

Rule Book

Know on Joining

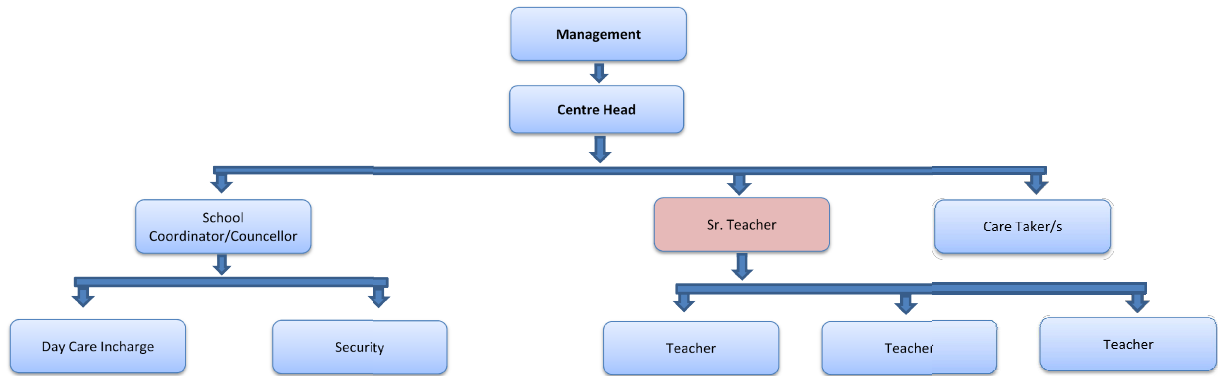
1	There will be observation period of 30 days from the date of joining
2	During observation period organization may ask to leave the candidate with immediate effect on the ground of non disclosure of material facts like, health, education, performance, experience etc. without liable to pay for worked 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 at least 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	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

Organizational Structure



Working Guidelines

1	Kidseduworldindia@gmail.com is for the management to use
2	kidzee.kewi@gmail.com is for the centre head and staffs to use.
3	kidzee4630@kidzee.com is to used by centre head in consultation with management to communicate with Kidzee HO
4	No staff including centre head is to use any other computer, PC or mobile or any other device to use other than the organization's system for any work especially for any data management.
5	No staff to take any picture inside school premises or school events for personal use without centre head's permission
6	In no case staff can post on any social media any pictures or videos taken within school premises or school event for personal use
7	Teachers are to be very particular in their spellings and grammars.
8	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.
9	Teachers are advised to not use the mobile phone extensively in the school hours
10	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.
11	Use of Pen-drive should be restricted to centre head only

Centre Head:

Experience and Qualifications:
Graduate / Post graduate in any discipline with NTT/B. Ed, Graduate with 1 year Diploma in ECE or preference to Masters in ECE
Passion for children and ability to deliver world class child education
Minimum 5-year experience as coordinator / Centre head in pre school
Working hours would be from 8:15 am – 5.30 pm Monday to Saturday

1	Strong administrative and communication skills
2	High level of clear work ethics
3	To build strong team of teachers, support staff and lead them,
4	Planning and Ensuring the School Premises is open from 8:00 am to 7:00 pm as per shared calendar (First Role and without deviation)
5	To ensure safe and secured environment in school for the kids, to ensure rights of children are protected, to spread a culture of warmth, team-work and professionalism in everything that we do. 5. To understand Maple Bear curriculum in depth and implement mission statement of Maple Bear “Experiencing by Exploring”
6	To build a reputation for the school as a quality early childhood institute and to ensure admissions in the school in accordance with mutually agreed targets
7	To ensure financials & accounting of centre are in line with standard set by the authorities. To Ensure optimum use of funds throughout the academic year
8	Ensure transport facility running smooth and safe manner
9	Plan/ Organize / Coordinate all the events such as Parent Orientation, PTM, Field Trips, Sports Day, Annual Concert, celebration days as per the guidelines.
10	Ensure maintenance of all records/ formats by the Teacher and Co-teacher pertaining to School Diary, Attendance Registers, Student portfolio, and Report Cards.
11	To be aware of and adhere to all policies of the School affecting Teachers and students.
12	Be in School at a reasonable time prior to the beginning of the session and after school is over.
13	Other KRA as demanded by the position
14	Ensure overall development and growth of the organisation
15	Lead from front be the role model for the team
16	Ensure end to end discipline, punctuality.
17	Ensure Academic part is maintained at highest level and ensure completion of Curriculum
18	All staff reports in to the Centre Head
19	Share attendance of all the staff
20	Ensure transport facility running smooth and safe manner
21	Ensure that the teachers go through the plans and are prepared for the class.
22	To be aware of the academic progress and emotional and physical well-being of each student with the teachers

23	To send regular feedback at the end of a theme to the Central Office.
24	Delegate duties to the Teaching and Non -Teaching staff for all the events
25	Ensure maintenance of all records/ formats by the Teacher and Co-teacher pertaining to School Diary, Attendance Registers, Student portfolio, and Report Cards.
26	To be aware of and adhere to all policies of the School affecting Teachers and students.
27	Be in School at a reasonable time prior to the beginning of the session and after school is over.
28	Take handover from Teachers resigning from the organization and allocating the job appropriately.
29	Educate, encourage & promote optimum usage of the available material.
30	Judiciously use the miscellaneous stationery items and maintain record of individual class wise requisitions placed.
31	Preschool and childcare center heads/ coordinators supervise and lead staffs, oversee daily activities, assist in designing curriculums, and prepare budgets. They are responsible for all aspects of their centers program.
32	Ensure The day care is managed
33	Ensure Timings and rooster of each staff
34	Strategizing & Marketing
35	End to End Managerial Role

Centre Coordinator/Counselor

Objective:

The role will support in getting enquiries to the school & converting the prospective enquiries into admissions. The main objective is to assist the school with admission generation. Other responsibilities will include assisting the Director / Center Head with day to day operations and reporting.

Qualification and Experience

A Bachelor's or Master's degree – preferably in Commerce, Psychology, Education, Arts, Commerce or a related field will be considered

Computer literate with knowledge of MSOffice, Tally.

4 – 7years' experience involving a job related to admission counseling preferably in a pre-school / activity center / school

Understanding of industry vertical (Education) is a plus.

1	Daily Calling and follow up for the new admission
2	Meet prospective parents, handle all their queries related to the centre and convert them to admission for the centre.
3	Liaison with external agencies and vendors for operational aspects.
4	Track and manage logistics – material and transport in coordination with Head Office.
5	Keep track of staff attendance and leave.
6	Organize local promotion activities e.g. print and distribution of promotional material, advertisement in local newspaper / media etc.
7	Assist Director / Center Head in overall management and administration.
8	Manage all ERP (Enterprise Resource Planning) reports.
9	Strategizing & Marketing
10	Strategizing & Marketing : Generating new admissions by preparing marketing strategies & implementing them in coordination with the Centre head.
11	Strategizing & Marketing : Planning marketing strategies in terms of advertising plan, event planning & publicizing in coordination with Head office.
12	Achieving Targets: Meet assigned admission targets and work to achieving the same on monthly basis.
13	Parent Grievances Handling: Handling all parent grievances in coordination with all teachers or center head promptly after the admission of the student.
14	Withdrawal follow up: Follow up for all withdrawals & try to gain knowledge about the reason behind it.
15	Public Relations: Building up rapport with various corporate, hospitals, external education agencies & dignitaries for increasing PR.
16	Data Collection & Management: Collecting data of all enquiries, sorting it and aligning according to age group.
17	Send daily updates SMS and email

18	Admission conversion Strike rate should be no less than 70%
19	Maintain and email all excels enquiries, Receipts, payments, petty cash, inward register, outward register, vouchers, follow ups on daily basis to management (KEWI Records)
20	At least 20 Follow ups to be done daily
21	Incentive to be released on new admission in Annual and Mid-Term only after collection of minimum Fees of Rs 15000/new admission. Minimum New Admissions is 80 in an academic Year. (Incentive Structure is subject to change on management's discretion)
22	Manage Day care and dance class, karate class or other activities at centre etc.
23	Proper take care of school infrastructure.
24	No misuse of electricity and water
25	No misuse of other school property during any other extra classes.
26	Save all the contact number and email id on common excel daily.
27	Update Daily Calling Sheet.
28	Ensure the School Premises is open from 8:00 am to 7:00 pm
29	Ensure adequate advertisement. Ensure proper and timely distribution of Pamphlet.
30	All entries in software has to be updated in almost real time.

	Soft Skills
	Excellent and effective communication skills
	Effective listening skills
	Result Oriented – confident and drives effective closure
	Good Personality – well Groomed, confident, positive attitude
	Service Orientation and adherence to the system
	Warm, enthusiastic, positive and pleasing personality
	Good PR skills
	Skills in organizing, prioritizing and follow-up
	Ability to delegate tasks and ensure completion
	Should believe in delivering quality work
	Attention to detail
	Knack of thinking on his/her feet
	Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision

Teacher

Basics of The Teacher

Developing a careful and creative program suitable for preschool children
Employing a variety of educational techniques (storytelling, educational play, media etc.) to teach children
Observing each child to help them improve their social competencies and build self-esteem

Job brief

Qualified Preschool Teacher to prepare small children for kindergarten by easing them into organized education. You will teach them important elements that they will encounter soon after they enter school life.

A preschool teacher must have a great love and patience for children. Qualifications needed to teach them effectively include knowledge of best practices and preschool educational methods as well as the ability to engage them and earn their trust and attention.

The goal is to contribute to the healthy mental and emotional development of the child so they can more easily acclimate in the next level of education.

Responsibility

Develop a careful and creative program suitable for preschool children
Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
Observe each child to help them improve their social competencies and build self-esteem
Encourage children to interact with each other and resolve occasional arguments
Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
Organize nap and snack hours and supervise children to ensure they are safe at all times
Track children's progress and report to parents
Communicate with parents regularly to understand the children's background and psyche
Collaborate with other educators
Maintain a clean and tidy classroom consistent with health and safety standards
Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
Attend to children's basic needs by feeding them, dressing them, and ensure changing of their diapers through caretaker
Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
Establish and enforce rules for behavior, and procedures for maintaining order.
Read books to entire classes or to small groups.
Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
Observe and evaluate children's performance, behavior, social development, and physical health.

Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
Enforce all administration policies and rules governing students.
Prepare materials and classrooms for class activities.
Teach proper eating habits and personal hygiene.
Serve meals and snacks in accordance with nutritional guidelines.
Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
Adapt teaching methods and instructional materials to meet students' varying needs and interests.
Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
Demonstrate activities to children.
Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
Prepare reports on students and activities as required by administration.
Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
Attend staff meetings, and serve on committees as required.
Meet with other professionals to discuss individual students' needs and progress.
Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
Administer tests to help determine children's developmental levels, needs, and potential.
Prepare and implement remedial programs for students requiring extra help.
Ensure to complete the details as per online classes
Prepare Videos as per the requirement for the online classes

Day Care

Objective
One of the most important duties of a day care incharge 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.

Staff Supervision Duties
The day care incharge 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 are responsible for the safety and well-being of children, it is especially important for the incharge to select candidates with both the skills and temperament needed for the job.
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 Incharge, 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.

Administrative Duties
Day care incharges 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 incharge 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 incharge often works in the office on administrative duties while staff supervise the children and implement the program. However, the incharge 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 incharge 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.

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.

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