

PALNA



Anganwadi-CUM-Crèche MISSION SHAKTI



STANDARD OPERATING PROCEDURE



PALNA

Anganwadi-cum-Crèche

Mission Shakti

Standard Operating Procedure



Ministry of Women and Child Development
Government of India
New Delhi
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स्मृति जूबिन इरानी
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75
आज़ादी का
अमृत महोत्सव



सत्यमेव जयते



मंत्री
महिला एवं बाल विकास
अल्पसंख्यक कार्य
भारत सरकार
Minister
Women & Child Development
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Government of India

MESSAGE

In the era of “AmritKaal” and with an objective to achieve the “PanchPran”, Ministry of Women and Child Development has extended the crèche services up to the Anganwadi Centres under Palna component of Mission Shakti. The objective of Anganwadi cum Crèche under Palna is to address the need for quality childcare facilities by providing a safe and secure environment for nutritional, health and cognitive development of children.

The Government of India has amended the Maternity Benefit Act in the year 2017 and increased the paid maternity leave from 12 weeks to 26 weeks and pre-natal leave from 6 weeks to 8 weeks so that women can pursue their careers without hindrance. Similarly, the two services of Ministry of Women and Child Development, Pradhan MantriMatruVandanaYojana (PMMVY) and POSHAN provides cash incentives for compensation of wage loss and supplementary nutrition respectively, to improve health seeking behaviour amongst the pregnant women and lactating mothers.

Anganwadi centres are the world's largest childcare institutions dedicated to providing essential care and support to children ensuring delivery of care facilities till the last mile. In a first of its kind approach, Ministry has extended the services of child care through Anganwadi cum Crèche. This will ensure whole day child care support ensuring their well-being in a safe and secure environment. Anganwadi cum Crèche initiative aims to increase the women work force participation in the economy. As per the Annual PLFS Reports, the estimated Labour Force Participation Rate (LFPR) for women of age 15 years and above in the country was 30.0%, 32.5%, 32.8% and 37.0% during 2019-20, 2020-21, 2021-22 and 2022-23 respectively, which clearly indicates a rising trend.

To ensure the proper functioning of Anganwadi cum Crèche facilities, sufficient budgetary provisions have been made which includes additional Crèche worker and helper alongside the Anganwadi worker and helper. In addition, provision of toys, educational materials, nutritional support, and co-curricular activities for holistic development of the child. The Ministry is glad to release the Standard Operating Procedure for Anganwadi cum Crèche under Mission Shakti.

I extend my warm wishes to all the citizens of Bharat on the launch of this initiative.

(Smriti Zubin Irani)



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सत्यमेव जयते



एक कदम स्वच्छता की ओर

राज्य मंत्री
महिला एवं बाल विकास और आयुष
भारत सरकार
Minister of State for
Women & Child Development and Ayush
Government of India



Message

In the 21st century, where women rise empowered, and every child's future gleams brighter than ever before, Ministry of Women and Child Development has extended crèche services up to the Anganwadi Centres under Palna component of Mission Shakti. The objective of Anganwadi cum Crèche under Palna is to provide comprehensive and integrated child care facilities and support the working mother to pursue their career. This initiative holds immense promise in addressing the crucial needs of early childhood care and education in our society.

Ministry of Women and Child Development is set in motion to launch the Anganwadi cum Crèche Scheme under Mission Shakti, which would serve as a crucial step in addressing the holistic needs of children and working mothers.

The scheme strives to create a supportive environment for the comprehensive development of children and empowerment of working mothers, ultimately contributing to the betterment of the families and the Nation as a whole.

I offer my heartfelt wishes to all the citizens of Bharat as we embark on this new initiative.

(Dr. Munjpara Mahendrabhai)

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सत्यमेव जयते



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Government of India
Ministry of Women & Child Development



MESSAGE

The Ministry of Women and Child Development is making sustained efforts for empowering women and increase their participation in the workforce, through initiatives under Mission Shakti. A key initiative is to support mothers, who face challenges in participating in the workforce, due to the childcare burden that falls entirely on them. The availability of quality creche facilities is, therefore, essential for improving women's participation in workforce.

The Ministry is already operating a widespread network of nearly 14 lakh Anganwadi Centres across the country supporting pregnant women, lactating mothers and infants & young children up to 6 years of age. Given the need for creche facilities, the Ministry has taken the proactive step of supporting working women, by upgrading many of these Anganwadis to Anganwadi-cum-Creches as part of the *Palna Scheme* under Mission Shakti. These Anganwadi-cum-Creches will provide care and nutrition support to children up to 6 years of age during working hours, enabling mothers to go to work.

The release of this Standard Operating Procedure (SOP) for Anganwadi-cum-Creches provides the necessary guidance to take forward this essential scheme for women's empowerment. I look forward to States and UTs taking timely action to expand Anganwadi Centres to Anganwadi-cum-Creches in accordance with this SOP.

(Indevar Pandey)

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1. Introduction

Anganwadi-cum-Creches (Palna)

The Government's sustained initiative on education and employment of women has resulted in increased opportunities for their employment, and more and more women are now in gainful employment, working within or outside their homes. The growing industrialization and urban development have led to increased migration into the cities. The past few decades have shown a rapid increase in nuclear families. Thus, the children of such working women, who were earlier getting support from families while they were at work, are now in need of day care services which provide quality care and protection for the children. Lack of proper day-care services is, often, a deterrent for women to go out and work. Hence, there is an urgent need for improved quality and reach of day care services/crèches for working women amongst all socioeconomic groups both in the organized and unorganized sectors.

Considering the difficulties faced by the working mothers in giving due child care and protection to their children, it has been decided to provide the day-care crèche facilities through the component of Palna. Crèche services formalise the child care facilities hitherto considered as part of domestic work. Formalization of care work supports "decent work campaign" to achieve the Sustainable Development Goal 8 – Decent work and economic growth. Government of India has decided to establish 17000 Anganwadi cum Crèches by 15th Finance Commission that is, up to FY 2025-26.

The Standard Operating Procedure of Anganwadi-cum creches for administration and implementation has been detailed below, which includes the General Instructions, Scheme Over view, Administrative Hierarchy, Manpower Requirements, Roles and Responsibilities of Service Providers, Infrastructure and Physical Requirements, Records and Register, Training and Capacity Building of Functionaries and Monitoring of Creches.

2. General Instructions

- A. Standardization of operations should be as per Mission Shakti Guidelines and Standard Operating Procedure for Anganwadi-cum-Crèche.
- B. The Anganwadi-cum-crèche should be preferably co-located with the Anganwadi Centre. However, as per the local conditions the States/UTs may decide to establish the crèche within the same locality and in close vicinity of mother Anganwadi centres which should be walking in distance, with the approval of Secretary/Principal Secretary of WCD/Social Welfare Department. It is further clarify that overall monitoring, logistics, health, education, and other supports should be given through the linked Anganwadi Centre. In such cases, all the children availing services should also be registered in the linked/mother Anganwadi Centre.

- C. State/ District must take all efforts to establish such Anganwadi-cum crèches in urban areas for assisting the women workforce for enhancing women led development. Any other place may be considered after approval of Programme Approval Board only.
- D. State/UTs should also identify Government /Municipal schools in urban area which are not being fully utilize for the purpose of Anganwadi cum crèches. Mother Anganwadi (if running in rental building) may also be shifted in the same Government /Municipal schools building.
- E. Food provided to the children must have adequate nutritional value as per government prescribed guidelines under Mission Saksham Anganwadi & Poshan 2.0. As the children stays for whole day in the Anganwadi Cum Creche, three meals i.e., one snack/breakfast in morning, one lunch meal (hot cooked) around noon and one snack in afternoon may be provided. Morning snack and lunch (hot cooked) will be provided through the Anganwadi Services as per the provisions of Saksham Anganwadi & Poshan 2.0. The third meal i.e evening snacks will be provided through the fund given in Anganwadi cum Creche norms. Anganwadi kitchen will be use for the children availing the facility of Anganwadi cum creche. All other facilities of Anganwadi Centres will be commonly used for run the Anganwadi cum Creche. Creche helper will help Anganwadi helper in food preparation and maintain the proper hygiene of the premises. However, State/UT can define their work as per the local requirements.
- F. If any Anganwadi Cum Creche is not in the same premises, adequate room, kitchen, toilet, water facility, playing area etc must be available for proper care of children. All the nutritional support for morning snack, lunch in the noon and afternoon snack will be provided through the liked /mother Anganwadi centre. Creche helper with the help of creche worker will prepare the food and maintain proper hygiene of the premises. However, State/UT can define their work as per the local requirements. Growth monitoring, immunization, health check-up and all other facilities and assistance given in any Anganwadi Center will be also arranged by the linked/mother Anganwadi Centres. Anganwadi Worker of linked/mother Anganwadi Center will be responsible for all above arrangement and Creche worker will assist her to arrange all above facility in Anganwadi Cum creche centers.
- G. It is also to clarify that provision of additional Supplementary nutrition (evening snacks) is given in the budgetary norms of Anganwadi cum Crèche. Food /Nutrition component for morning breakfast and Lunch would be provided through Anganwadi System.
- H. States/UTs and District Administration may also explore the possibility of leveraging Corporate Social Responsibility funds. The fund may be used for the betterment of crèches in the form of infrastructure development, resources etc.

- I. Facilities and assistance may also be explored through Convergence with other departments for smooth and effect running of Anganwadi Cum Crèche. Development and modernization may also be explored under Smart City Project.
- J. The Scheme is notified under section 7 of the Aadhaar (targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016). Hence, the Aadhaar details of parents/ guardians of the children should be maintained in the register till the digitalisation mechanism is in place.

3. Scheme overview

Objectives

Formalization of care work supports “decent work campaign” to achieve the Sustainable Development Goal 8 – Decent work and economic growth.

- 1) Providing a safe & secure environment for nutritional, health and cognitive development of the children,
- 2) Enabling more mothers to take up gainful employment.
- 3) Monitoring compliance of the stipulations laid down in Section 11A of the Maternity Benefit Act regarding setting up of crèche facilities by the establishments.

Implementing Agencies

Implementation shall be carried out through the respective State/UT Governments. The State Government will run the crèches as per the operational guidelines issued by the Ministry. All the administrative, Vocational activities, training, media advocacy etc expenses will be charged in HUB.

Target Groups and Beneficiaries

Creche facility to be provided to all mothers, irrespective of their employment status. The scheme focuses on children of 6 months to 6 years.

Service Delivery Framework

The Anganwadi Cum creche scheme shall be implemented with the intra-ministerial convergence specially with ICDS and Poshan. It complies with legislations under Labour Laws as well as Maternity Benefits Act.

Administrative Hierarchy

Center	
•	Disbursements of Funds and monitoring financial compliances
•	National level monitoring of Implementation
•	Maintenance and analysis of Scheme related data
•	Monitoring of National level KPIs to assess impact
•	Schematic and Policy interventions
State	
•	Maintenance of Single Nodal Account for receiving funds from Center and facilitate state share
•	Collection and collation of data received from Districts
•	Coordinating between Center and Districts
District	
•	End -to-end service facilitation of schemes to beneficiaries
•	Data collection at district level and share with State Administration
•	Facilitation of financial compliance between Creches and State/Central levels

Staff or Manpower requirements

Qualification and eligibility as govern through the Mission Shakti Guideline.

Prerequisites for hiring

- i. Police Verification Certificate
- ii. Educational Qualification as prescribed
- iii. Character certificate
- iv. Medical certificate

4. Roles and Responsibilities

A. Anganwadi Worker

Anganwadi worker is the overall in charge of Anganwadi cum crèche. She should give sufficient time for Anganwadi cum Creche. If any Anganwadi cum creche is not at the same

location she should have daily visit and must spend sufficient time in their linked Anganwadi cum Creche centre. She should also maintain/monitor the registers like records of children's attendance, asset, inspection etc as directed by State/UT. States/UTs may decide the roster duty as per requirement. All other responsibility of Anganwadi worker is as prescribed in guideline of Saksham Anganwadi & Poshan 2.0 and Mission Shakti (Palna) are also applicable.

B. Anganwadi Helper

Anganwadi helper will also assist to run the Anganwadi Cum Crèche properly. She should give sufficient time for Anganwadi cum Creche. If any Anganwadi cum creche is not at the same location she should have daily visit and must spend sufficient time in their linked Anganwadi cum Creche centre. States/UTs may decide the roster duty as per requirement. All other responsibility of Anganwadi helper is as prescribed in guideline of Saksham Anganwadi & Poshan 2.0 and Mission Shakti (Palna) are also applicable.

C. Crèche Worker

- I. Under supervision of Anganwadi worker Crèche worker should perform her duty.
- II. To provide nurturing care to the children in the Crèche.
- III. To maintain/monitor records of children's attendance and bring to the notice of parents and supervisor on any irregularity in attendance.
- IV. To liaise with Crèche committee, parents and community leaders and solicit their support and incorporate their suggestions and recommendations in the functioning of the Crèches.
- V. To create awareness about better childcare in the community.

a) Care and safety of children attending the Crèche

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

b) Health & Nutrition

- i. Feed supplementary meals and snacks as per schedule to all Crèche 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.
- iii. Maintain growth monitoring and health records of children. Identify any specific ailments/abnormalities in children and bring to the notice of supervisor.
- iv. Administer medicines prescribed by the visiting doctor and monitor improvement of children.
- v. To maintain first aid kits and ensure that expired medicines are not used.
- vi. To ensure that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

c) Age-appropriate stimulation for all children

- i. Plan, organize and carry out age-appropriate developmental activities as per 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. To prepare low cost, environment friendly, culturally embedded, and developmentally appropriate play materials for children.
- vi. To ensure that toys and equipment/play materials are well stocked/available for children, routinely cleaned and properly maintained.

d) Hygiene

- i. Keep the crèche area clean and the Crèche 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.
- vi. Ensure cleanliness in the area around the Crèche.

e) 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.
- iv. Interact closely and regularly with parents under the responsive parenting programme through parent group meetings, home visits and community events etc. to discuss children's individual needs and abilities, enhance knowledge of childcare and parenting skills of the parents and support parents in their efforts to address their children's issues as need be.

f) Maintaining records and following systems

- i. Prepare and submit to supervisor periodical assessment report of Crèche children
- ii. Adhere to quality standards as per Crèche guidelines- Safety, Health & Hygiene, Nutrition & Learning.
- iii. As team member of the center, carry out all the tasks assigned by the supervisor as per schedule-preparation of food, organizing for doctor's visit, etc.
- iv. To ensure availability of adequate ration at the center by informing the Crèche supervisor about the requirement of rations and other logistics, maintain inventory and proper storage and refer to the meal plan.
- v. To share responsibilities with Crèche helper for executing their day-to-day activities.
- vi. To report routinely to the Crèche supervisors and in case of emergency report immediately.
- vii. Coordination with District Administration for reporting.

D. Crèche Helper:

a) Job description of Palna Helper

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

b) Ensuring safety of children

- i. Supervise/observe children at the center constantly.
- ii. Alerting the Crèche worker in emergencies.
- iii. Support/Assist Crèche 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 Crèche guidelines to ensure children's safety at any point of time.

c) Health & Nutrition

- i. To cook and serve food/meals as per menu and provide extra diet to identified malnourished children in supervision of Crèche workers.
- ii. Assist Crèche workers in serving meals to children.
- iii. To assist Crèche 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 Crèche workers so that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

d) Assistance in conducting age-appropriate stimulation activities

- i. To keep and organize required material/TLM for Crèche 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 Crèche worker to keep track of each child's developmental milestones.
- iv. Assist Crèche worker in making low cost, culturally embedded environment friendly and developmentally appropriate play material for children.
- v. To keep all toys and equipment/play materials clean on regularly as available for children, and properly maintained.

e) Hygiene

- i. To keep Crèche premises and surroundings clean. Maintain thorough cleanliness of the Crèche through daily sweeping, mopping and dusting and weekly sanitization of the play material and the Crèche premises (including pest control etc.).
- 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 utensils, towels, bedsheets and handkerchiefs/cloths etc. washed and clean after every day and wash mattresses/ durries on weekly basis.
- 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.
- vii. To keep lavatories and toilet areas clean.

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

- i. To bring children to the center and drop them back to home, if needed and motivate parents to send children on regular basis.
- ii. Assist Crèche worker in organizing parent group meetings, community events and conducting home visits.

5. Identification of Location

The first step of project implementation exercise to undertake an analysis of the requirement of crèche services at the district level based on a survey and a proper mapping of the existing crèches so as to assess the demand of crèches in the State.

6. Infrastructural Requirements

Physical Infrastructure

I. Location/Environment

The Anganwadi Cum crèche will be normally co-located with linked Anganwadi Centers. If Anganwadi cum creche is not at the same location even though it should be in a safe and secure place which is welcoming and child friendly. It is ideal to have Anganwadi cum crèche near the homes of children or near the place of work of the mothers for the following reasons:

- 1) Mothers can conveniently come to feed their babies.
- 2) Parents can be contacted in case of emergencies
- 3) It is easier to pick up, bring or send the child from home
- 4) If a child is absent for a long period of time, the crèche worker can go herself to enquire about the child from his/her home.

As far as possible the crèche environment should be akin to the child's home atmosphere and should also reflect the lifestyle of the community.

II. Infrastructure

The Anganwadi cum crèche should operationalize by providing existing sufficient infrastructure as decided by State/Ut government or State/UTs identify Government /Municipal schools in urban area which are not being fully utilize for the purpose of Anganwadi cum crèches. Mother Anganwadi (if running in rental building) may also be shifted in the same Government /Municipal schools building. However budgetary provision for rental purpose is also given in the Anganwadi Cum creche norms. States/UTs may decide as per the local condition for better implementation of scheme.

If rental option is opted preferably have minimum space of 6-8 sq. ft. per child (total 150-200 sqft) to ensure that they can play, rest, and learn without any hindrance. Care should be taken that there is sufficient space both indoors and outdoors at the crèche.

In an ideal centre, the kitchen should be 25% of the covered area and toilet should be 5% of the covered area. The rooms should have well plastered walls having enough space for display of pictorial material in each room of the centre. There should be at least one/ two windows placed at a height of not more than 3 ft above the ground with an area which is 1/5th of the floor area. Doors and windows combined should have 2/5th the floor area. The doors and gates should be constructed appropriately to ensure safety of children and of material/equipment.

The Centre should be clean, well-lighted with adequate ventilation. A fan should also be installed in crèches where electricity supply is available (except hilly and cold area where fans are not required). In case there is irregular/no electricity supply; provision of installing an inverter may be made by State/UT government.

The centre must have safe and regular drinking water facility. For this, centre should install a water filter/purifier which should be cleaned regularly. In places where there is shortage of water, adequate arrangements for storage of water may be done. At least one tank of 300 litres capacity may be installed.

Child friendly toilets including for children with special needs should be available. It is important to ensure that toilets are girl-child friendly. A clean, Indian type child-friendly toilet with water facilities, soap, clean cloth/towel, garbage bin, wash basin/sink at low level and an exhaust fan should be part of the centre. The water tap should be placed at a height that can be used independently by children also. The crèche should have a regular supply of cleaning material. Regular supervision may be done for improving the services and maintaining hygienic conditions in crèche.

III. Food and Cooking Facilities

Normally the same kitchen and utensils will be used for Anganwadi cum creche however additional provision has been made available in the norms of Anganwadi cum creche as

one time establishment cost. If Anganwadi cum creche is not in the same premises all required materials for preparation and serving for food will be provided. Food provided to the children must have adequate nutritional value as per government prescribed guidelines under Mission Poshan 2.0 /Mid-day Meal Scheme. As the children stays for whole day in the Anganwadi Cum Creche, three meals i.e., one snack/breakfast in morning, one lunch meal (hot cooked) around noon and one snack in afternoon may be provided. Morning snack and lunch will be provided through same Anganwadi centre or linked/mother Anganwadi Centre. By utilizing the fund given in the Anganwadi cum Creche norms afternoon snack shall be provided. Take home ration should be use to cater the child of 6 months to 3 years for morning snack and lunch. Anganwadi kitchen will be use for the children availing the facility od Anganwadi cum creche. All other facilities of Anganwadi Centres will be commonly use for run the Anganwadi cum Creche. Creche helper will help Anganwadi helper in food preparation and maintain the proper hygiene of the premises. However State/UT can define their work as per the local requirements.

Small children may be provided milk, if required. There should be variety in the food that is given to the children every day. The food should be suited to the requirements of both babies and children. For this, the worker needs to be trained and sensitized about nutritious preparations that are suitable for children below 6 years, and they must cook with due care and cleanliness.

The centre must have adequate cooking facilities, cooking utensils, utensils to feed the children – which should be cleaned before and after use. The cooking area must be located at the place which is away from the activity area of the children to avoid accidents. Basic cooking equipment like stove, gas cylinder or traditional chullhas; feeding equipment; storage bins and boxes must be available and safely placed.

IV. Growth Monitoring

Assessment of nutritional status of children using new WHO child growth standards is recognized as an important tool. The growth of children should be regularly monitored and recorded in separate growth charts for boys and girls, which should be maintained by the Anganwadi /Crèche worker as per the new WHO child growth standards. Children in the age group 6 months to 3 years may be weighed on a monthly basis and children in the age-group 3 to 6 years may be weighed once in a quarter. For this, the State Government/UTs use the equipment available in the Anganwadi Centres.

V. Health Check-up, Medicine & First Aid Kit

The health check-up of all children registered in the Anganwadi cum crèche should be done as prescribed in the guidelines of Saksham Anganwadi and Poshan 2. The centre must always be equipped with basic First Aid & Medicine Kit as prescribed in Saksham

Anganwadi and Poshan 2. Anganwadi worker is over all responsible for all above activities.

VI. Equipment and Play Material

The facilities shall include sleeping and rest materials, play/pre-school activity materials, cooking and feeding materials, storage materials audio-visual equipment etc. Details are provided in the annexures and based on requirement States/UTs may omit or add some of the items as per local conditions.

7. Crèche Timings

The crèche timings may be decided by States / UTs government as per local need however it has to be ensured that timing should facilitate Working mothers.

8. Records and Registers

The enrolment forms of children duly filled in by the parents should be available with the worker/helper after the child is registered at the crèche. In addition, the Anganwadi/Crèche worker and helper are required to maintain the following basic records and registers, which should be available for inspection at any time during the working hours of the crèche centres:

- A. Admission/ Enrolment register for recording profile of children and their parents including profession/income of both parents.
- B. Attendance registers of children
- C. Health check-ups records including immunization of the child
- D. Register for consumable and non-consumable items
- E. Supplementary nutrition registers for recording the food provided to the children.
- F. The medical record of children to be shared with doctor.
- G. Mother's meeting register
- H. Visitors register
- I. Inspection register

All records and registers should have specific entry for severely underweight children. Necessary above provision should be incorporated in Mission Shakti dashboard and also link with Poshan tracker. Suitably Mobile app to be develop for ease of doing business.

9. Training of Functionaries

- A. The crèches should not only provide custodial care to children but also contribute to the overall development of the child. It needs to be fully recognized that running of a crèche is not an unskilled job but requires proper and appropriate training. Training of Trainers (TOT) may be conducted by NIPCCD on request from State Government.
- B. A training module prepared by NIPCCD shall be used for providing training to every crèche worker and helper after their appointment to orient them to provide better day care services and to build up child friendly environment in the Crèche Centre. Regular re-fresher training once in every two years is mandatory for both worker and helper which the State Government will undertake from its own resources.
- C. The training would enable Anganwadi/crèche worker/helper to:
 - D. Develop better understanding of child care, growth and child development.
 - E. Emphasize on areas such as health care including first aid.
 - F. Inculcate basic personal hygienic habits in children.
- G. Coordinate with AWWs/ASHA/ANM and local volunteer/ NGO for immunization, health related services.
- H. Develop basic understanding of nutritional needs of children and methods of cooking healthy, tasty and nutritious food.
- I. Develop skills for organizing various activities to promote all-round development of children with adequate teaching/learning material.
- J. Develop skills in addressing the psycho-social care of young infants and toddlers.
- K. Develop an appreciation about the need of parent's participation and community involvement in the crèche programme and skills to work with parent and community.

10. Monitoring of Crèches

A. National Level

- a) Yearly Review- During PAB meeting yearly review.
- b) Half Yearly Review meeting

Half Yearly National Level Review Committee	
Additional/Joint Secretary, Mission Shakti	Chairman
Deputy Secretary/Director, Palna	Member
Deputy Secretary/Director/Under Secretary, ICDS	Member
Deputy Secretary/Director/Under Secretary, Poshan	Member

*Additional/Joint Secretary may add any other member as per requirement

However regular review will also be conducted at each level as per requirement. At Central Level, Palna, as a part of Mission Shakti, will be looked after by a single and dedicated PMU called National Hub for Empowerment of Women (NHEW). The NHEW has two verticals, one for administrative work and other for specialized and dedicated services for coordination and convergence.

B. State Level

Quarterly review meeting to be conducted at State/UT level

Quarterly State Level Review Committee	
Administrative Secretary, Mission Shakti	Chairman
Director, Palna	Member
Director/ICDS	Member
Director, Poshan	Member

*Administrative Secretaries may add any other member as per requirement

However regular review will also be conducted at each level as per requirement.

- State Nodal Officer (SNO) to be nominated for Palna.
- At State Level, a dedicated PMU, Mission Shakti State Hub for Empowerment of Women (SHEW) will work for all Palna related convergence/coordination with Central PMU as well as districts PMU.

C. District Level

Monthly review meeting to be conducted under the chairmanship of DSM/DC wherein Officers of Palna, ICDS, Poshan, Health, Education and other as decided by District Magistrate/District Commissioner. One member from Police should also must be ensured.

However regular review will also be conducted at each level as per requirement.

Officers in charge of the Women and Child Development Department (DPO/DWO/DCPO etc.) should ensure that monthly meeting to be conducted.

- District Nodal officer to be nominated
- At District level, the Mission Shakti dedicated PMU, District Hub for Empowerment of Women (DHEW) with financial assistance from MWCD will provide technical/manpower support to State/ District level as nodal centre for monitoring, information and ensuring service and delivery of Crèches.

Note-The detailed role and responsibility of HUB is provided in Mission Shakti guideline. Vocational activities, training, administrative expenses etc. will met from the budgetary allocation of HUB.

Inspection Schedule and Format

- Monitoring at Supervisor level to be carried out monthly
- CDPO reporting to be carried out quarterly
- DPO reporting to be carried out half-yearly
- DM may visit some of the Crèches as per their convenience
- State officers should also undertake inspection on regular basis.

11. Inspection Format

Minimum Inspection format has been provided as a checklist for monitoring the services and infrastructure of Palna by the inspecting authority. State /UTs may include more parameters as per requirement.

S. No.	Services	Yes / No
1.	Sleeping facilities	
2.	Facilities for supplementary nutrition – cooking area/ cook/ other food providers/ meal chart	
3.	Cleanliness and hygiene	
4.	Toilet facilities	
5.	Drinking water facilities	
6.	First Aid Kit	
7.	Maintenance of Register	
8.	Growth Monitoring and Immunization Records	
9.	Condition of equipment / materials	

Indicative list of items to have in the Anganwadi cum Crèche

S. No.	Furniture	Quantity
1.	Cradle	
2.	Low Height rectangular tables with rounded corners	1
3.	Almirah	1
4.	Racks	2

S. No.	Furniture	Quantity
5.	Crèche Changing Table with cabinets (Drawers)	1
6.	Shoe Rack	1
7.	Sleeping bed/mattress	25
Miscellaneous Items		
1.	Bluetooth Speakers (with electric speakers)	1
Important non-electrical items		
2.	GAS Stove	1
3.	GAS Cylinder	2
4.	Lock and Key	2
5.	Mirror	2
6.	Wall Clock	1
7.	Hammer	1
8.	Iron Nails	10
9.	CCTV Camera	1
10.	Essential phone numbers and helpline numbers in tabular form	1
For Storage		
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 Teaching Learning Material	6
Nutrition		
Utensils for cooking and serving		
1.	Stove Lighter	1
2.	Tea mugs	6
3.	Pateela with lid	2

S. No.	Furniture	Quantity
4.	Heavy base wak	1
5.	Sauce Pan	2
6.	Ladle	2
7.	Ladle with holes	1
8.	Grater	1
9.	Knife	2
10.	Big Round Sieve	1
11.	Beater	1
12.	Sieve	1
13.	Tea Sieve	1
14.	Measuring Cup Set	1
15.	Measuring Mug	1
16.	Steel Glass	25
17.	Steel Plate	25
18.	Steel Tea spoons	50
19.	Steel Bowls	25
For Hygiene		
1.	Bucket	5
2.	Mug	5
3.	Spin Mop with bucket	1
4.	Mop	6
5.	Duster	2
6.	Brooms (seek jhaadu, phooljhaadu)	4
7.	Steel Big Bowl	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

S. No.	Furniture	Quantity
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
For Health		
1.	Weighing scale	1
2.	Steel Trays (for medicines)	2
3.	First Aid Box	1
4.	Normal Digital Thermometer	2
5.	Torch	1
For Safety and Protection		
1.	Fire Extinguisher	1
2.	Sand Bucket	1
3.	Ladder	1
Other Linens		
1.	Plastic Sheets	4
2.	Quick Dry Sheets	12
3.	Cradle Cloth	12
4.	Curtains	
5.	Dari	2
6.	Fiber Mattress	6
7.	Double Bed sheets	4
8.	Covering sheets	6
9.	Blankets	8
Linens for Children		
1.	Medium size towels	06
2.	Hand towels	06

S. No.	Furniture	Quantity
3.	Small size towels	20
4.	Bibs	10
5.	Aprons for children	30
6.	Adult aprons	2
7.	Napkins (langot)/Diaper	20
8.	Bloomers	10
9.	Tunic frocks (jhabla)	06
10.	Lowers (pajama)	2 of each size
Pre-School Learning Kit/Toys		
1.	Stringing beads	8 packets
2.	Plastic string/ thick string	8
3.	Blocks (wooden)	4 sets
4.	Fixing blocks / Legos	4 sets
5.	Ring Minar	4 sets
6.	Balls	2 of each size
7.	Dolls (good quality)	4
8.	Kitchen set	1
9.	Tool set	1
10.	Plumber set	1
11.	Doctor Set	1
12.	String toys	6
13.	Rattles	6
14.	Puzzles (2-4 piece puzzles)	10
15.	Matching cards	1 set
16.	Big/ board Story books and flash cards of stories	10 books/ 10 sets of flash cards
17.	Big/ board picture books	5
18.	Squeeze toys	4 sets
19.	Inflatable toys	2
20.	Stacking toys	4 sets

S. No.	Furniture	Quantity
21.	Toy Cassio	1
22.	Toy guitar	1
23.	Drums	2
24.	Flute	4
Other Material		
1.	Swings	1
2.	Slides	1
3.	Humpty Dumpty	2
4.	Dholak	1
5.	Dhaphli	1
Stationery Items		
1.	Ruler	6
2.	Pencils	12
3.	Erasers	12
4.	Sharpeners	12
5.	Wide Crayons	15
6.	Markers	2 each
7.	Sketch Pens	6 sets
8.	Child friendly paint colors	8 boxes
9.	Paint brushes (flat and round thick brushes)	30 brushes
10.	Plastic bowls	12
11.	Glaze paper	3 dozens
12.	Kite paper	6 dozens
13.	Sutli	4 rolls
14.	Child friendly scissors	6
15.	Fevicol	1
16.	Fevi sticks	6
17.	Cello tape with dispenser	1
18.	Double sided tape roll	4
19.	Sticky notes	4 packets

S. No.	Furniture	Quantity
20.	Stickers (smileys, stars)	12 packets
21.	Stapler	1
22.	Calculator	1
23.	A4 size Paper set	1
24.	Wide White Chalk	4 boxes
25.	Wide and colored Chalks	4 boxes
26.	Scissors	2 pairs
27.	Display Boards	2
28.	Stockregister	2
29.	Masterregister	1
30.	Attendanceregister	3
31.	Recordcopies	6
32.	Filecover for system formats	6
33.	Stick Files	30

Recurring Material List for Anganwadi Cum Crèche

S. No.	Material	Remarks
Hygiene		
1.	Soap for washing dishes	As Per Requirement
2.	Soap for hand washing	As Per Requirement
3.	Soap for washing clothes	As Per Requirement
4.	Coconut Oil	As Per Requirement
5.	Phenyl	As Per Requirement
6.	Sanitizer	As Per Requirement
7.	Savlon	As Per Requirement
8.	Potash permanganate	As Per Requirement
9.	Broom	As Per Requirement
10.	Stick broom	As Per Requirement
11.	Mop	As Per Requirement

