

Government of Odisha

Department of Women & Child Development

No. PT1-WCD-ICDS-G-SCHM-0007-2024- **29080** /WCD, Date- **10-12-2024**

To

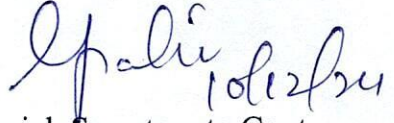
All Collectors

Sub- Issue of SOP for operationalisation of creche in Odisha.

Sir,

In inviting a reference on the subject cited above, I am directed to say that a model creche (KALIKA) is in the process of establishment in the state to support the women employees of different offices in Odisha. For effective implementation and operationalization of the model creche a Standard operating procedure (SOP) has been formulated. The SOP is enclosed at **Annexure-1** for your reference and further necessary action.

Your Faithfully,


Special Secretary to Govt.

Operationalizing of Crèche in Odisha

Draft SOP

1. Introduction

A model Crèche 'Kalika' is in the process of establishment in the state of Odisha to support the women employees of different offices in Odisha. 'Kalika' would be a boon for the mothers who often faces difficulties in leaving behind their child (ren) at home with either caretakers or with in-laws/parents.

Hence, efforts are being taken to establish of Crèches in the state of Odisha 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) to be deputed from CDPO/Supervisor rank (maybe deputed from O/O of DSWO or from 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 concerned 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

3years.

- 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 3years.
- 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

1. **3. Remuneration**

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

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

1. **4. Selection Process:**

- The Kalika Co-ordinator & Kalika Sahayikas may be selected through an outsourced agency.
- An official to be kept as Crèche Supervisor in addition to his own duties.
- Detailed job description of HR is given at Annexure-1.

3. Enrolment criteria for children, timing & fees

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

a. Child of District office/ Collectorate staff & other concerned offices employee

- 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: Maximum Rs. 2000/- (one time)
- e. Monthly fees: Maximum Rs. 1500/- (to be paid by 5th of every month)
- f. Initial enrolment will be for 10/12 children only. Enrolment will be decided on first come first serve basis. Priority will be given to 6m - 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
- Baby food for emergency
- Consumables need to be procured
- Toys and learning tools (need to be periodically replaced)

5. Advertisement & signage

The functioning of crèche maybe advertised through,

- a. Letters to all concerned section/ Office
- b. Posters in the campus

- c. Signages with direction to the crèche
- d. Board with 'Kalika'- the Creche

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)

7. Budget (Total budget to district is 3 lakh)

Consolidated budget (Detailed budget in **Annexure 1**)

		Rate	Amount (Year 1)	Amount (Year 2)
A. One-time cost				
	One-time items	167000	167000	0
	Play materials	133000	133000	0
	Sub Total (A)		300000	0

- Department would provide one time cost, recurring expenses would be borne by the district from their own sources or user- charges.

