

## **CRECHE MANAGEMENT (CRMG)**

1. Name of the Trade : Creche Management
2. Entry Qualification : Class VIII passed
3. Duration : 06 Months [ Unver vocational short term Course]

### **Objective of the course:**

After completion of the course the trainees should be able to be employed as wage employee.

Wage Employment, such as: Creche Supervisor, Supervisor of Anganwadis Balwadis,

Anganwadis worker, Balwadis worker, Creche Day care center assistant/attendant, Warden/Matron in fondling homes/home for destitute children, etc.

The Course content is to be covered in less than 26 weeks since some weeks will be used for enrolment procedures; leave of the instructor, holidays, examination and tests, industrial visit etc.

### **Course Break-up :**

- a) Practical instruction : 288 hrs.
- b) Theoretical instruction : 67 hrs.
- c) Entrepreneurial instruction : 05 hrs.

### **Marks Alloted :**

- a) Practical : 400
- b) Theory : 100

### **Syllabus for the Trade of "Creche Management"- Under Vocational Course [ short course ]**

Week No.	Practical	Theory
1.	Familiarisation with the Institute. Importance of equipments, used in the trade. Type of work done by the trainee in the Institute. Type of jobs made by the trainees in the trade. Introduction to safety equipment and their uses etc activities of the Institute.	Importance of safety and general precautions observed in the Institute and in the section. Importance of the trade in the development of child. What achievement is to be made. Recreational, medical facilities and other extra curricular activites in the Institute. Importances of keeping Display Board containing detailed information such as Doctor's Name, Name of the Hospital (nearest Hospital), contact Phone no. of Fire, Police, Hospital etc.

Week No.	Practical	Theory
2to3	Planning the programme for child stay in creche and Implementing the programme.	Development characteristics of different age group of children. Different activities for promoting the different areas of development. Source of different materials for the activities. Principles of programme planning (long term and Short term), time table construction.
4to6	Identifying environmental hazardous articles. Keeping them away from children. Ensuring proper healthy environment. Maintaining health card. Managing children suffering from communicable diseases. Providing proper custodial care. Ensuring immunization in time. Personal Hygiene	<b>Personal Hygiene</b> <b>Hygiene Environment</b> <b>Concepts of environmental hazards:</b> Electrical, Mechanical, fire, drugs, chemicals, sharp/pointed articles. <b>Concept of healthy environment -</b> Clean, safe location, away from pollution, noise, provision of proper light and ventilation, pleasant and beautiful environment, proper disposal of wastes. Health and hygienic needs of children, common ailments and communicable diseases of children. <b>Concept of First Aid :</b> Common problems of children and their home remedies, Immunization. <b>Concept of environmental safety:-</b> Kidnapping, easy access to entry/exit. Ensuring proper environmental safety. Keeping day-to-day information about child health and physical conditions and , informing parents daily.
7to9	Planning meals for different age group. Making feeding schedule for different age group. Preparing, storing and serving food in proper time and manner. Informing parents about child's nutritional needs. Developing desirable health practices, among children.	Basic Nutrition. Nutritional needs of children. Preparation and storage of food. Hygienic food and feeding practices. Health and hygienic needs of children.

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
10 to 13	<p>Preparing proper programme of play and rest. Organizing activities to facilitate physical development. Observing physical and motor development of children. Planning and organizing activities according to developmental level, needs and interest of children. Identify children with special needs. Maintaining growth and health records. Organizing out door and in door play activities for different development.</p>	<p>Principle of child growth and development Play and activities to facilitate normal growth and development.</p> <p>Factors affecting physical and motor development.</p> <p>Characteristics of children with special needs (physical and motor disabilities)</p>
14 to 16	<p>Organising specific activities for development of different senses. Providing experiences to children for development of various concepts and classification of skills. Organising activities for development of memory, thinking, reasoning, problem solving. Identifying deviations from normal cognitive development.</p> <p>Providing appropriate compensatory enriched experiences for identified children.</p> <p>Note : Trainees should be taken to creche whenever necessary for practical.</p>	<p>Importance of sensory development and training.</p> <p>Process and Importance of concept formation.</p> <p>Development of some concepts like time, number, form, colour, shape, size, sound and rhythm, living and non-living. Development of cognitive abilities such as memory, thinking, reasons and problem solving.</p> <p>Factors affecting cognitive development. Deviations from normal cognitive development.</p>
17 to 19	<p>Inculcating spirit of enquiry and experimentation in the children. Identifying indigenous materials and utilizing them for improvising aids/apparatus for cognitive development. Observing children's language acquisition and use.</p> <p>Encouraging free conversation with children. Encouraging children to talk among.</p> <p>Selecting appropriate stories and narrate them effectively.</p> <p>Selecting appropriate rhymes and teach their recitation with expression. Preparing and use of puppets. Organizing and conducting language games.</p>	<p>Stage of language development.</p> <p>Development of language skills.</p> <p>Significance and relation between language and cognition.</p> <p>Speech defects in children.</p> <p>Reading and writing readiness.</p> <p>Importance of pronunciation in early Childhood.</p> <p>Aids to promote language development</p>

<b>Week No.</b>	<b>Practical</b>	<b>Theory</b>
	<p>Use of creative drama and role play for language development. communication with children at their level.</p> <p>Responding verbally to infants in an appropriate way:</p> <p>Playing infant games with children. Pronounce correctly and speak fluently.</p> <p>Note : Trainees should be taken to creche whenever necessary for practical.</p>	
20 to 22	<p>Ability to observe play pattern of children.</p> <p>Providing opportunities to children to express emotions in socially desirable behaviour like sharing co-operation and helping.</p> <p>Providing sufficient physical contact to infants.</p> <p>Taking behavioral problems of children.</p> <p>Establishing and maintaining contact with parents regarding behavior of children.</p> <p>Note : Trainees should be taken to creche whenever necessary for practical.</p>	<p>Pattern and importance of social development.</p> <p>Importance of social play</p> <p>Characteristics of children emotions. Common emotions of childhood and their importance in development.</p> <p>Emotional and behavioral problems in children.</p> <p>Development of self-dependant skills.</p>
23 to 24	<p>Planning training according to the type and experience needed for each category of workers and methods of implementing them:</p> <p>Providing appropriate work experiences to the workers to work with infants.</p> <p>Ensuring that the workers incorporate their learning in day-to-day use.</p> <p>Inculcating sense of responsibility and emotional involvement amongst the worker.</p> <p>Identifying the gap in knowledge, skills and attitudes of workers and helpers.</p> <p>Checking the habits, manners and type of interaction of the workers with children; parents and co-workers.</p>	<p>Different methods of training such as demonstration, discussion, practical work and use of pictorial materials. Institutional rules and regulations.</p> <p>Desirable and undesirable behavior of workers (e.g. cleanliness, interacts with parents, children and staff)</p> <p>Duties performed by creche workers / helpers:</p>
25	Visit to different creche	
25	Revision & TEST	

## **ENTREPRENEURIAL INSTRUCTION**

<b>Sl. No.</b>	<b>Course Curriculum</b>	<b>Hours.</b>
1.	Brief idea on nature of small business management and Industrial Technical Skill.	
2.	Preparation of schemes and vetting by Financial Institutions / Lead Bank for obtaining loans.	
3.	Rules for setting up of business / production unit.	
4.	Maintenance of Accounts, labour, capital etc.	
5.	Man management, Communication, Motivation	
6.	Operational management	
7.	Market survey	
8.	Quality control	
9.	Visit to Industrial units for gathering idea to start the unit	
10.	Choice of technology as per demand of local people of the area/district / state.	
11.	Knowledge of Sales tax etc.	
12.	Brief idea for registration of SSI, Trade License, Project Report, Proposal for loans, etc.	
		<b>Total 05</b>