

APPROVAL FOR SETTING UP AND OPERATING A PLAY SCHOOL

FUNCTIONAL REQUIREMENT SPECIFICATION FOR THE DEVELOPMENT OF ONLINE MODULE AS PER THE GUIDELINES BY DEPARTMENT FOR PROMOTION OF INDUSTRY & INTERNAL TRADE (DPIIT) FOR EASE OF DOING (BUSINESS REFORMS PERTAINING TO "DEPARTMENT OF ELEMENTARY EDUCATION"

- **Name of Service:**

Approval for setting up and operating a Play School

- **Recommendations by DPIIT:**

States/ UTs are required to develop a portal with following features: -

- All necessary procedures and checklists to be published on the portal
- Timelines for delivery of service to be mandated through the Public Service Delivery Guarantee Act
- The procedure for application submission, payment of fees to be made online
- The portal should allow applicant to track the status of the application
- The applicant should be able to download the final certificate from the portal
- There should be no requirement of any physical touchpoint between the applicant and the Department/ Agency

- Department Official Website & Requirements for online development: -

https://himachal.nic.in/index.php?lang=1&dpt_id=16

Step 1- **USER REGISTRATION**

- The online module should be user-friendly.
- Each user/applicant should get a unique registration id and can generate username and password.
- The registered user should be provided with a dashboard after log-in.
- The user dashboard should have options for application of all the services provided by the department.
- There should be tracking and monitoring functionality for the applications applied by the user.
- Each application process should have illustrations regarding the process flow and usability.
- The dashboard must have the option of tracing the previous applications applied for.

Step 2- **APPLICATION**

- Dynamic application forms to be devised in accordance with the process for Approval for setting up and operating a Play School.
- Submission of scanned copies of the required documents as mentioned in the checklist.
- The user should be redirected to the integrated payment gateway with options to do the payment through net banking, credit/ debit cards, etc.
- Real time payment settlement in respective heads.
- Generation of acknowledgement receipts.
- Acknowledgement of payment status to the department. After successful payment the applicant should be notified. SMS integration and Email integration should be available.
- Feedback mechanism to be integrated.
- Forward the completed application form with payment confirmation to the designated officer for further action (Block Elementary Education officer of concern block).
- Status tracking of the application at applicant, officer and HOD levels.

Step 3- **PROCEDURES AND CHECKLISTS**

- Information guideline (Application submission procedure, department step by step movement) should be made available on website.
- Checklist- All the mandatory documents and procedure required for the application of the services pertains to the department should be available on website.
- The online module must be integrated with the official department website

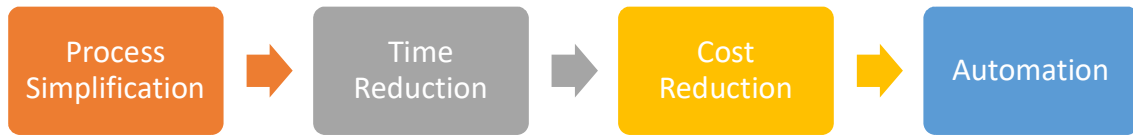
Step 4 – **INSPECTION PROCESS**

- After successful registration by an applicant the file (Applicant Form and related documents) submitted electronically to the Block Elementary Education officer of concern block. Scrutiny/verification of the documents will be done.
- In case of any objection/concern department can send the acknowledgment to applicant through online system only. SMS and Email integration should be incorporated.
- After verification of the documents Block Elementary Education officer of concern block within a particular timeframe (as per the department) conduct the inspection and approve the registration of the applicants.

Step 5- **ISSUANCE OF Registration Certificate:**

- An applicant should be notified that Registration is approved and one can finally download the Registration certificate through online portal.

Benefits of Online Module:

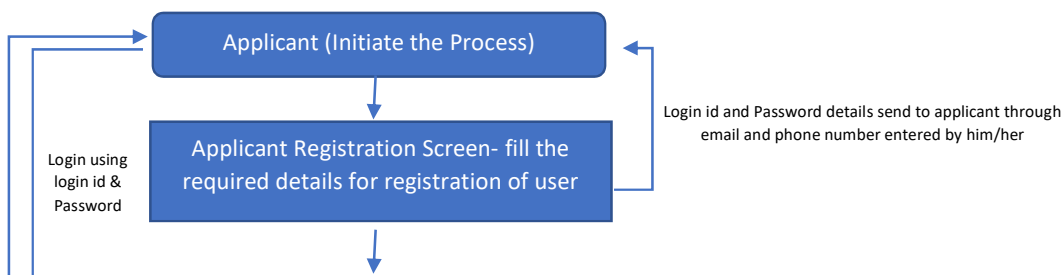


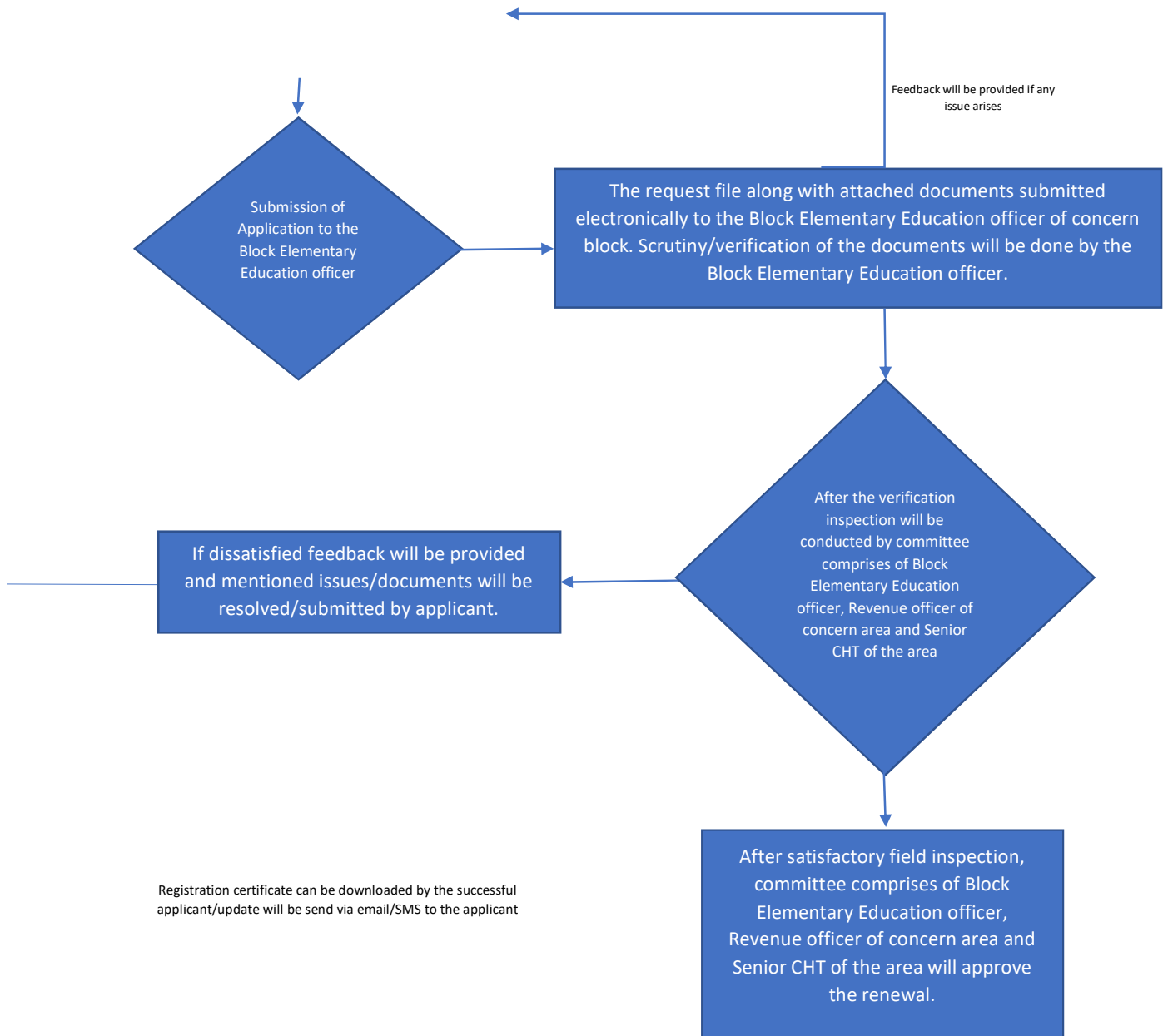
- No Physical touch point between Government Departments
- Faster disbursal of all clearances across all concerned departments
- Online Payment facility (no need for demand draft/instant payment & acknowledgment)
- Tracking and monitoring of application through online portal
- Submission of applications in “online mode” only.

Timelines for Approval:

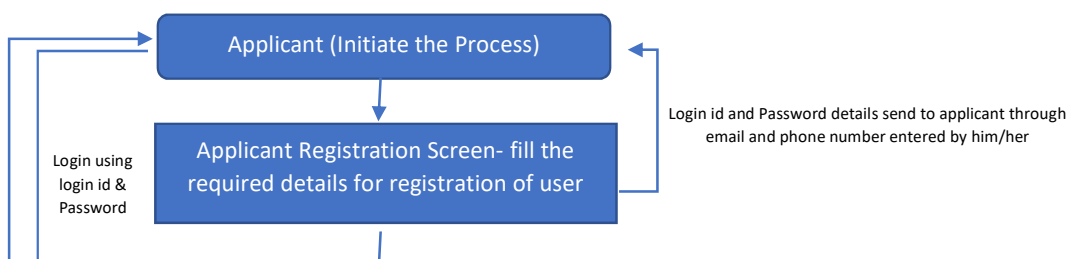
Application	Days
For Scrutiny of Documents	15
For inspection and issuance of registration/renewal	75

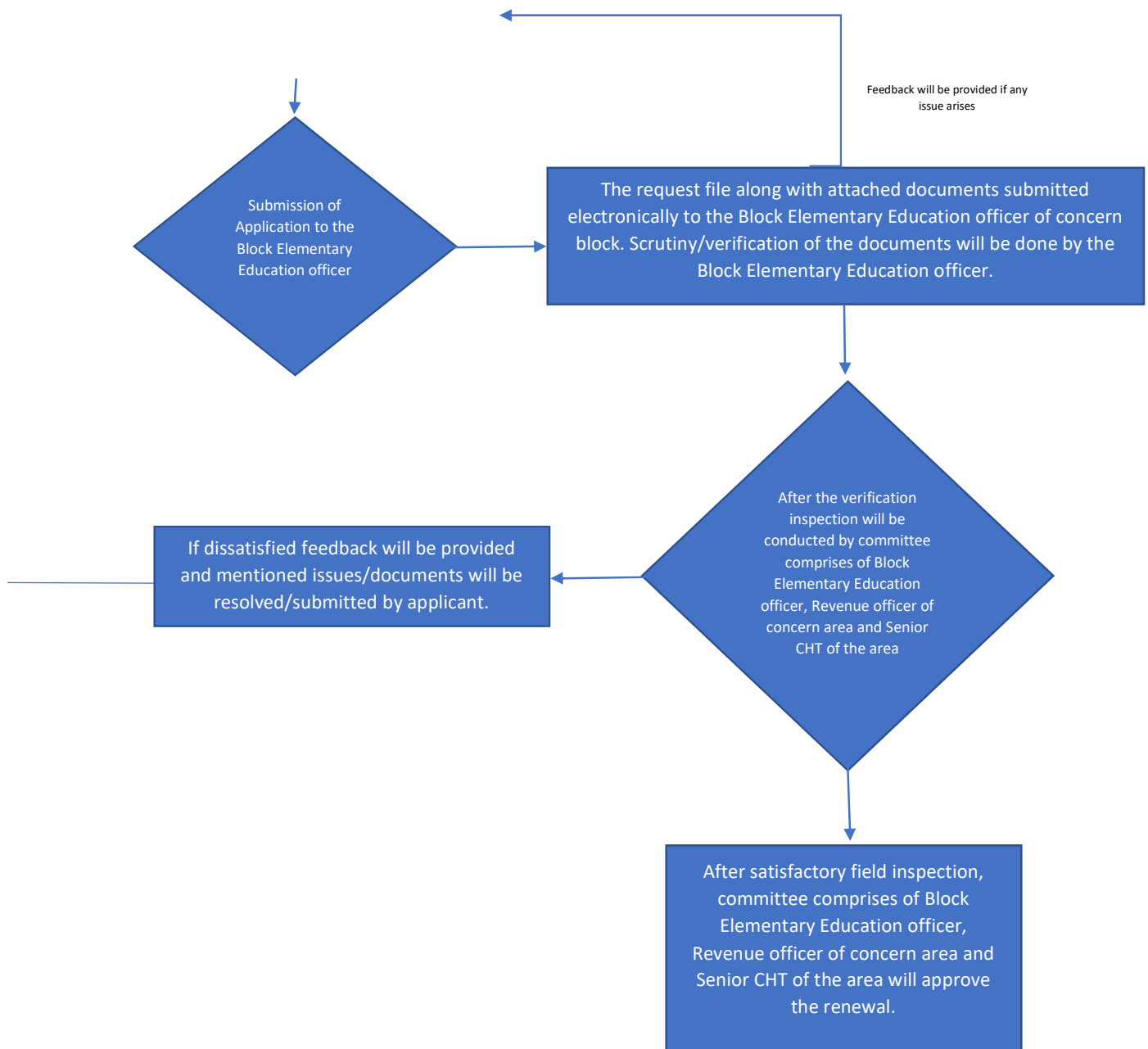
Procedure for Grant of Certificate:





Procedure for Renewal of Certificate:





Check List for Registration:

1. Self-Declaration cum application for grant of recognition of play school
2. Registration certificate of society

3. Resolution for updation of society by competitive authority if any
4. Land Record (Tatima/Parcha)
5. Rent Deed/agreement or own building certificate
6. Building safety certificate from PWD
7. Fire safety certificate from fire department
8. Detail of building available with the society (building map prepared by competent authority).
9. CA report last year (for renewal)
10. Attendance register details
11. Staff attendance register details
12. Student fee collection register details
13. Fee and funds details
14. Teaching staff details with their documents
15. Infrastructure details
16. Total number of rooms along with playground details
17. Availability of toilet facility (separate for boys and girls)
18. Affidavit to provide full infrastructure facility water taps and electricity to students
19. Affidavit from society chairman to run play school to headmaster
20. Road safety norms, like buses maintenance, drivers detail etc.

Fee Structure for Registration: - INR 5000/-

Fee Structure for Renewal: - INR 500/-

FORM I
SELF-DECLARATION-CUM-APPLICATION FOR GRANT OF RECOGNATION
OF PLAY SCHOOL

To
Block Elementary Education officer
_____ (Name of Block and District)

Sir,

I forward herewith with a self-declaration regarding compliance with the norms and standards specified in the _____ and an application in the prescribed proforma for the grant of recognition to.....(Name of the Play School).....

With effect from the commencement of the school year

Yours faithfully,
(Chairman of Managing Committee/Manager)

Enclosure

Place.....

Date.....

A. Details of Organization/Trust/Society

- Name of Organization/Trust/Society
- Date of Foundation
- Registration Number
- List of office bearers (text)
- Name official address of the Chairman and Secretary of the Play School
Name
Designation
Address
Phone (O) (R)

Total Income and Expenditure during last 3 Years surplus/ deficit (if applicable) (multiple)

Year	Income	Expenditure	Surplus/deficit

B. Play School Details

1. Name of Play School
2. Date of First Opening of Play School
3. Session (2020-2021)
4. Block

5. District
6. Postal Address
7. Pin Code
8. Phone No. with STD Code
9. Fax No.
10. E-mail address if any
11. Does the Play School has its own building or is it running in a rented building (Yes/No)(attach rent deed)?
12. Nearest Police Station
13. Medium of Instruction (text)
14. Timing and Duration of Play School (text)
15. Whether the Play School buildings or other structure or the grounds are used for any other purpose? (Yes/No)
16. Total area of the Play School (Unit ?) square meter
17. Built in area of the Play School

D. Enrolment Status (if already running)

	Age of child	Group	No. of Section	No. of Students
1.	3-4 years			
2.	4-5 years			
3.	5-6 years			
4.	6-7 years			
5.	7-8 years			

E. Infrastructure Details and Sanitary Conditions (Attach photograph for each)

S.No.	Area	No. and Avg. Size	Specification
1	Classroom()	no	
2	Office room-cum-Store Room-cum-HOI Room	no	
3	Boundary wall or fencing	Running meter	
4	Pantry (if any)	no	
5	Play area (Unit square meter)	no	Playground
6	Rest room for the children	no	
7	Separate child-friendly and disabled-friendly toilets for boys and girls	no	
8	Adequate circulation area and ventilation	no	
9	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level	Total no?	installed
10	Potable, safe and adequate drinking water facility	no	
11	Fire safety measures	Equipment no	
12	Periodic pest control	?	
13	CCTV surveillance (if any)	no	
14	First Aid kit	no	
15	Medicine Kit	no	

1	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)
2	Whether all facilities have barrier free access y/n
3	Provision of Teaching Learning Aids (attach list)
4	Play material, games and Sports equipment's (attach list)
5	Reading material and Audio-Visual Aids in Library (attach list) average
6	Staff Position: Average number of teachers per students- text no Average number of caregivers per students- text no

G. Particulars of Teaching Staff (detail for each teacher separately in a one-page resume) ([attachment](#))

- Teacher Name:
- Mobile Number:
- Email Address:
- Complete address:
- Father/Spouse Name:
- Date of Birth:
- Academic Qualification:
- Professional Qualifications:
- Teaching Experience: [year](#)
- [Class Assigned: text](#)
- Appointment Date:
- Trained or Untrained: ([option Trained/ Untrained](#))
- Date of Joining:
- Date of Superannuation: [year](#)

H. Particulars of Non-Teaching Staff (detail for each employee separately)

- Staff Name:
- Mobile Number:
- Email Address:
- Complete address:
- Designation
- Father/Spouse Name:
- Date of Birth:
- Academic Qualification:
- Experience:
- Appointment Date:
- Trained or Untrained:

I. Curriculum and Syllabus

- [Details of curriculum and syllabus followed for each level \(attachment\)](#)
- [System of evaluation](#)

J. Records

- Enrolment forms of children ([Attachment](#))

- Admission/ enrolment register for recording profile of children and their parents including detail of both parents
- Minimum number of instructional hours per day **text**
- Attendance registers of children
- Attendance registers of all employees
- Maintenance of quarterly health check-up records of children
- Stock register
- Fee record of all children

K. Certified that the Play School undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the appropriate Government or competent authority as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in working of the Play School.

L. Certified that records of the Play School shall be open to inspection, by any officer authorized by competent authority or appropriate Government at any time, and the Play School shall furnish all such information as may be necessary to enable the state Government or the Local Body or the Administration to discharge or his obligations to Panchayat/Municipal Committee, as the case may be.

.....
Chairman/Manager,
Managing Committee
..... Play School

Place.....

Date.....

VISIT FORMAT FOR GRANT OF RECOGNATION OF PLAY SCHOOL

Visit Format

1. Date of Visit: _____
2. Place of Visit: _____
3. Name of Play School: _____
4. Name of Organization running Play School: _____
5. Address (With Contact Details):

6. Name and designation of officials conducting visit (attach list)
7. Details of the person from organization present during the visit (attach list)
8. Observations on the checklist on Safety & Security against Physical, Emotional & Sexual Abuse (Attached)
9. Any other observation by the visit team

10. Recommendation

Recommended	Not Recommended (with Reasons)
(Signature and seal of visiting Official)	(Signature and seal of visiting Official)

Visiting team will check all the credentials provided in the application format and issue the registration certificate accordingly. Besides this the visit team will also ensure the compliance of checklist attached below.

Details of Organization/Trust/Society							
	Name of Organization/Trust/Society						
	Date of Foundation						
	Registration Number						
	List of office bearers						
	Name official address of the Chairman and Secretary of the Play School						
	<table border="1"> <tr> <td>Name</td> </tr> <tr> <td>Designation</td> </tr> <tr> <td>Address</td> </tr> <tr> <td>Phone (O) (R)</td> </tr> </table>			Name	Designation	Address	Phone (O) (R)
Name							
Designation							
Address							
Phone (O) (R)							
	Total Income and Expenditure during last 3 Years surplus/ deficit, if applicable						
	Year	Income	Expenditure Surplus/deficit				

Play School Details	
1	Name of Play School
2	Date of First Opening of Play School
3	Session
4	Block
5	District
6	Postal Address
7	Pin Code
8	Phone No. with STD Code
9	Fax No.
10	E-mail address if any
11	Does the Play School has its own building or is it running in a rented building?
12	Nearest Police Station
13	Medium of Instruction
14	Timing and Duration of Play School
15	Whether the Play School buildings or other structure or the grounds are used for any other purpose?
16	Total area of the Play School
17	Built in area of the Play School

Infrastructure Details and Sanitary Conditions (Attach Photograph for each)			
	Area	No. and Avg. Size	Specification
1	Classroom		
2	Office room-cum-Store Room-cum-HOI Room		
3	Boundary wall or fencing		
4	Pantry (if any)		
5	Play area		
6	Rest room for the children		
7	Separate child-friendly and disabled-friendly toilets for boys and girls		
8	Adequate circulation area and ventilation		
9	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level		
10	Potable, safe and adequate drinking water facility		
11	Fire safety measures		
12	Periodic pest control		
13	CCTV surveillance (ensure security of data)		
14	First Aid kit		
15	Medicine Kit (attach list)		
16	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)		

Cyber Safety			
1.	Access to computer rooms and use of electronic and technological devices is supervised by teachers		
2.	There is Internet Security that restricts use by children		
3.	Social Networking sites are blocked at all times in the school		
4.	Students are regularly educated on safe usage of technology and how to be responsible digital citizen sensible use of mobiles, mobile games, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour.		
5.	Students are educated to understand their responsibilities, the consequences under		

Other Facilities (Attach purchase receipt or bills)			
1.	Whether all facilities have barrier free access		
2.	Provision of Teaching Learning Aids (attach list)		
3.	Play material, games and Sports equipments (attach list)		
4.	Reading material and Audio-Visual Aids in Library (attach list)		
Check-list on Safety & Security against Physical, Emotional & Sexual Abuse			
Physical Safety			
S. No	Statements	Yes/No	Remarks
1.	Are the electrical fitments in the classrooms and corridor working properly?		
2.	Switch Board/main switches working properly, are the switch board covered and cautioned?		
3.	Whether checked Water Coolers and other electrical gadgets transferring shock? If yes than remedial measures taken or not?		
4.	Any case of electric shock or problem of any type encountered by the staff/student?		
5.	Any Sparks or Short circuit occurred in past one week?		
6.	Are the corridors and staircases clear of obstruction?		
7.	Classroom door and emergency doors clear of obstruction.		
8.	Have you ensured limited access to the area of electrical installation only to those who are required?		
9.	Floor evacuation plan displayed properly or not?		
10.	Fire extinguishers are in place or not?		
11.	Any high voltage wire there around?		
12.	Water quality from the filter is proper?		
13.	Has toilet cleanliness maintained?		
14.	Whether ceiling tiles or plaster hanging from the wall/roof?		
15.	Is there any dampness in wall?		
16.	Cross ventilation in classrooms and library maintained or not?		
17.	Are rooms properly illuminated with lighting?		
	the laws on cyber misuse, bullying, harassment etc		

18	Are students/staff with contiguous disease/infection, attending the school? If yes, the details to be provided.		
18.	Is lightening conductor in place and working properly? (Especially prior to and during Rainy Season)		
19.	Is First Aid kit in place?		
20.	Any suggestions from students/staff for upgrading floor safety		
6.	Parents are sensitized on the safe usage of technology, internet, and how to avoid taking risks and measures for redressal.		
7.	Cyber-bullying or harassment is handled with utmost care.		

Safety from Constructional Hazards

1.	Does your school have any ongoing construction?		
2.	Have you put barricades and signboards in the construction area prohibiting the movement of students?		

Safety in the Playground

1.	Is your playground safe for the students to play games? Are they being maintained well?		
2.	What are the different sports facilities available in the play school?		
3.	Are the SAI guidelines followed in providing these facilities? (give details)		
4.	Have you taken adequate precautions for the safety of the students?		

Water Safety

1.	Is the drinking water safe in the school plant? Is the water source well protected?		
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Fire Safety Management			
1.	1.	Do you have adequate fire-fighting systems in place to meet any emergency?	
2.	2.	Are you in touch with local fire fighting agencies for mock drill training to a crisis management group?	
3.	3.	What emergency steps are in place in the school for fire safety management?	
4.	4.	Are you or any senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near your play school?	
4.	4.	Is there a trained management team available in the school to have a separate disaster management for children?	
Safety of the children with disabilities			
1.	6.	Are you in touch with the local fire safety authorities for training and retraining the people?	
2.	7.	School facilities like classrooms, play areas, toilets, are accessible by wheelchair. There are ramps and fire safety for housing the students by the local authorities? School environment is disable friendly.	
3.	8.	Are there any cracks in the school structures and are steps being taken to repair them?	
4.	9.	Is your school located near any rail track? Has the school been examined by the local authorities?	
Earthquake Management			
1.	1.	Teachers and Students are educated to be sensitive to fellow students who are differently abled.	
Protection against Sexual Abuse			
1.	1.	Is your school situated in the earthquake risk zone?	
2.	3.	What steps have been taken during construction to face a natural disaster of this kind? Do you need to make modifications in consultation with local authorities?	
3.	4.	What steps have senior and permitted staff designated as Child Protection Officer - who has undergone training?	
4.	5.	Have necessary steps been taken during construction of the building for earthquake safety for the building?	
5.	6.	All teaching, non-teaching, contractual and other staff is sensitized on the mechanism against child abuse and exploitation.	
6.	7.	Is there a trained disaster management group available in school for initial response?	
7.	8.	Are teaching and non-teaching staffs specially trained with the local disaster management authorities for training and retraining them?	
Flood/Cyclone/Landslide Management			
1.	1.	All parents and students have been sensitized on the mechanism against child abuse and exploitation.	
2.	2.	Is your school situated near seashore or a river?	
3.	3.	There is a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff before they are allowed to work with the children.	
4.	4.	Is your school situated on hilltops or where there is a possibility of landslide?	
5.	5.	There is an active Parents Teachers Association in place and school actively consults and encourages participation of parents in child protection issues.	
6.	6.	Is your school located near an industry or a power station?	
7.	7.	The Child Safety Poster of State and National ChildLine number is on display in prominent locations of the school.	

9.	School has a qualified Child Counsellor/Psychologist – part time or full time or on call consultant one can access when there is a requirement or an emergency.		
10.	All children are regularly oriented on safe and unsafe touch and behaviour, helped to understand her/his right over her/his body, and right to say No. Children also receive training in how to protect themselves from abuse and other safety measures. Parent training or awareness on the same is conducted.		
11.	School conducts awareness programs to sensitise students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behaviour or action.		
12.	School has regular discussions to promote child participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues.		
13.	In the event of serious sexual offences incidences, school authorities have taken immediate steps to restrict the access of the alleged offender to the children.		
Social and Emotional Safety			
1.	Children are given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships		
2.	Children are sensitized to recognize and deal with negative peer pressure		
3.	Through conducting sessions on life skills students are taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students		
4.	All types of bullying is discouraged and prohibited in the school premises students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.		
5.	The school addresses and does not tolerate issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor		
6.	Misconduct and inappropriate social behaviour is monitored and addressed .Like stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour		
7.	Behavioral Management and modification program in place and students are aware of it.		
2.	Is the water provided to the students tested by the		

8.	Mechanisms in place for the students to feel safe reporting abuse of self or others, and the disciplinary and safety issues are quickly addressed.		
9.	Yoga and meditation as part of PT and wherever possible stress management are held.		
10.	There is a ban on corporal punishment and emotional harassment of students by teaching and non- teaching staff.		
11.	Positive disciplinary modes and measures are adopted and followed by the teachers and school authorities		
	local authorities periodically?		
3.	Do you ensure safe potable water always?		
4.	Do you have a water management system in the event of a fire? Is there access to such sources?		
Transport Management and Safety			
1.	Is the school owning/ running buses on lease for students?		
2.	In case children are using other means of transport, how is school monitoring such arrangement?		
3.	Is there a first-box in the school vehicle?		
4.	Have you complied with the rules and regulations stipulated by the local transport authorities?		
5.	Are your teachers' delegated responsibilities for transport management?		
6.	Are your drivers trained and have a regular license?		
7.	Do they ensure whether the students are cautioned to keep a safe distance before starting the bus?		
8.	Are there speed governors in your school buses?		
9.	Have your students been trained in orderliness in buses? Have they been exposed to traffic rules?		

Registration Certificate of the Play School

OFFICE OF _____

(District level Elementary Education Department)

No.

Dated

The _____

Subject: Recognition Certificate for the Play School

Dear Sir/Madam

With reference to your application dated _____ and subsequent correspondents with _____ visit/team in this regard, the playschool _____ (name and address of the play school) is registered for a period of one-year under point 6 (b) (iii) of the guidelines w.e.f. _____ to _____

The above recognition is subject to fulfilling of following conditions: -

1. The Play School shall be run strictly in accordance of the provisions contained in the guidelines
2. The Play School shall fulfil the Norms and Standards as given under point 4(b) (iv) of the guidelines
3. The Play School shall fulfil all the requirements as prescribed in the Manual for Safety and Security of Children in the Play Schools.
4. The organization/Institution/Individual running the Play School shall charge fee from the children as regulated by the appropriate Government from time to time.
5. The organization/Institution/Individual running the Play School shall not charge any capitation fee from the parents/children and shall not subject the child or his/her parents or guardians to any screening procedure.
6. The child will not be subject to any annual/ monthly exam/test. Only assessment of children shall be done based on continuous assessment.
7. Admission shall not be denied to children on the grounds of religion, caste, race, region, sex, disability and socio-economic status of family of child.
8. No child shall be subjected to physical punishment or mental harassment.
9. The organization/Institution/Head of Play School running the Play School shall abide by the suggestions/advise given by inspecting Committee and appropriate Government officers during their visit/inspection.
10. The Play school building or other structures or the grounds are used only for the purpose of ECE for the children aged 3-8 years.
11. The organization/Institution/Head of Play School shall maintain separate annual accounts of Play School.
12. The annual accounts shall be audited at least once in every year by the auditors appointed by the management for this purpose.
13. The Play School shall abide by the instructions/directions issued by the appropriate Government from time to time.
14. The Recognition Number of your Play School is_____which may please be noted and quoted for further correspondence.
15. The renewal of registration of the organisation be ensured.
16. The organisation would apply with requisite fee for renewal of recognition every year.

Yours faithfully,

(Block Elementary Education officer, Block, District)