood Development (one month)

I, hereby declare and affirm that the information given above is true and correct and that I am aware that if any information given in this application is found to be incorrect. The registration is liable to be cancelled in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council.

Date : .....

Signature of the Applicant : .....

Name : .....

Designation : .....

**FOR OFFICE USE ONLY**

**Recommendation :**

.....  
.....  
.....

Signature : .....

Name : .....

Designation : .....

Date : .....

**Approval :**

Registration/temporary registration is approved/not approved in accordance with the Early Childhood Development Charter No. 03 of 2015 of the Central Provincial Council.

Director  
Early Childhood Development Unit,  
Chief Minister,  
Central Province.

Date : .....

SCHEDULE 08  
O. N. 15

Format No. 08

For Office use only	
Registration Number	

**EARLY CHILDHOOD DEVELOPMENT UNIT - CENTRAL PROVINCE**

**Application for obtaining information of the Early Childhood Development Instructors under the clause 47(i) of the Early Childhood Development Charter No. 03 of 2015**

**01. Information on Temporary Registration**

1.1 Full Name (in Sinhala) :


1.2 Full Name in English (Block Capital)


1.3 Name with initials (in Sinhala)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.4 Name with initials in English (Block Capital)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.5 Permanent Address (in Sinhala)


1.6 Permanent Address in English (Block Capital)


1.7 NIC Number

--	--	--	--	--	--	--	--	--	--

Date Month Year

1.8 Date of Birth

--	--	--	--	--	--	--	--	--	--

1.9 Gender

	0-Male	1-Female
--	--------	----------

(indicate the relevant number in the case)

1.10 Civil Status  1- Unmarried 2- Married

(Indicate the relevant number in the cage)

1.11 Nationality

1.12 Religion

1.13 Telephone Number Home

Mobile

1.14 E-mail Address

## 02. Service Records the Instructors

Serial No.	Name of the Early Childhood Development Centre	Address	Service Period	Nature of the Service (Chief/Assistant/Trainee Instructor)

## 03. Present Service Station

3.1 Name of the Early Childhood Development Centre :.....

.....

3.2 Registration Number :.....

3.3 Address :.....

3.4 Telephone No. :.....

3.5 District :.....

3.6 Divisional Secretariat :.....

3.7 Name and Address of the Institute (Public/Private/NGO/Voluntary) under which the Centre operates

3.8 Is salary or allowance paid by the above mentioned institute Yes ☐ No. ☐

3.9 Unless, how do you receive a salary or allowances ?

3.10 Present monthly salary/allowance : .....

#### 04. Educational and professional qualification of the Early Childhood Development Instructor

4.1 Educational Qualifications (indicate with “✓” in the relevant cage)

Failed G C E (O/L)	
Passed G C E (O/L) Examination with six subjects with three credits including first language and mathematics	
Passed three subjects at G C E (A/L)	
Diploma	
Graduate	
Other	

(Attach certified copies)

4.2 Professional Qualifications

(Details of the Training Courses followed on Early Childhood Development (Attach certified copies)

<i>Serial No.</i>	<i>Name of the Training Course</i>	<i>Institute that offered the training course</i>	<i>Year</i>	<i>Training/ Duration</i>
01.				
02.				
03.				
04.				
05.				



**05. Information on the membership of Early Childhood Development Forum Functioning in the Division**

5.1 Have you obtained the membership of the Early Childhood Development Forum functions in relevant division

Yes ☐ No ☐

5.2 If so, please attach documents to prove the membership

I, hereby certify that the information given above is true and correct

.....  
Date

.....  
Signature of the Applicant.

**For Office Use Only**

01-314