

Date:_____

Name:_____

Designation:_____

Correspondence Address_____

Permanent Address:_____

Mobile 1:_____

Mobile 2:_____

Father's Name:_____

Mother's Name:_____

Spouse Name:_____

Date of Joining:_____

Check List:-

- 1) 10th passing certificate
- 2) 12th passing certificate
- 3) Graduation certificate
- 4) Post graduation certificate
- 5) B.ED certificate
- 6) Experience letter
- 7) ID proof- pan card, Aadhar card
- 8) Address proof- electricity bill
- 9) 2- Passport size photo
- 10) Two references other than family member
- 11) Last job reference
- 12) Bank account details- passbook copy and cancelled cheque (bank account must)
- 13) Police verification online
- 14) Photograph consent Form
- 15) Pan Card Copy
- 16) Resume

Know on Joining

1	There will be observation period of 30 days from the date of joining
2	During observation period organization may ask to leave the candidate with immediate effect on the ground of non disclosure of material facts like, health, education, performance, experience etc. without liable to pay for worked days.
3	There will be probation period of 90 days from the date of joining.
4	New joinee is not entitled to any leave during the probation period.
5	Candidate will be eligible for 12 paid leave after completion of successful probation period on prorata basis
6	On completion of probation period 3 paid leave will be credited to employee immediately and every month 1 paid leave
7	Paid leave can be encashed at the end of financial year basis the basic salary
8	Paid leave is subject to prior approval or in case of emergency may be approved by Centre Head or management in written
9	Organization may terminate the services of the employee on immediate basis without any notice on event of misconduct, physical abuse to child or breach of any part of agreement.
10	Organization may ask the employee to terminate the services of the employee with 15 days of notice period without any reason to serve so.
11	Employee may need to provide atleast 30 days of written notice in case of resignation
12	In no case any staff in the organization within or outside the premises during or after the office hours may physically abuse any child.
13	In no case any staff may post any digital picture or video on any social media
14	In no case except for centre head is authorized to speak to any media or media personnel without written permission from centre head or management as the case may be.
15	You shall maintain proper discipline and dignity of your office and so shall deal with all matters.
16	Staff has to be on time and punctual
17	School working days are Monday to Saturday.
18	Organization will have two options for the job position, either of them: a) 6 and a Half Hours a day shift (Begins at 8:00 am) b) 9 Hours a day shift (ends at 8:00 pm)
19	In case of any staff exceed his or her committed working hours, same needs to compensate by the compensation off within 30 days. Centre head has to ensure the same.
20	All Staff has to decent attire
21	All staff has to be present and planned leave may be disapproved on the important events of the organization like PTM, Annual Function day, annual Sports day etc.
22	Organization may put Staff pictures related to school events pictures on social media
23	All appraisal to happen in the Month of June each year subject to minimum 9 months of service in the organization

24	Appraisal will be subject to performance
25	<p>Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit.</p> <p>Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.</p>
26	The organization may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
27	You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
28	You shall inform the organization of any changes in your personal data within 3 days of the occurrence of such change.
29	Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address, as recorded in the Education Institute.
30	You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Education Institute /any of its personnel are not responsible for the same.
31	In view of your position and organization, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will observe working hours/shifts timings as communicated to you by your superiors from time to time depending on the exigencies of work. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have adverse impact on the reputation/image and reputation of organisation, whether directly or indirectly.
32	You may be required to travel on company work for which you will be reimbursed travel expenses as per the Education Institute Policy applicable to you.
33	<p>Conflicts of Interest & Non-Disclosure:</p> <p>Your position is a full time employment with the Education Institute and you will devote your entire time and attention to the activities of the Education Institute entrusted to you and will not undertake any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly the Education Institute without the prior written permission of the Managing Director of the Education Institute.</p>
34	You shall not at any time disclose to anyone any information, technical know-how, security arrangements, administration, knowledge, secrets, methods, plan, process etc., pertaining to the Education Institute which may be your personal privilege to know by virtue of being in the employment of the company.
35	You will be liable to be transferred to any other location, post, designation, department, function, establishment or branch of the Education Institute which is already in existence or which may come into existence as the Education Institute may determine from time to time. In case of any such transfer you will be governed by the terms and conditions of service applicable to the new assignment.
36	You will automatically retire from the service of the Education Institute on attaining

	the retirement age of 58 years.
37	Your services are liable to be terminated, if you are medically unfit to carry out your duties.
38	The Education Institute reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
39	<p>You will be liable for termination from service by the organization without notice if:</p> <ul style="list-style-type: none"> a. Any declaration given by you or testimonials furnished by you to the Company proves to be false, or, b. You are found to have willfully suppressed any material information, or, c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or, d. You are found to have indulged in financial irregularities; or e. You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Education Institute. f. You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you. <p>On communication of the termination/resignation of your employment with the Education Institute, you will immediately give up to the Education Institute before you are relieved, all documents of the organization including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.</p>
40	In the event that you want to terminate your employment with the organization, you will be required to give a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period. This minimum notice of one month cannot be adjusted with payment in lieu of notice period or adjusted against the Privilege Leave.
41	This appointment is made on the understanding that all the information given by you are correct, true and complete. If it is found at any time that the information given by you is not correct/true/complete, this appointment may be withdrawn or may be terminated at any time after you have taken up employment with us.
42	Please note that you are governed by all Rules and Regulations of the Education Institute, which are in force from time to time, and the Education Institute shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.
43	Your address indicated in the application form / letter shall be the correct address for sending you any communication unless change by is given in written intimation.
44	16. Teacher has to pay their training charges (whatever it will be) and whenever school will arrange a Teacher's Training and have to attend also.
45	Corporal punishment is strictly banned in the school. Anyone found guilty of giving corporal punishment shall be expelled at once. Legal action by the guardian and or the school may be initiated against him/her.
46	If the staff is found to be absconding/not coming to the office for 3 consecutive days without prior intimation or leave approval, the staff shall be liable to be considered

	as Terminated.
47	<p>Documents to be submitted before joining:-</p> <ol style="list-style-type: none"> 1) 10th passing certificate 2) 12th passing certificate 3) Graduation certificate 4) Post graduation certificate 5) B.ED certificate 6) Experience letter 7) ID proof- pan card, Aadhar card 8) Address proof- electricity bill 9) 2- Passport size photo 10) Two references other than family member 11) Last job reference 12) Bank account details- passbook copy and cancelled cheque (bank account must) 13) Police verification online 14) Photograph consent Form 15) Pan Card Copy 16) Resume

<u>Day Care</u>

Objective

One of the most important duties of a day care in-charge is to design the program the day care uses in its day-to-day operations. The program includes a schedule of daily activities to entertain, stimulate and educate the children at a level appropriate to their age; a balanced and nutritious snack and meal plan; a consistent and reasonable plan for dealing with disciplinary issues; and plans for dealing with emergencies such as a fire in the facility. The plan must also ensure that the facility is kept clean, sanitary and well-organized.
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Staff Supervision Duties

The day care in-charge is responsible for hiring and supervising any staff who work at the facility. This includes finding new staff when needed, selecting the best candidates for the position, training and motivating staff members, evaluating the performance of staff members through a review process, helping staff members with their professional development and taking steps to deal with any problems. Because all staff at a day care facility is responsible for the safety and well-being of children, it is especially important for the in-charge to select candidates with both the skills and temperament needed for the job.
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Attentive Daycare Worker to care for children. The Daycare Worker will assist parents and their company by preparing meals for children, maintaining their hygiene, monitoring them for health, behavioral, and emotional concerns, providing them with age-appropriate instruction and working with parents to ensure that children are learning and socializing in a positive way. They may also assist with sterilizing toys and play areas and other duties to ensure that the children are in a safe, engaging, and clean environment.

To be successful as a Daycare In-charge, you should be thorough and caring with an eye for detail. You should be prepared to meet the physical demands of the position and have an understanding of the childhood development process.
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Administrative Duties

Day care in-charges are in charge of budgeting, recordkeeping, maintaining client files, purchasing anything needed by the facility such as new equipment or art supplies, and interacting with parents. The in-charge must be conscientious about issues such as the proper handling of funds and the privacy rights of clients. The in-charge must also be able to interact with parents in a welcoming and pleasant way. Parents and staff must feel that they can approach incharges freely with any issues that may come up.

The in-charge often works in the office on administrative duties while staff supervises the children and implement the program. However, the in-charge is also expected to be actively involved in direct care of the children whenever possible. Some children attending the day care may display signs of developmental problems or family issues. In some cases, the in-charge may need to intervene to ensure that a developmental problem is properly dealt with or that a child is protected from harm. This may involve contacting a social worker, depending on the circumstances.
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Responsibilities
Providing care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
Helping children discover new interests by introducing them to art, music, sports, and other potential hobbies.
Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.
Preparing children to enter the next level of care or for entry into school.
Keeping records relating to child care.
Working with parents to help children progress towards educational and behavioral goals.

Daycare Worker Requirements:
High School Diploma or equivalent.
More education and experience may be required or preferred.
Additional licenses, certifications, or training may be beneficial or required.
Decisiveness, patience, and stamina to chase after, lift, or carry children.
Record of immunizations and ability to pass a background check.
Exceptional communication, teaching, and interpersonal skills.
Strong understanding of stages of childhood development.
Attentiveness to the needs and safety of children.