

Government of Odisha

Department of Women & Child Development

No. WCD-ICDS-G-MISC-0082-2023- **17928** /WCD, Date- **16.08.2024**

From

Smt. Monisha Banerjee, IAS
Director, ICDS & SW

To

The Collector, (All Districts)

Sub- Regarding opening of Creche (Kalika) in the premises of Collectorate.

Madam/Sir,

With reference to the subject cited above, I am directed to say that, it is the endeavour of the Govt. of Odisha to increase participation of women in the work-force so as to empower them economically and socially. An important component of this is to provide a safe place for the children of working mothers. Accordingly, as a welfare measure it has been decided to establish a Creche under the brand name of 'KALIKA' in each district, preferably in the premises of the Collectorate. However, the district administration may select an alternate location depending upon the need as well as feasibility.

1. In such Creches, children in the age group of 6 months to 6 years would be provided day care during office hours of their parents. The detailed SOP is enclosed herewith for kind reference.

2. The Department of W & CD will provide funds of Rs.3,00,000/-towards Non-recurring expenditure to each District for the FY-2024-25.

I would therefore request you to identify/ locate appropriate space suitable for establishment of Creche in your Collectorate or nearby at an early under intimation to the Department.

Yours Faithfully



Director, ICDS & SW

Operationalizing of Crèche at Collectorate Campus

KALIKA- AT COLLECTORATE

Draft SOP

1. Introduction

A model Crèche 'Kalika' is in the process of establishment inside the Collectorate campus to support the women employees of the Collectorate and other office. 'Kalika' would be a boon for the mothers who often face difficulties in leaving behind their child (ren) at home with either caretakers or with in-laws/parents.

Hence, efforts are being taken to establish a Crèche inside the Collectorates premises based on scientific principles of early childhood development, with an attempt to meet the best interest of both the young children and their parents.

2. Operationalizing the Creche

1. Hiring of Human Resource

The following human resource is proposed for smooth functioning and utmost care & safety of the Creche children.

- i. **Supervisor** (Overall in-charge): One (1) One lady Officer to be deputed from District Collectorate.
- ii. **Kalika Co-ordinator**: One (1) to be hired through outsourced agency (2nd to be hired in case of more than 10 children)
- iii. **Kalika Sahayika**: Two (2) to be hired through outsourced agency
- iv. **Sweepers**: The existing Sweepers/ cleaning agency to be given the additional charge for cleaning the crèche three times daily.

2. Requisite Qualifications & experience

i. Kalika Co-ordinator:

Minimum qualification & experience:

- Trained in National Teachers Training (NTT)/ Diploma in ECCE/ B.Sc Home Science/ Graduation in relevant field with minimum 2 years' experience of working in crèche/ playschool/ daycare and handling children in the age group of 6 months to 3 years.
- Preference will be given to married women with a child (ren).
- Caring and compassionate attitude a must
- Exceptional communication, teaching, and interpersonal skills
- Strong understanding of stages of childhood development
- Attentiveness to the needs and safety of children

ii. Kalika Sahayika:

Minimum qualification & experience:

- 10th standard pass with minimum 2 years' experience of working in crèche/playschool/daycare and handling children in the age group of 6 months to 3 years.
- Preference will be given to married women with a child (ren).
- Caring and compassionate attitude a must
- Attentiveness to the needs and safety of children

3. Remuneration

a. **Kalika Co-ordinator: Rs. 10,000/- per month**

b. **Kalika Sahayika: R. 7,000/- per month**

4. Selection Process:

The Kalika Co-ordinator & Kalika Sahayikas may be selected through an outsourced agency.

Office order to be sent to concerned person for deputation to the position of Crèche Supervisor.

Detailed job description of HR is given at Annexure-1.

5.

Enrolment criteria for children, timing & fees

Following are the minimum eligibility criteria for enrolment in the crèche:

- a. Children of the employees of Collectorate and other Govt. Offices located at District Headquarter.
- b. Age: 6 months to 6 years (higher age in exceptional cases)
- c. Timing of the Creche: 9.30 am to 7.00 pm on all working days (to be closed on Govt. holidays)
- d. Registration fees: Rs. 2000/- (one time)
- e. Monthly fees: Rs. 1500/- (to be paid by 5th of every month)
- f. Initial enrolment will be for 10/12 children only. Enrollment will be decided on first come first serve basis. Priority will be given to 6 months - 3 years children.

4. Facilities to be offered in the crèche

- Nurturing, responsive and inclusive environment
- Clean hygienic environment
- Dedicated, well trained Kalika Sahayika for safety & care of the children
- Development & age-appropriate activities
- Child friendly toys/books/play activities
- Child friendly toilets
- First aid and medical facilities
- Refrigerator, Microwave, Water filter
- Waiting area & breastfeeding corner for mothers
- Safety & security
- CCTV cameras

5. Advertisement & signage

The functioning of crèche may be advertised through,

- a. Letters to all offices located in District Head Quarter
- b. Posters in the campus
- c. Signages with direction to the crèche
- d. Board with 'Kalika'- the Creeche

6. Guidelines for parents

- a. Parents to drop the child with extra 2/3 pairs of clothes, diapers & day long feeding stocks
- b. Mothers/fathers can visit the child at any time if required
- c. Latest pick up time from the crèche will be 6.30 pm.
- d. No visitors will be allowed inside the crèche other than the parents (However, in exceptional cases, a written permission from either of the parents will be mandatory)

Guideline for Creche

To standardize the quality of these crèches and ensure effective implementation, a standard operating procedure with contextual guidelines are applicable for crèches run or supported by institutions complying as per the norms of Maternity Benefit Act 2017.

These guidelines are based on the scientific principles of early childhood development and attempt to meet the best interests of young children and their parents.

Model for Creche

Crèche Location

The centre should be near/at the workplace site or within 500 metres.

Infrastructure/ Space

- Preferably at the ground floor to ensure safety of children
- The centre should have **concrete** (pukka) structure.
- A crèche centre must have a minimum space of **10 to 12 sq. ft. per child** to ensure that children can play, rest, and learn
- A separate room for breast feeding, where possible.
- An ideal centre should have covered as well as open space area. Some of which should be shaded along with a separate kitchen and a child friendly toilet facility.
- The room should have **proper light** and should be well ventilated.
- There should be **no unsafe places** like open drains, deep and large pits, garbage bins etc. near the centre.
- The centre must have a **safe and potable drinking water** source with a water purifier installed.
- Ramps and handrails for better accessibility.
- There should be **demarcated separate areas** for different age groups- under 3s and 3-6 olds each for sleeping, cleaning, eating, conducting activities and breastfeeding

Expected number of children

As per the space and human resource available

Age Group

6 months to 6 years

- 6months to 3years
- 3years to 6years

Timings of the crèche

9:30 am to 5:30 pm (mainly will depend on the timings of the parents). However, this would be decided as per requirement.

Human Resource

Adult - child Ratio:

- 1 Crèche Educator for 10 children under the age of 3 years, plus two helpers.
- 1 Crèche in charge per crèche
- 1 guard to be appointed to ensure safety and security of children

Qualification of the crèche educator

Minimum +2 with diploma in early childhood care and development

Norms and standards to be followed in a crèche

Crèche environment

A nurturing, responsive and inclusive environment in the crèche is to be ensured. The crèche should have bright and cheerful environment. Daily age & development appropriate activity schedule and other relevant material to be displayed on the walls. Material and artworks prepared by children are to be displayed at the crèche to create a child friendly environment.

Crèche equipment/material

Equipment and material for complementary nutrition, cleaning, personal hygiene, sleeping and medical aid are to be provided. Age-appropriate furniture are to provide at the crèche. Specific requirements for furniture of children with special needs or disabilities will also be provided for. All equipment should be child friendly from safety security point of view. It should be sturdy, safe, with no sharp edges and easy to maintain.

Safety/Protection at the Crèche

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. The materials and the equipment should be stored safely after the centre is closed every day. The crèche worker should have full information about the child's identity, residential address etc. and the personal details of the person who is picking up and dropping the child to the centre should be available with the worker and the child should be handed over to that person only. Attendance of all children should be taken in the morning on the child's arrival as well as at the time when child is picked up.

All sharp objects like scissors, knives, blades, pins etc. and chemicals such as detergents, cleaning agents, phenyl etc. should always be kept away from the children. Electric plugs and wirings should not be within the reach of the

children. Fire extinguishing equipment or sprinkler systems should be there at the crèche and evacuation plan should be planned and displayed at the crèche.

No child should be left alone at any point in the crèche, even during breaks and any kind of verbal or physical abuse should be strictly prohibited.

CCTV cameras should only be installed for the purpose of monitoring. The supervisor has to ensure that no persons, known or unknown be allowed inside the crèche at any point of time, during the functioning hours of the crèche.

Health Practices

Each and every child should undergo a regular medical check-up, preferably on monthly basis by a qualified medical practitioner and it can either be done at the centre or the parents could provide a medical card in which the medical records are maintained. Medical history should be maintained in a separate file for each child.

Basic First Aid Kit containing paediatric medicines for common ailments like fever, vomiting, cough and cold, dehydration, common stomach ailments, minor injuries, ointments, band - aids, cotton wool, and disinfectants should always be present at the centre.

A doctor should always be available for emergency services as per the requirement. Expiry date of the medicines should be checked for every month and accordingly discarded. Age-appropriate immunization should be ensured.

Nutrition Practices

Parents should send cooked meals for their children.

3 meals should be served in a day which includes a morning snack, lunch, and an evening snack.

It should be ensured that children get a well-balanced and nutritious diet as per recommendations and guidelines. A day wise menu will be given to the parents so that there is no difference in the meal plan for children.

Crèche Transactions

Age-appropriate activities to be conducted for the holistic development of children and age-appropriate curriculum for 6 months to 3 years and 3 years to 6 years should be provided. The curriculum should be flexible enough to suit the diverse social, cultural, economic and linguistic contexts.

Hygiene and Sanitation Practices

Environmental:

Cleanliness at the centre should be maintained. Proper sanitisation of the toilets and kitchen and toys should be done after use. And proper cleanliness of the centre should be taken care of.

Personal:

Personal cleanliness of the child should be maintained and practice preventive measures such as washing hands, wiping nose, changing diapers etc. to minimize spread of germs.

Monitoring and Supervision

- Maintaining records
- Admission forms to be filled
- Attendance registers for staff and children to be maintained at the centre
- Stock register/record to be maintained
- **Crèche monitoring committee** having a representation from the parents, one crèche worker, one admin/HIR person should be formed for supervision and smooth running of the Crèche.
- Quarterly meetings with parents to be ensured for feedback and sharing of child's progress.
- Periodic meetings with crèche monitoring committee and proper documentation of the same.
- Child Protection policy to be in place and abided by the employees as well as parents.