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HARYANA GOVERNMENT

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

Notification

The 21st July, 2023

No. 45/01/2023-3SW.— The Governor of Haryana is pleased to notify Haryana State Creche Policy-2022, which will be effective from date of this Notification. The Haryana State Creche Policy-2022 is placed below at Annexure-'A'. This issues with the concurrence of the Finance Department Haryana conveyed *vide* their U.O. No. 01/01/2021-2FG-II/6109, dated 24.05.2023.

Chandigarh :
The 28th June, 2023.

DR. SUMITA MISRA,
Additional Chief Secretary to Government Haryana,
Women and Child Development Department.



Haryana State Creche Policy- 2022



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Introduction

Introduction

It is an established fact that the period of 'early childhood' i.e. from birth to eight years of age, is the most critical period for human development. It is scientifically proven that during the early years, the pace of brain development is most rapid and brain grows to almost 90 percent of the adult size by the age of five years. It is the time when foundations of overall development and lifelong learning are laid. Interventions during early years not only help the child at the individual level in terms of survival, growth and development but also impacts the society at large. Investments in Early Childhood Development programmes promote gender equality and increase female labour force participation rate by addressing the need of sharing childcare responsibilities of women and freeing young girls from the burden of sibling care. Quality ECD provisions have positive impact on the current as well as future human capital and thereby immensely contribute towards wellbeing and economic growth of the society.

The Government of Haryana acknowledges the importance of investing in Early Childhood Development programmes for the social and economic benefits it accrues. The Haryana State Policy on Early Childhood Development commits to implement universal, comprehensive, quality ECD provisions for all children (from conception- 8 years) in the state, with focus on children from disadvantaged backgrounds and in difficult or special circumstances.

Situation Analysis of Haryana

The State of Haryana covers 1.3% of the country's area and contributes to about 3.95% of India's total GDP (as in 2019-2020). The state's GDP has been steadily growing with CAGR of 13.65% over the last five years. Haryana is considered to be one of the wealthiest states of India, however the income disparities have increased over the years and 11% of its population was below poverty line in 2012. Despite economic progress, the state ranks high on female foeticide, has poor sex ratio and low female labour force participation rate.

Haryana has 33 lakh children aged below six years (Census, 2011). Haryana stood at 18th position out of the 36 states and union territories on SDG India Index released by NITI Aayog in the year 2019. Although health indicators of young children have improved over the years due to interventions and programmes of the Centre and the state government, yet they are alarmingly poor as compared to the national average. 23% children in the age group of 12-23 months are not fully immunized and 70% of the children age 6-59 months are anaemic compared to 67% at national level. Similarly, 11.5% of children under 5 years are wasted (weight for height) in Haryana as compared to national average of 7.5%. About 28% of the children under 5 years are stunted (height for age) in Haryana, which is marginally better than the national average but in itself is quite distressing. Likewise, the state reports 38.7 under five-year deaths per 1000 live births. Children from the low income and vulnerable background are generally malnourished, fall ill more often, are unable to attend school or drop out of school and are caught up in the intergenerational cycle of poverty.

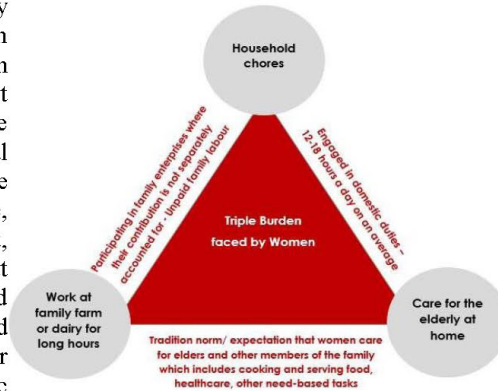
Apart from the poor health and nutrition indicators, the increasing crime rate against children in the state is also a major concern. Rate of crime against children in 2018 was 47.6 which was way higher than all India average of 28.2.

Another worrisome issue for the state as well as for the nation, is the dismal female labour force participation rate. It is 18.9% in Haryana which is much lower than the national average (25.1% in 2021). One of the major causes of this low labour force participation rate is the childcare responsibilities of women.

Rationale: Why the need for Creches

a) Women and Work

Women are not only engaged in a vast diversity of roles and tasks, but work in ways that often render them “visible” as workers. They work on contract for war periods, or on piece rates, or get casual labour only on certain days, and hence are often counted only as part-time or marginal workers. Similarly, “**unpaid family labour**” are those who participate in the family enterprise, whether it be agriculture, dairying, fisheries, craft, trade, or vending and numerous other activities, but whose contributions are not separately accounted for or calculated. Again, women who are described as “**engaged in domestic duties**” include in their activities gathering and processing economic resources for the family such as water, food, fuel and a variety of food resources, all of which activities are productive labour but not recognized as such and their value is not calculated. On an average, a women spends 12 to 18 hours in household chores.



Besides, there has been change in the composition of the family. Joint and extended families are changing into nuclear units even though the emotional bonds are maintained. Extended family members are no longer physically available to look after the young children when the mother goes out to work. Older siblings are extensively burdened with care responsibilities of the younger children. Therefore, in absence of mother or any other adult caregiver, young children are often left in the care of siblings, old grandparents or neighbours, or even alone. The majority of sibling caregivers are girl children, often too young themselves to provide any age-appropriate care required by young children for optimal growth and development. The time and patience required for frequent feeding, cleaning and responsive care of young children is certainly not forthcoming from overburdened mothers or young siblings. **All of this has severe implications for young children’s health, nutrition, safety and overall development and learning.**

b) Young children, their developmental needs and care

India today is home to an estimated 158 million (Census 2011) young children below the age of six. A child, even an infant, is a person in her own right, with agency, aspirations and dignity, and therefore carries within herself independent rights which must be at all times recognized and respected. In addition, because a child at this age is so profoundly dependent on her adult care-givers, the rights of a young child are closely bound up with the rights of both her mother and father, or other caregivers.

It is multiple exclusion of many rights of the child and her caregivers which results in the exile of two-thirds or more children in India from their most basic survival needs. As a result, several children succumb far too early to the culpable failures of the adult world to provide for them; Out of those children who survive, nearly half grow into malnourished children and eventually adults who might have not attained their full potential development and learning. In India, 51% children are at the threshold of poverty, 39% are stunted and more than 6 out of every 10 children suffer from anaemia (NHFS-5, 2019-21).

Existing Laws: policies and Programmes related to ECD

National Commitments

Constitutional Provisions:

National Policy Frameworks:

- ▶ 2005 National Plan of Action for Children
- ▶ 2013 National Policy for Children
- ▶ National Education Policy 2020.

Early Childhood Care and Education: The Foundation of Learning

National Early Childhood Care and Education Policy, 2013 holistically addresses the needs and rights of children under six. It talks about providing universal access with equity and inclusion and mentions the providers. The policy mentions Anganwadi-Centre-Cum Creches, Statutory Creches, National Creches Scheme and privately and NGO run creches. The Quality Standards and a Curriculum Framework were developed along with the ECCE Policy to ensure quality ECCE programme. National Education Policy 2020 (NEP), rightly mentions that about 85% of a child's brain development occurs prior to the age of 6, indicating the critical importance of appropriate care and optimal stimulation of the brain in the early years for ensuring healthy brain development and growth.

15 (3) Nothing in this article shall prevent the State from making any special provision for women and children.

No. 39. The State shall, in particular, direct its policy towards securing.

(e) that the health and strength of workers, men and women, and the tender age of children are not abused and that citizens are not forced by economic necessity to enter avocations unsuited to their age or strength; 1[(f) that children are given opportunities and facilities to develop in a healthy manner and in conditions of freedom and dignity and that childhood and youth are protected against exploitation and against moral and material abandonment.

No. 45. The State shall endeavour to provide early childhood care and education for all children until they complete the age of six years.

The 11th Schedule under the 73rd Amendment includes Education and Women Child Development

Law Commission recommendations:

It is suggested that, as per the recommendation of the **National Commission to Review the Working of the Constitution, 2000**, a new Article 24A be inserted to Part III of the Constitution to ensure that the child's right to basic care and assistance becomes an enforceable right. The Article should read as follows: "24A. *Every child shall have the right to care and assistance in basic needs and protection from all forms of neglect, harm and exploitation*"

Existing Sectoral Legal Provisions (Source: Background Paper for drafting Legislation for ECD)
Laws providing for creches:

Policy Vision, Mission, Objective and Key Principles

Chief Minister Announcement:

Hon'ble CM has made an announcement no. 69(ii)- Opening of 500 new Creches with all-encompassing facilities for the children of working women in year 2020-21, realising the need of working women in different sectors. WCD Department has signed an MoU with Mobile Creches organization for set up quality Creches with modern facilities. On 8th March 2021, 30 model creches has been launched by Hon'ble Chief Minister of Haryana.

What creche is a and for whom?

- A safe place where parents, during their time of work, can leave their children who in the age group of 6 months to 6 years.
- A place where young children are nurtured and taken care of in presence of a trained childcare worker.
- A place where children are given opportunities to learn to develop to their full potential.
- A place where children get appropriate nutrition and stimulating environment.
- A place where all the needs of the children are fulfilled.

“Food provided to the children must have adequate nutritional value as per government prescribed guidelines under Mission Poshan 2.0.”

Creche Timings: Most parents work eight hours a day. The timings of the creche can be flexible based on the working hours and timings of the parents. Therefore, the creche preferably should open for 8-10 hours. The creche timings should be such that it suits needs of the parents.

National Creche Scheme:

The Ministry of Women & Child Development implemented National Creche scheme for the children of Working Women in the unorganized sector. The scheme aims to cater to children aged up to 6 years of age. The cost sharing of the scheme is 60:30:10 (Centre: State: NGO). The 10% NGO share will now be borne by the State. Thus, the share of Centre: State is now 60:40.

Objectives of the National Creche Scheme:

- To provide day-care facilities for children (6 months to 6 years) of working mothers in the community.
- To improve nutrition and health status of children.
- To promote physical, cognitive, social and emotional development (Holistic Development) of children.
- To educate and empower parents/caregivers for better childcare.

Creche Policy Vision

All children (aged <6 years) in Haryana have access to free, comprehensive, universal, inclusive and quality Creche provisions to enable them to attain their optimal potential.

Mission

The mission of the Haryana creche policy is to reach the last child by providing comprehensive childcare services-creches for children under 3 years of age and day-care facilities for children in the age group of 3-6 years including children who are attending preschool or AWCs through an after-school programme.

Creche Policy Objectives

- To expand access to creche and daycare facilities by promoting diverse models of provisions especially targeting children from disadvantaged and vulnerable backgrounds and children in remote or inaccessible areas.
- To ensure holistic development of all children (Aged up to 6 years) by improving their health and nutrition status and promoting their physical, social, emotional and cognitive development.

Annexure-A

Haryana State Creche Policy

- To improve the learning outcomes of children in the primary classes by ensuring smooth transition from preschool to formal school.
- To provide safety and protection from physical and mental abuse, harm and neglect by ensuring responsive care in institutional set up and by supporting parents and families in better childcare practices and subsequently reducing the crime rate against children.
- To engage qualified workforce and build their capacities for ensuring quality childcare services.
- To promote decentralized management at village/mohala level of the ECD services with increased participation from parents and community.



Key Principles

The policy will be guided by the following principles:

- **Universal access of ECD services to all children under the age of 6 years ensuring equity and inclusion** –The policy will ensure universal provisions of ECD to all children in the state through decentralized and contextualized approach for expanding the existing provisions and schemes, and also by promoting innovative initiatives to reach out to the children from the most marginalized groups or in difficult and special circumstances.
- **Continuum of Development** – Child development is a continuous and cumulative process, making it imperative to address the needs of the children in an integrated manner at each sub age-group level (birth-3 years and 3-6 years). It is at the core of the development and articulation of ECD provisions in the state ECD policy.
- **Quality assurance** - The Creche policy recommends age-appropriate and context specific childcare services for holistic development of children, predicated upon adequate infrastructure and qualified human resources.
- **Role of State** – The policy acknowledges the critical role of State government in ensuring quality ECD services for all children of the state. The state would not only ensure planning and provision of ECD provisions but also harmonize the services of other service providers (private and voluntary sector) through quality regulation and assessment.
- **Inter sectoral and Departmental Convergence and Coordination** – ECD requires multi sectoral inputs delivered in an integrated manner. Thus coordination between departments such as health, education, women and child development, finance, and labour is essential to ensure effective implementation of ECD programmes.
- **Decentralized and participatory governance** - This policy, taking the decentralization governance approach forward, would push for participation of the right holders i.e. parents of children and community, along with service providers (duty bearers) in planning and implementation of the ECD services.

- **Decentralized Monitoring System** -Monitoring and supervision of ECD programmes will be strengthened, based on a comprehensive and systematic framework with disaggregated, tangible and easy to measure input, output and outcome indicators aligning with the National ECCE Policy. A sound system for data collection, management and generation will be established using technology to ensure regular and timely monitoring.
- **Grievance Redressal**- An independent and decentralized system of grievance redressal will be developed, delineating a system of accountability at all levels of ECD delivery. Social audits of the ECD programmes by the community would be encouraged.

Creches Monitoring and Supervision Model:

- **Level 1: Community Level: Creche Monitoring Committee (Sathi Samuh)**
Parents, Creche worker, ASHA/ANM, SHG members, Sarpanch/Ward Councillor (5-7 members)
Role: Community-based support and monitoring; grievance redress
- **Level 2: District Level: Creche Convergence Committee**
District Magistrate, C.D.P.O, Panchayati raj/Urban planning, Child Welfare Committee (CWC) member, creche parent, creche worker (5-7 members)
Role: Convergence and linkages with govt provisions, problem-solving, resource allocation
- **Level 3: Project Management Unit:** The nodal department for overseeing ECD programmes and services will be the Department of Women and Child Development. Project Lead, Creche Manager, Account & Logistics, M&E, and One Creche Coordinator (5-6 members).

Norms and Services to be provided in Creche:

- ❖ Ensure a nurturing, responsive and inclusive environment in the creche.
- ❖ Day-care facilities including sleeping facilities.
- ❖ 3 Meals should be served in a day which includes a morning snack, lunch and an evening snack.
- ❖ If the meals are provided at the creche, all the meals have to be uniform for all children as per the recommended meal chart.
- ❖ Children should get a well-balanced and nutritious diet as per recommendations and guidelines.
- ❖ Creche shall have toys and all other teaching-learning materials required for Early Childhood Care and Development (ECCD) to ensure age appropriate stimulation and learning i.e. early stimulation for children aged below 3 years and Pre School-Education for 3 to 6 years old children.
- ❖ Growth Monitoring: Monitor the growth of children by measuring their height and weight on monthly basis and identifying malnourished children and those with faltered growth.
- ❖ Action on severe malnutrition and growth faltering including referrals to nearest health facilities and Nutritional Rehabilitation Centre (NRC) as per protocols.
- ❖ Ensure each child undergoes a regular medical check-up, preferably on monthly basis by a qualified medical practitioner.
- ❖ Age-appropriate immunization and routine health check-ups will be done in coordination with local AWW/ANM/ASHA and the medical officer in line with RBSK schedule/ VHND etc.
- ❖ The creche should have bright, cheerful and child-accessible displays of essential play and teaching learning material.
- ❖ The Creches shall remain open for 8 hours a day, for 26 days a month. The community will decide on the off days and timings of the creche.
- ❖ Provision of equipment and material for complementary nutrition, cleaning, personal hygiene, sleeping and medical aid.
- ❖ Furniture and play equipment provided at the creche to be appropriate to the age and number of children.
- ❖ Special care should be taken to keep the children safe and secure at the centre. - Entry cards to be issued to parents and staff members.

Annexure-A**Haryana State Creche Policy**

- ❖ No child should be left alone at any point in the creche, even during breaks.
- ❖ Adequate materials for cleaning should be provided at the centre like soap, phenyl, disinfectants etc.
- ❖ Maintaining cleanliness of the toilets, dining area, activity area and all the surroundings, especially at the corners, is necessary.
- ❖ The water taps should be placed at a height which can be easily accessed by the children independently.
- ❖ Age-appropriate curriculum will be transacted in all creches. For this, all creche workers will be given training.
- ❖ Age-appropriate teaching learning kits focussing on holistic development of children will be made available.
- ❖ Learning corners will be designed for ensuring a child friendly environment as well as continued learning of kids.
- ❖ For Children aged above 3 years, theme-based worksheets will also be provided.

User's Fee: A suitable fee structure to be charged from the parents for the creche services. The collection of user charges will ensure better participation of the community/parents and also increase the resources for the centre. The user charges so collected may be placed in a revolving fund with the State Government which, in consultation with the local bodies, may be used for the welfare of children and upgradation of facilities at the creches.

As per the National Creche scheme the provision of fee structure is as under: -

- BPL Families-Rs 20/- per child per month
- Families with income (Both Parents) of up to Rs. 12000/- per month -Rs 100/- per child per month
- Families with income (Both Parents) of above Rs. 12000/- per month -Rs 200/- per child per month

The Department of WCD, Haryana engaged the services of MOBILE CRECHES FOR WORKING MOTHERS CHILDREN identified as a technical partner for the quality operationalization of Creches. As per the suggestions received from technical partner Mobile Creches, majority of the parents belong to the underprivileged section of the community. According to Parivar Pehchan Patra (PPP) defined family's income slab-based User's Fee will be charged:

- Up to 0 to 1,00,000 annual income: **50Rs.** per child per month
- 1,00,000 to 1,80,000 annual income: **Rs. 100** per child per month
- 1,80,000 to 3,00,000 annual income: **Rs. 250** per child per month
- 3,00,000 to 5,00,000 annual income: **Rs. 350** per child per month
- 5,00,000 and above: **Rs. 500** per child per month for the creche services.

Quality assurance of ECD services

The following non-negotiables need to be fulfilled by all ECD service provider (public, private or voluntary sector) to ensure quality ECD services to all children along with setting up a regulatory mechanism that can ensure compliance. The National ECCE policy 2013, the Quality Standards document of Ministry of Women and Child Development (GOI) and the National Curriculum Framework are the main reference documents for developing these quality norms.

Essential elements of Creche and Day-care facility, Haryana

i) Location/Premises & Infrastructure

It is important to locate the creche in premises which are easily accessible to the children and community, structurally safe and have adequate space and infrastructure to respond to the needs of young children. Special attention should be given to ensure safe drinking water, drainage and sanitation facilities and adequate light and ventilation. The space should be arranged in a manner that it allows flexibility in organizing multiple activities like sleeping, feeding, playing and should be creatively and attractively designed to enable a favourable and welcoming environment.

In case, the current creches pace is not adequate or inappropriate then it should be shifted to a new location as per the creche infrastructure guidelines. The concentration should be more on the available government structures like primary school, community centre or a chaupal, Panchayat Bhawan etc.

Provision of Rent for creche Infrastructure:

- For Urban settings/locations – Maximum up to INR 15,000/.
- For Rural settings – Maximum up to INR 5000/-
- If there is no infrastructure available at the identified location for a creche then new construction can be done.

(Annexure 1: Creche infrastructure guidelines.)

ii) Human Resource

Trained personnel from the local community should be preferred. Recommended child: worker ratio 1:25.

Leave Provision: Provision of annual casual leave for creche workers / Helpers will be provide as per the Haryana government norms.

Retirement: The retirement age for creche workers would be 58 years.

(Annexure 2: Human Resources: Criteria for selection and job profiles)

iii) Equipment / Material

It is important that certain basic material is available for creche workers to discharge their activities efficiently. Focus should be given to provide low-cost, easily available environment-friendly materials which are culturally acceptable.

(Annexure 3: Creche set up material list)

iv) Nutrition and Feeding

Supplementary nutrition for age-appropriate government guidelines should be provided with adherence for hygienic practices during storage, preparation and feeding. Locally available and culturally acceptable food items should be used to prepare the hot cooked meal as also the two snacks.

(Annexure 4: Suggested menu)

v) Health & Hygiene Practices

It is important to follow hygienic practices such as washing hands, wiping noses, sanitizing toys and all equipment to minimize infections. In addition, regular medical check-ups should be undertaken and recorded regularly in the health card. Age-appropriate immunization is necessary in close coordination with the local health functionaries.

vi) Classroom transactions

It is of utmost importance to ensure a nurturing and responsive environment to conduct age and developmentally appropriate activities in the classroom. The worker should conduct varied activities through a balanced daily schedule which encourages children to explore and play without pressure and any restriction. A holistic approach should be adopted to ensure all domains of development which should include appropriate skills for school readiness.

vii) Monitoring and Supervision

Regular monitoring and supervision of centre records & program activities by the supervisor with community oversight is to be ensured. The supervisor should make regular visits and provide support to the child care worker through problem solving and mentoring.

viii) Stakeholder participation

Regular dialogue/meetings with the parents should be ensured for feedback and sharing of children's progress. It is also essential to ensure a robust community awareness program for forging links/advocating on issues important to the community. A Creche Management Committee should be set up. **Linkages with the local PHC, AWC, primary school and other institutions is critical.**

ix) Monitoring and Supportive Supervision Framework

Creche supervision and support must be done through human interface on a regular basis. It is recommended that the supervision is done at least once in a fortnight.

x) Governance and Convergence

Given the multi-sectoral nature of interventions, services, and line agencies required to deliver desired outcomes, the governance framework must be comprehensive and be accompanied by an accountability matrix that delineates the specific contributions of each professional agency and ministry involved.

These need to be smoothly interfaced with the current policy. Regulatory, operational and financial convergence between these related schemes and programmes must be achieved for optimal utilization of resources.

xi) Capacity Building and Accreditation

Professionalization of all ECD personnel is essential for ensuring quality of ECD service provisions and is essential for the universalization of Creches and Day-care facilities.

The policy commits to professionalize the ECD sector by developing a comprehensive training and skills development plan for different levels of ECD professionals in the State along with assuring adequate remuneration and good and working environment at each level.

xii) Information Systems

National norms for collecting most relevant and real time data for decision-making must be used to ensure effective response where progress is lagging. The use of Information Technology to improve data collection and record keeping must be encouraged to ensure limited burden on frontline professionals delivering services. Technology must also be used to enable comprehensive mother and child cards covering the full spectrum of services under ECD for regular monitoring and for accountability to all children. Special strategies need to be devised for using the information system for reaching out to children in hard to reach areas and difficult circumstances.

xiii) **Mobile/web-based Monitoring:** In addition to the above monitoring, State Governments will make provision for Mobile/web-based Monitoring by which the activity at the individual creche can be monitored in real-time.

Monitoring by State Government and Independent Agencies: A uniform format may be prepared for the State and Monitoring Agencies. This will enable to ascertain that the basic minimum requirements are being met with in each creche centre. The Monitoring Agency must review the centres in all their aspects, referring to the guidelines in particular.

Project Management Unit - Institutional and Implementation Structures:

The nodal department for overseeing ECD programmes and services will be the Department of Women and Child Development, Govt. of Haryana.

1. Project Management Unit will guide, review, monitor and provide overall direction for implementation of the Creche Policy.
2. It will have overall responsibility for policy formulation, Policy implementation and project monitoring.

The Project Management Unit will be established within 6 months of notification of this policy. The Management unit would be the apex body with appropriate professional expertise, autonomy to oversee and guide the implementation of the State Creche Policy.



1- Project Management Unit**State Creche Lead:**

State Creche Lead: The Creche Lead will be overall in charge of the programme leading the implementation and coordinating with departments and other stake holders.

- The Programme head will be overall in charge of the creche programme implementation across the Haryana State.
- The Programme Lead will coordinate with different line departments and District DPMU at all level for smooth functioning of the Creches.
- S/he will lead the Crèche Managers, Crèche Supervisors, will oversee the day-to day operations and provide feedback to the DPMU.
- S/he will provide supportive supervision, and monitor Crèche Managers, Crèche Supervisors and Crèche workers in crèche operations - such as training and logistics, reviews, anthropometry, MIS, community participation activities, convergence activities and streamlining service delivery.
- S/he will oversee the documentation of the programme such as monthly reports, MIS analytics, Annual Report, Success Stories etc.

Accounts & Logistic Manager:

The Accounts and Logistic Manager will be responsible for all the accounts related works of the programme of the implementing agency. S/He will also undertake tasks related to supply of logistics to all the Crèches.

- Procurement of Creche items of Capital Expenditure and Operational Expenditure as given in the Budget Document as per the specification, unit cost and total cost.
- Monitoring and documentation of expenditure, logistics and travel. Support programme team in organising training and review meetings.
- Day-to-day accounting and cash reconciliation and Documentation of invoices related to programme activities.

State Creche Manager:

The Crèche Manager will be the link between Programme lead and Crèche Supervisor. S/he will provide constant guidance and support to the crèche supervisors & Crèche Workers in executing her duties. Each Creche Manager will be responsible for around 100 Crèches.

- Build and maintain a high performing team of Crèche Supervisors and Workers in the assigned Crèches.
- To undertake 15 Creche centre visits each month to access quality of implementation and take necessary steps to strengthen programme quality.
- Ensure that the programme objectives and services to be provided in the crèche and other deliverables under the Scope of Work as mentioned above are satisfied in a timely manner.
- Creche manager ensure health check-up of all children once every three months.
- Compile monthly indents from all the supervisors and ensure supply of ration and other materials in coordination with Accounts and Logistic.
- Conduct review meetings for assessing progress and further action / activities and collection and compilation of field level data. Developing strategy for each crèche Supervisor.
- To provide continuous support and guidance to the Crèche Workers & Crèche Supervisors to bridge the gap between training and job requirements.
- To be the first contact for grievance redressal and conflict resolution among Crèche Supervisors.
 - o Attend training/reviews/exposure visits conducted by the districts.
- Attend block level reviews and sector meetings to coordinate with the block/district level functionaries of the WCD and H&FW Departments and conduct other tasks related to programme as may be instructed, from time to time.

Annexure-A

Haryana State Creche Policy

District Creche Manager:

The crèche supervisor will be a mediator between crèche Manager and crèche workers. Supervisor will provide constant guidance and support to the crèche worker in executing her duties. Each supervisor will be responsible for 20-25 creches.

Job Description:

- Provide continuous support and guidance to the Crèche Workers to bridge the gap between training and job requirements.
- Identify suitable location for housing the crèche and visit each centre at least twice in a month.
- Organize monthly review meetings with crèche workers.
- To fill the MIS formats, monthly reports and ensure that the data is shared with Supervisors, CDPOs, Crèche Manager/programme lead.
- Maintain diary and record information of all the children in the crèche including additional information about the children who are, malnourished, severely malnourished, sick, and referred.
- To guide the crèche workers in transacting the ECD and other crèche related activities.
- To conduct monthly stock audit and collect monthly indents from the centres and ensure supply and storage of ration, medicines, early childhood education materials, registers, and records in a timely manner.
- To ensure that the safety and security protocols are being followed and take adequate steps to address any shortcomings.

Apart from that, 5 Districts Managers for 22 Districts along with 5 accounts & 5 Logistics Managers & 5 M&E (MIS & Documentation) officers each. Supervisors will report to District Creche Manager for smooth operationalization.

Project Management Unit Budget Details:

State Level Positions	Total Cost in INR Per month each	Total Annual Cost	Remarks
State Creche Lead – HQ	1,25,000	1500000	
State Creche Manager - HQ	80,000	960000	
Account & Logistics – HQ	80,000	960000	
MIS & Documentation – HQ	80,000	960000	
Districts Level			
Creche Managers -5 position	300000	36,00000	@60,000 each creche manager/ total 5 Position
Account & Logistics -5 position	200000	24,00000	@40,000 each Account & Logistics officer / total 5 Position
MIS & Documentation -5 position	200000	24,00000	@40,000each MIS & Documentation officer / total 5 Position
Total	10,65,000	1,27,80000	

(Annexure 6: Project Management Unit - Institutional and Implementation Structure.**(Annexure 5: Training Details)**

In sync with the National ECCE Policy, the state would strengthen and initiate new **State/District Resource centres** to support training, counselling, capacity development, assessment centres of frontline workers at state and district level.

Various Organization and Institutes like the National Institute of Public Cooperation & Child Development (NIPCCD), MOBILE CRECHES (MC), Haryana Institute of Public Administration (HIPA) etc. will be engaged for conducting Trainings.

Inter-Departmental Coordination and Convergence

The success of ECD programmes depends on achievement of multi sectorial indicators, therefore it is imperative for various departments to coordinate at different levels. Regulatory, operational and financial convergence between related schemes, programmes and policies will be encouraged and achieved within stipulated period.

Following is some of the areas for inter departmental convergence:

Department/Institution	Area of Convergence
Department of Health and Family Welfare	<ul style="list-style-type: none"> • Regular Fixed Monthly VHNDs • Immunization • Ensure availability and supply of medicine kits, medicines • Joint visits of AWW, ASHA and ANMs to creches and day-care centres beyond AWC. • Joint review and planning meetings at the State, District and Block level. • Participation of Village Sanitation and Nutrition Committee • Convergence with Poshan Abhiyaan
Department of Elementary Education and School Education	<ul style="list-style-type: none"> • Harmonization with primary Schools for direct enrolment. • Preferably collocating creche in primary school wherever feasible. • Participation of creche beneficiaries in Monthly fixed ECCE day • Teacher's participation in ECCE day • School Readiness mela • Linkages with "Beti Bachao Beti Pado"
Rural Development department	<ul style="list-style-type: none"> • Provide support in mobilization and sensitization of village community • Collaboration and coordination of PRIs with Monitoring & Review Committees at different levels to review progress in implementation of ECD services
Labour Department	<ul style="list-style-type: none"> • Convergence with Building and Other Construction Workers Act 1996 (Regulation of Employment and Condition of Services) for assessing CESS funds for operationalizing creches at construction sites and Brick Kilns

Budget and Finance

The government of Haryana commits to increase the share of budget for children in the age group of birth to 6 years of age. Departments with existing ECD provisions would also designate adequate budget for creches and day-care facilities. **The state would also explore sources such as labour welfare cess, Corporate Social responsibility funding for financing the ECD provisions.**

ECD Models and Financing

1. Work place based models

There has been a failure w.r.t. the provisions of creches in the existing laws as well as in recognizing the limitations of employers in providing such services due to many reasons. Hence, there needs to be a new way for provisioning of creches.

Annexure-A

Haryana State Creche Policy

Costs	Details	Possible Convergences
Set up cost/	Space, water, sanitation, equipment, furniture	ICDS, NREGA, in urban Public Buildings like schools, Shelter for Urban Homeless (SUH), Government corporations, Cooperatives, Maternity Benefit Act (MBA) act 2017
Operational Cost	Salaries/Wages for creche workers (3:25 which includes two workers and one helper)	ICDS, NREGA, Contributions from employers
	Rent and Utilities	Integrated Child Development Scheme (ICDS) PRI's/ ULB's, Employers
	Nutrition+ Health services + Hygiene	National Food Security Act, 2013 (NFSA)/ Restructured ICDS, Health and Nutrition programs, National Health Mission (NHM), Poshan Abhiyaan 2.0, Maternity Benefit Act (MBA) act 2017
	Teaching learning material	ICDS, SSA
	Community Engagement	ICDS, PRI's/ ULB's
	Training of Workers	Expert N.G.Os
Management Cost	Supervision	ICDS, Employers, NGOs, SHGs
	Community monitoring and Social Audits	PRI's/ULB's/ NGOs/SHGs

The Rules prescribed under the Factories Act and seven other labour laws stipulate a large number of mandatory requirements on the part of the employer. Failure to comply inflicts penal consequences on the employer, Factory Manager and even on the Welfare Officer.

It is recommended that the employer should be liable and responsible to ensure that the facility of a Creche be made available even if at a reasonable distance away from the establishment and not necessarily on the premises of the establishment of the employer.

2. Anganwadi cum Creches/Standalone creches (with Proposed Budget heads for Operationalizing)

Assumption - one creche unit has 25 children.

Public provision of creches as standalone creches or AWCC, working at least eight hours a day with flexibility of the timings as required by the communities.

Proposed Budget heads for Operationalizing quality creches	WCD (in INR) Estimated Expenditure per creche per annum
Set up cost in the beginning of new Creche	5 Lakhs per Creche
Subsequent grant at an interval of 3 years towards replacement/purchase of equipment, furniture, etc.	20,000 per creche
Medicines and first aid (established linkage with PHC)	2,000
SNP @ Rs 18 per child per day for 3 meals	Rs 18 per child per day
Recurring cost @ Rs 50 per child per month Pencils, Coloured pencils, Crayons, Rubber, Sharpener, Chalk, Play Material-Rattle Toys, Dolls, Balls, Wooden Blocks, Minnar, Ring Minnar, Glaze paper, Watercooler, Clay modelling, emergency, A-4 size paper, medicine etc.	Rs. 50 Per child per month
Sports, Theater, excursions	Twice in a year

Annexure-A**Haryana State Creche Policy**

General Care (Cleaning materials for Health and Hygiene)	12000/ Year
Community engagement (awareness, informal /formal interactions)	Through ICDS
Doctor/Consultant	Through ICDS
1 Creche Worker and one Helper for creche *In case of AWCC, AWW and AWH would be additional	State minimum wages for semi-skilled worker
Administrative (Monitoring, supervision and support)	
Rent	Up to 15000 (Urban) 5000 (Rural)
Pre-service Training for childcare is not mentioned but is to be planned for the Creche workers. The recommendation of refresher courses also for the employed trained workers is two refresher courses of 3 days each for every worker.	

3. Corporate Social Responsibility (CSR):

The rules in Section 135 of India's Companies Act make it mandatory for companies of a certain turnover and profitability to spend 2% of their average net profit of the past three years on CSR. CSR, spending on several activities like contributions to Prime Minister's Relief Fund, Scientific research & assessment, Rural development projects, skill development projects, agricultural extension projects, etc., which find place in Schedule VI.

WCD Department will invite CSR organizations for the following pointers:

1. For financial support under the National Creche scheme
2. To adopt our crechescentre.
3. Support infrastructure and materials upgradation.
4. Wherever possible support with donation kind.

This will help in developing quality-runchildcare model through wherein stakeholders partnership.

Annexure 1

Minimum Guidelines for Selection of Creche Spaces

Creche Location:

The centre could be near workplace site or in the beneficiaries' neighbourhood within **500 meters to 1 Km.**

Infrastructure/ Space:

- The centre should preferably on the **ground floor** to ensure safety of children.
- The centre should have **concrete** (pukka) structure.
- A creche room must have a **minimum space of 350 to 400 Sq. feet** to ensure that children can play, rest, and learn. Along with this there should be a separate kitchen with running water facility and adequate storage shelves.

Note: An ideal centre should also have an open area with greenery. Open area should be enclosed/fenced with a boundary wall to ensure children's protection.

- The creche room should also have a second door with mesh which can remain closed for circulation of air and safety of children.
- The centre should not be located near main roads/highway. It also should not be near any hazardous industry such as chemical manufacturing industry etc.
- There should be no unsafe places like open drains, nearby well, deep and large pits, garbage bins etc. near the centre.
- The centre should have provision of electricity with safe fittings. The electrical switches should be out of children's reach.
- The room should have proper light and should be well ventilated.
- Doors of windows should open outside and also have mesh for ensuring ventilation.
- The interior/exterior walls of the creche should be whitewashed and preferably painted with child friendly pictures.
- The centre must have a safe and potable drinking water source (water filter/RO).
- The water taps and wash basins should be placed at a height which can be easily used by the children independently.
- There should be a child-friendly toilet facility at the centre with running water facility. It should be a pucca structure with tiled walls and floorings.
- One separate adult toilet for the workers with running water facility.
- The size of child friendly toilet seats (16 to 19 inches) should be as per children's height.
- The toilet should also have a separate area for washing soiled linen.
- Adequate storage like almirahs/cabinets with mesh doors should be provided in the kitchen.
- Ramps and hand rails for better accessibility.

Few Specifications

- **2 toilet seats are recommended for kids. Toilet pans width should not be too wide (16 Inches to 19 inches)** so that children can sit properly. Distance between footrest and the squatting platforms should be less so that children can sit comfortably.
- **For disabled children a separate chair style toilet is recommended** with handrails at lower height.
- **One or two washbasins can be installed. The height of the wash basins should not be more than 24 inches.**

Human Resources: Criteria for Selection and Job Profiles

Human Resource for Creche services:

1. All the creche personnel should be appropriately and adequately trained.
2. The training can be imparted either before the selection or immediately after the selection
3. **Anganwadi workers can also be appointed as a creche worker.**

Job responsibilities along with Selection criteria for the creche workers and helpers is as under:

1) Creche Worker

Educational Qualification

- The minimum qualification should be Class XII (intermediate).
- Domicile of the concerned district, Haryana.
- Maximum age 21 to 40 years.
- Married, widowed, divorced and separated women are eligible for this post only.
- Reservation as per State of Haryana for recruitment.
- Attitude is a very important element. Women who are energetic, outgoing, keen to learn, work with young children and ready to spend 8 to 10 hours at work are preferred.
- Good Health condition certified certificate through CMO will be required. (No chronic illness / TB etc.)

Proposed Salary as per Haryana Kaushal Rozgar Nigam (HKRN) and Nigam Wage Rates:

State Government has set up the Haryana Kaushal Rozgar Nigam (HKRN) with the mandate of deploying contractual manpower and manpower for outsourcing services in Government Departments /Boards /Corporations etc.

Job description of a creche worker:

- To identify vulnerable and eligible children for creches based on parameters.
- To motivate parents to send their children to the Creches.
- To maintain/monitor records of children's attendance and bring to the notice of parents and supervisor on any irregularity in attendance.
- To liaise with creche committee, parents and community leaders and solicit their support and incorporate their suggestions and recommendations in the functioning of the creches.

Care and safety of children attending the creche

- i) Ensure personal hygiene
- ii) Inculcate proper toilet habits and toilet training
- iii) Facilitate regular health check-ups and referrals in liaison with Asha/AWWs/Primary Health Centre (PHC)/AWC
- iv) Ensure that the food is hygienically and age appropriately cooked, stored/preserved and fed to the children at appropriate intervals
- v) Follow all laid out safety procedures for taking/handing over the child and ensure quality of toys and other materials given to the children

Health & Nutrition

- I. Feed supplementary meals and snacks as per schedule to all creche children, including extra diet to identified malnourished children.
- II. Monitor appropriate growth of children on monthly basis with the help of supervisor and bring to the notice of the doctor about any issues.
Maintain growth monitoring and health records of children. Identify any specific ailments/abnormalities in children and bring to the notice of supervisor.
- III. Administer medicines prescribed by the visiting doctor and monitor improvement of condition
- IV. Maintain first aid kits and ensure that expired medicines are not used.

Annexure-A**Haryana State Creche Policy**

- V. Ensure that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

Age-appropriate stimulation for all children

- I. Plan, organize and carry out age-appropriate developmental activities as per the schedule and create toys/TLM as per need
- II. Keep track of each child's developmental milestones
- III. Bring to the notice of supervisor, any child with special needs.
- IV. Interact closely and regularly with parents to discuss children's individual special care, and support parents in their efforts to address them.
- V. Ensure that toys and equipment/play materials are well stocked/available for children, routinely cleaned and properly maintained
 - To ensure availability of adequate ration at the centre by informing the creche Supervisor about the requirement of rations and other logistics, maintain inventory and proper storage and refer to the meal plan.
 - To share responsibilities with creche helper for executing their day-to-day activities.
 - To report routinely to the Creche Supervisors and in case of emergency report immediately.

Hygiene

- I. Keep the creche area clean and the creche table organized as per the systems.
- II. Keep the children clean, change wet nappies regularly, wipe noses, etc.
- III. Ensure the availability of adequate clean towels and handkerchiefs/cloths for each child
- IV. Follow systems for cleanliness before and after meals.
- V. Follow all other systems laid down by the Management to ensure a clean environment for the children

Participation of parents in their child's growth/learning/hygiene, etc.

- I. Interact with parents to understand the child's background and history. Motivate them for ensuring regular attendance
- II. Educate them on the importance of health, hygiene, education, etc. and update them on their child's progress in all aspects
- III. Bring to their notice any problems related to their child

Maintaining Records and following the system

- I. Prepare and submit periodical assessment report of Creche children to the Supervisor.
- II. Adhere to Quality standards as per creche guidelines- Safety, Health & Hygiene, Nutrition & Learning.
- III. As team member of the centre, carry out all tasks assigned by the supervisor as per the schedule- preparation and serving of food, organizing for doctor's visit, conduction of play activities, etc.

Important key skills required

- I. High level of patience and immense love and compassion for children
- II. Skilled child care worker with knowledge of developing interesting and fun activities.
- III. Physical stamina and the ability to get along with children and entertain/engage them.
- IV. Excellent child supervision skills and is able to communicate with parents and colleagues about the progress of child in their care.

2) Creche Helper**Educational Qualification**

- The minimum qualification should be Class X (Matriculation).
- Domicile of Haryana of concerned district.
- Maximum age 21-40 years.
- Married, widowed, divorced and separated women are eligible for this post only.
- Reservation as per State of Haryana for recruitment.
- Attitude is a very important element. Women who are energetic, outgoing, keen to learn, work with young children and ready to spend 8 to 10 hours at work are preferred.
- Good Health condition certified certificate through CMO will be required. (No chronic illness / TB etc.)

Proposed Salary as per Nigam Wage Norms and Rates:

State Government has set up the Haryana Kaushal Rozgar Nigam (HKRN) with the mandate of deploying contractual manpower and manpower for outsourcing services in Government Departments /Boards /Corporations etc.

Job description of a creche helper:

- Creche helper would be responsible for providing assistance to the creche worker. She will work closely with the creche worker in conducting daily activities.
- Helper must possess a passion for children and exercise patience with them.
- Helper should have a friendly and positive attitude and greet parents.
- Helper should call the children by their name and do not label any child.
- Helper should constantly monitor and supervise the children to ensure their safety.

Ensuring the safety of children

- I. Supervise/observe children at the centre constantly.
- II. Alerting the creche worker to emergencies.
- III. Support/Assist creche worker in conducting play activities, indoor or outdoor/playground activities.
- IV. To keep personal hygiene of every child and keep washrooms clean, help for toilet training
- V. Follow all the safety protocols as per creche guidelines to ensure children's safety at any point of time.

Health & Nutrition

- I. To cook and serve food/meals as per menu and provide extra diet to identified malnourished children in supervision of creche workers.
- II. Assist creche workers in serving meals to children.
- III. To assist creche workers while conducting growth monitoring of children on monthly basis--- arrange equipment, health cards, record registers etc.
- IV. To ensure all preparations for doctor's visit and health check-ups.
- V. Provide support to creche workers so that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

Assistance in conducting age-appropriate stimulation activities

- I. To keep and organise required material/TLM for creche worker to carry out age-appropriate developmental activities as per schedule and restore toys/TLM as per need.
- II. Conduct simple activities with infants and toddlers, when required
- III. Support creche worker to keep track of each child's developmental milestones.
- IV. To keep all toys and equipment/play materials clean on regularly as available for children, and properly maintained.

Hygiene

- I. To keep creche premises clean.
- II. Arrange water--drinking/storage, if required.
- III. To keep the cleanliness of all children and change wet nappies regularly, wipe noses, etc.
- IV. To keep towels and handkerchiefs/cloths etc. washed and clean after use.
- V. To keep cleanliness of the center before and after serving of every meal.
- VI. To keep and ensure a clean environment for the children.

Participation of parents in their child's growth/learning/hygiene, etc.

- I. To bring children to the center and drop they back to home, if needed and motivate parents to send children on regular basis.

Creche Setup Material List

S.N.	Furniture	Quantity
1.	Wooden Cradle	5
2.	Low Height Round Tables	3
3.	Chairs	15
4.	Almirah	2- 1
5.	Wooden Racks	2
6.	Creche Changing Table with cabinets (Drawers)	1
7.	Shoe Rack	1

S.N.	Electrical Items	Quantity
1.	Fridge	1
2.	Bluetooth Speakers (with electric speakers)	1
3.	Electric Kettle	1 (optional)
4.	Induction Stove	1
5.	Important non-electrical items	
6.	GAS Stove	1
7.	GAS Cylinder	2
8.	Lock and Key	2
9.	Mirror	2
10.	Wall Clock	1
11.	Hammer	1
12.	Iron Nails	1 set

S.N.	For Storage	Quantity
1.	Canisters	5
2.	Plastic storage containers	6
3.	Oil dispenser	1
4.	Spice Container	1
5.	Basket with holes and slots for drying plates and bowls	1
6.	Tray/Stand (spoons, ladles, knives etc.)	1
7.	Vegetable stand	2
8.	Rectangular plastic containers for toys	5
9.	Rectangular plastic containers for TLM	6

S.N.	Nutrition Utensils for cooking and serving	Quantity
1.	Stove Lighter	1
2.	Tea mugs	6
3.	<i>Pateela</i> with lid	2
4.	Pressure Cooker	1
5.	Heavy base <i>Kadhaai</i>	1
6.	Sauce Pan	2
7.	Ladle	2

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8.	Ladle with holes	1
9.	Grater	1
10.	Knife	2
11.	Big Round Sieve	1
12.	Beater	1
13.	Sieve	1
14.	Tea Sieve	1
15.	Measuring Cup Set	1
16.	Measuring Mug	1
17.	Steel Glass	25
18.	Steel Plate	25
19.	Steel Tea spoons	50
20.	Steel Bowls	25

S.N.	For Hygiene	Quantity
1.	Bucket	5
2.	Mug	5
3.	Spin Mop with bucket	1
4.	Mop	6
5.	Duster	2
6.	Brooms (seek jhaadu, phool jhaadu)	4
7.	Steel <i>Chilamchi</i>	6
8.	Dustbins with lid	3
9.	Dust Pan	2
10.	Soap Dish	2
11.	Soap Dispenser	4
12.	Potty pots	3
13.	Stool	1
14.	Round Cloth Hangers	4
15.	Plastic Rope for drying clothes	1 roll
16.	Brush	1
17.	Nail cutters	2
18.	Combs	6
19.	Bathroom Slippers	6 pairs
20.	Small Dustbins	4

S.N.	For Health	Quantity
1.	Salter scale	1
2.	Steel Trays (for medicines)	2
3.	First Aid Box	1
4.	Normal Digital Thermometer	2
5.	Torch	1

S. No.	For Safety and Protection	Quantity
1.	Fire Extinguisher	1
2.	Sand Bucket	1
3.	Ladder	1

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S. No.	Other Linens	Quantity
1.	Plastic Sheets	4
2.	Quick Dry Sheets	12
3.	Cradle Cloth	12
4.	Curtains	
5.	<i>Dari</i>	2
6.	Fiber Mattress	6
7.	Double Bed sheets	4
8.	Covering sheets	6
9.	Blankets	8

S. No.	Linens for Children	Quantity
1.	Medium size towels	12
2.	Hand towels	12
3.	Small size towels	50
4.	Bibs	20
5.	Aprons for children	30
6.	Adult aprons	2
7.	Napkins (<i>langot</i>)	60
8.	Bloomers	20
9.	Tunic frocks (<i>jhabla</i>)	12
10.	Lowers (pajama)	10 of each size
11.	Sweaters	3 of each size
12.	Socks	24 pairs

S.N.	Pre-School Learning Kit	Quantity
1.	Stringing beads	8 packets
2.	Plastic string	
3.	Blocks (wooden)	4 sets
4.	Ring Minar	4 sets
5.	Balls	2 of each size
6.	Dolls (good quality)	4
7.	Kitchen set	1
8.	Tool set	1
9.	Plumber set	1
10.	Doctor Set	1
11.	String toys	6
12.	Rattles	6
13.	Skipping rope	2

S. No.	Other Material	Quantity
1.	Sand Box (wooden tray)	1
2.	Swings	1
3.	Slides	1
4.	Humpty Dumpty	2
5.	Dholak	1
6.	Dhaphli	1

Annexure-A

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S. No.	Stationery Items	Quantity
1.	Scales	6
2.	Pencils	12
3.	Erasers	12
4.	Sharpeners	12
5.	Crayons	15
6.	Markers	2 each
7.	Sketch Pens	6 sets
8.	Child friendly paint colors	8 boxes
9.	Plastic bowls	12
10.	Glaze paper	3 dozens
11.	Kite paper	6 dozens
12.	<i>Sutli</i>	4 rolls
13.	Child friendly scissors	6
14.	Fevicol	1
15.	Fevi sticks	6
16.	Cello tape with dispenser	1
17.	Tape roll	4
18.	Sticky notes	4 packets
19.	Stickers (smileys, stars)	12 packets
20.	Stamps (smileys, stars etc) with stamp pads	3 each
21.	Stapler	1
22.	Calculator	1
23.	A4 size Paper set	1
24.	White Chalk	4 boxes
25.	Colored Chalks	4 boxes
26.	Scissors	2 pairs
27.	Display Boards	2
28.	Stock register	2
29.	Master register	1
30.	Attendance register	3
31.	Record copies	6
32.	File cover for system formats	6
33.	Stick Files	30

Annexure-A

Haryana State Creche Policy

Annexure 4

Recurring Material List for Running a creche Monthly/Quarterly/ Half yearly basis
Number of children: 25 Children

Sr. No.	Material	Occurrence	Monthly Child	Per	Quantity	Remarks
Nutrition						
1	Milk	Daily	200ml		5 lts.	6 months to 3 years children
2	Banana	Daily	1		25	
3	Sesonal vegetable	Daily			1 kg	
4	Oil	Monthly	450ml		12 lts.	
5	Dal	Monthly	240g		8 kg	
6	Sugar	Monthly	600g		15 kg	
7	Rice	Monthly	300g		10kg	
8	Daliya	Monthly	300g		10kg	
9	Suji	Monthly	300g		10kg	
10	Turmeric	Monthly			250g	
11	Salt	Monthly			1 packet	
12	'Bhuna Channa	Monthly	300g		5kg	3 to 6 years of age
13	Gud Patti	Monthly	300g		3 kg	3 to 6 years of age
14	Peanuts	Monthly	300g		3 kg	3 to 6 years of age
15	Match Box	Monthly			1 packet	
17	Gas	Monthly			whenever it needs to be refilled	
Hygiene						
1	Soap for washing dishes	Monthly			6 nos.	(for washing dishes)
2	Soap for hand washing	Monthly			3 lts	liquid for washing hands
3	Soap for washing clothes	Monthly			4 packets (250g each)	powder for washing clothes
4	Hair Oil	Monthly			1 lts.	
5	Phenyl	Monthly			5 lts.	
6	Sanitizer	Monthly			5 lts.	
7	Savlon	Monthly			2 lts.	
8	Potash permanganate	Monthly			250g(2 packets)	
9	Broom	Quarterly			3	
10	Stick broom	Quarterly			3	
11	Mop	Quarterly			3	

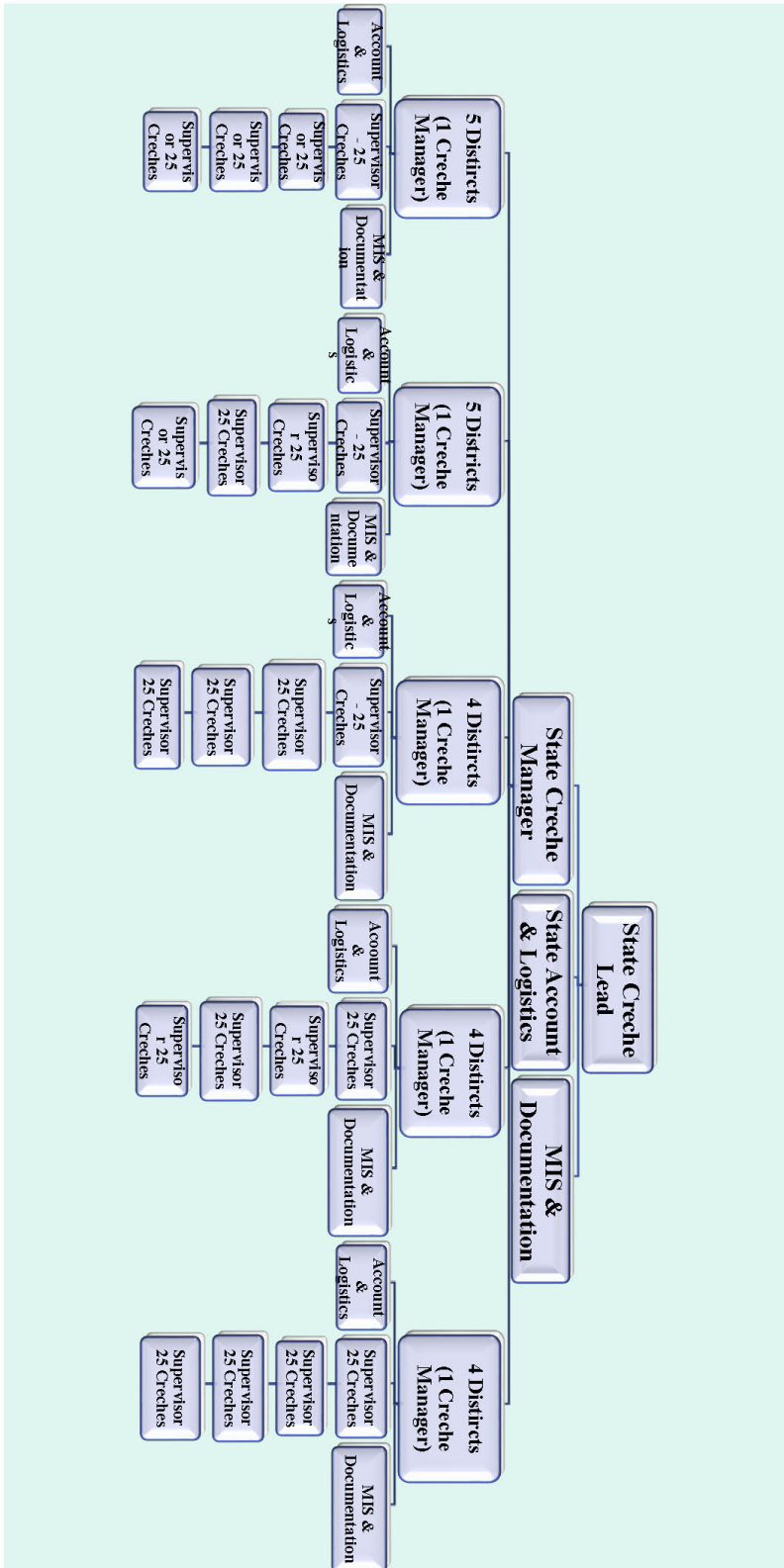
Annexure 5

Training: Minimum Capacity Building of Human Resource required for operationalisation of quality creches:

Sr. No.	Name of the Training	Number of Days	Trainees
1	Orientation and Sensitization on ECD	2	Mid-Level Functionaries – Supervisors, CDPOs and DPOs before operationalisation
2	Pre-Service Training for creche operationalisation	12	With Creche Workers before operationalisation
3	Orientation and Sensitization and Role and Responsibilities Training	4	Creche Helpers before operationalisation
4	Trainings on Community engagement and participation	2	Twice in a year with Mid-Level Functionaries – Supervisors, CDPOs and DPOs
5	Refresher Training	4	Twice in a year with Creche Workers and helpers
6	Training on Supportive Supervision and monitoring	2	Once in a year with Mid-Level Functionaries – Supervisors, CDPOs and DPOs

Project Management Unit - Institutional and Implementation Structures:

Annexure 6



State Project Management Unit Details:

- 1. State Creche Lead – 1, State Creche Manager 1- State Account and Logistics-1 and MIS & Documentation – 1 (5 Districts Manager for 22 Districts along with one account & Logistics Manager & one MIS & Documentation officer. Supervisors will report to District Creche Manager for the smooth operationalization.**

(State Project Management Unit will guide, review, monitor and provide overall direction for implementation of the Creche Policy. It will have overall responsibility for policy formulation, Policy implementation and project monitoring).