

**RAJIV GANDHI
NATIONAL CRÈCHE SCHEME
FOR
THE CHILDREN OF
WORKING MOTHERS**

**GOVERNMENT OF INDIA
Department of Women & Child Development
Ministry of Human Resource Development
New Delhi**

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I INTRODUCTION

With increased opportunities for employment for women and the need to supplement household income more and more women are entering the job market. With the breaking up of joint family system and the increased phenomenon of nuclear families, working women need support in terms of quality, substitute, care for their young children while they are at work. There has, however, been very slow growth of Crèche/ Daycare facilities, resulting in failure to meet the needs of working mothers in terms of extent, content and quality of services. Crèche and Daycare Services are not only required by working mothers but also women belonging to poor families, who require support and relief from childcare as they struggle to cope with burden of activities, within and outside the home. Effective day care for young children is essential and a cost effective investment as it provides support to both the mothers and young children. It is also a protection measure as it addresses issues such as child labour, school drop outs, child prostitution, out reach for medical and health programme female literacy etc., Hence, there is an urgent need for improved quality and reach of child day care services for working women among all socio-economic groups in both in the organized and unorganised sectors.

The need for child care services has been emphasized in the National Policy for Children, 1994, National Policy for Education, 1986 and National Policy for Empowerment of Women, 2001 and the National Plan of Action for Children, 2005. The Parliamentary Standing Committee on demand for grants for the year 2002-03 has also pointed out that all sections of the society should be allowed to avail the services of the creches. Labour Legislations also contain provisions for child care facilities for women workers. The National Common Minimum Programme also emphasises enhancement of child care and development services in the future. Thus there is need for an expanded and effective scheme for childcare facilities.

II. PHYSICAL INFRASTRUCTURE AND SERVICE DELIVERY

A crèche centre must have a minimum space of 6-8 sq. ft. per child to ensure that they can play, rest, and learn without any hindrance. The Centre should be clean, well lighted with adequate ventilation. A fan should also be installed in the Centre where electricity supply is available. The centre must have clean toilet and sanitation facility that caters to the needs of small children. There should be adequate safe play area outside the Centre also. Within the Centre, there should be sleeping facilities for children, i.e. mattresses, cradles, cots, pillows and basic infrastructure to meet the requirement of the children. Essential play material and teaching and learning material must be available to meet the needs of pre-school children. 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 the traditional chulhas must be available and safely placed. Attendance Register must be maintained at every Centre, duly filled up. It should be available for inspection at any time during the working hours of the crèche centers.

Implementing Agencies and the Crèche Workers must ensure linkages with the local Primary Health Centre or sub-Primary Health Centre in the area. They should also have a tie-up with the nearby anaganwadi centres and its workers for health care inputs like immunization, polio drops, basic health monitoring. Community support including support from Panchayati Raj Institutions is also envisaged in the Scheme to ensure their participation and to supplement the grant of the Government.

The provision of non-recurring grant has been made in the scheme to enable the implementing agencies to provide the basic minimum facilities to ensure that the children in the centre have a hygienic, healthy and child friendly environment for their proper growth and care.

III. FOOD AND OTHER ESSENTIALS

- The centre must at all times be equipped with a basic First Aid Kit containing pediatric medicines for common ailments like fever, vomiting, cough and cold, dehydration, common stomach ailments, minor injuries, ointments, band-aids, cotton wool, disinfectants.
- The Centre must have adequate cooking facility, cooking utensils, utensils to feed the children- which should be cleaned regularly before and after use. They should be kept in an identified space.
- The Centre must have a safe and regular drinking water source. If necessary, chlorination or boiling of drinking water must be done.
- Food provided to the children must have adequate nutritional value and there should be variety in the food that is given to the children every day. The food should be acceptable to the babies and children. For this, the workers should know what are the nutritious preparations suitable for babies and children and they must cook food with due care and cleanliness.
- Weekly visits by doctors should be carried out for treatment and check-up.

IV. USERS CHARGES

Users charges @ of Rs. 20/- per child per month may be collected from children from BPL families and Rs, 60/- per child per month from other families. This will ensure of participation with the community and also increase the centres' resources which can be utilized as rent or for better facilities at the crèche. It should be ensured that 50% of the children coming to these crèche are from BPL families.

V. CRITERIA FOR SELECTION OF NGOS

The new creches will be sanctioned to the present Implementing Agencies, viz, Central Social Welfare Board, Indian Council for Child Welfare and Bhartiya Adim Jati Sevak Sangh. The Creches will be allocated to a State/UT on the basis of the proportion of child population. Uncovered districts/tribal areas under the Scheme will be given highest priority while extending the scheme to ensure balanced regional coverage. Priority will be given to 87 uncovered districts, i.e. those districts that do not have even one creche.

VI. CRÈCHE WORKER'S TRAINING

The component of Training has been added to the Scheme to orient the Crèche Workers as well as the Implementing Agencies to provide better services and to build up child friendly environment in the Centre. A short term training will be provided to every crèche worker and helper. The training module, which will be made with the help of NIPCCD will be provided through training agencies that will be identified with the help of State Governments. The following points must be kept in mind for imparting training:-

- A crèche worker and helper will undergo a short-term training after he/she joins.
- Training will emphasize on areas such as childcare, health –first aid, Cardio Pulmonary Resuscitation , emergency, handling hygiene.
- Pre-school education has to be provided to children in the age group 3-6 years. This will be based on Early Childhood Education guidelines for which the crèche workers will be trained. They will be taught how to engage children in a variety of pre-school activities with adequate teaching and learning material.
- The crèche workers will also be trained to teach the children basic and personal hygienic habits.
- The crèche workers will be trained on nutrition and methods of cooking healthy, tasty and nutritious food.
- To develop basic understanding among the crèche workers about the need and importance of day care for children.
- To enable them to develop better understanding of critical issues of child survival, growth and development with special reference to children below three years and to orient them to integrated approach to child development.
- To develop skills in them for organizing various activities to promote all round development of children.
- To develop skills in addressing the psycho-social care of young infants and toddlers.
- To enable the participants to plan and prepare need based programme for holistic development of child.
- To develop in them an appreciation about the need of parent participation and community involvement in the crèche programme.
- Develop the capacity to work with parents.

After training the Creche workers will be expected to perform following functions:-

- Organize pre-school education activities for children between 3 to 6 years of age based on the ECE guidelines provided during training.
- Organize stimulation activities for children below 3 years.
- Prepare low cost teaching learning aids.
- Teach Personal hygiene Habits to the Children.
- Prepare Nutritious food for children attending the crèche centre.
- Keep the centre and its surroundings neat and clean.
- Motivate parents for immunization and obtain assistance of health staff in ensuring immunization of children.
- Provide proper arrangements for sleep and rest of children.
- Ensure regular home visits and mothers meetings to elicit community participation.
- Create awareness about better child care in the community; and
- Maintain records and register.
- Ensure weekly visits by doctors/healthworkers.

VII. MONITORING OF THE CRECHES

To ensure effective running of the Scheme and also ensure that the beneficiaries get all the elements of the scheme. There should be regular monitoring of the creches. Monitoring of the Creches being run under the Scheme will be conducted through independent agencies, to be identified in each State, which will submit reports direct to the Central Government. It is expected that every crèche will be inspected at least once in period of two years. Schools of Social Work, Women's Studies Centers and other reputed agencies will be engaged to monitor crèche units. They will be regularly provided list of sanctioned units in their respective areas with complete address and details of the NGO. A lump sum one time grant of Rs. 10,000/- would be given to each nodal agencies and Rs. 700/- per crèche visited and inspected.

A uniform format will be provided to the Monitoring Agencies to ascertain that the basic minimum requirements are being met with in each Crèche Center.

The Monitoring Agency must review the Centres in all aspects. They must in the course of the inspection also assess the motivation and capacity of the Implementing Agencies.

VIII. TYPE OF ACTIVITIES TO BE ASSISTED

Assistance will be provided for developing comprehensive day-care services for the babies (0-6 year) of working and other deserving women provided the monthly-income of both the parents does not exceed Rs. 12000/-.

IX. SCHEMATIC PATTERN

The present scheme will provide assistance to NGOs for running crèches for babies (0-6 years) and would provide assistance to ensure sleeping facilities, health-care, supplementary nutrition, immunization etc. for running a crèche for

25 babies for eight hours i.e. from 9.00 A.M. to 5.00 P.M. The schematic pattern of expenditure is indicated below:-

Recurring Grant

S. No.	Recurring Grant admissible for grant	Ceiling of expenditure	of Grant
1.	Honorarium to workers per crèche (two workers)	Rs. 2000/- per month	Rs.2000/- (100%)
2.	Supplementary nutrition per crèche (for 25 children @ Rs. 2.08 per child for 26 days.	Rs. 1352/- per month	Rs. 1217/- (90%)
3.	Emergency medicine and Contingencies (per crèche)	Rs. 350/- per month	Rs. 315/- (90%)

Non-recurring Grant

S. No.	Admissible Grant	Ceiling of expenditure	of Grant
	Non-recurring grant for the period of five years	Rs. 10,000/- and a subsequent grant of Rs. 5000/- at an interval of five years towards replacement of consumable stores on cent percent basis.	Rs. 10,000/- (100%) once in the beginning of every new crèche) Rs. 3000/- (100% at five years intervals)

X. EXTENT OF ASSISTANCE

The Government assistance can only be on a limited scale and should not induce too much dependence on the part of the voluntary institutions on such help and the efforts of the voluntary sector should be to utilize the Government assistance towards snowballing resources for widening the scope of the programme with increasing voluntary contributions. The government recognizes the need for more creches and day care facilities and realizes that, as the scheme comes to be implemented not only would the children looked after properly, but their parents would have greater freedom to work without norms and that would lead to an increase in their efficiency. The Government assistance will be limited to 90% of the schematic pattern (except salary of crèche workers and helpers) or actual expenditure whichever is less and the remaining expenditure will have to be borne by the Institution/Organization concerned.

If an institution has already received or is expecting to receive a grant from some other official source for a project for which application is being made under

this scheme, the assessment of central grant will normally be made after taking into consideration the grant from such other official sources.

XI. PROCEDURE FOR SUBMISSION OF APPLICATION

Application will be received through State Units of Central Social Welfare Board, Indian Council for Child Welfare and Bhartiya Adim Jati Sevak Sangh with their recommendations. It will, however, be open to the Central Social Welfare Board to entertain an application direct from an institution/organization of an All-India character.

The application for grant-in-aid from Central Social Welfare Board, Indian Council for Child Welfare and Bhartiya Adim Jati Sevak Sangh, for a particular year should reach to the Department by the 31st March of the preceding financial year. Application received during the year may also be considered subject to availability of funds.

Application should be made in the prescribed form given at **Annexure-A**.

Each application should be accompanied by the Documents mentioned in Para 17 of the application form.

XII. CONDITIONS FOR GRANTS

Grants will be paid in two installments, the first installment being normally released on receipt of acceptance of conditions enumerated in the letter of sanction project. Application for the release of second or subsequent installment, made after the close of the financial year in which the project was approved shall be accompanied by a statement of accounts of the expenditure incurred during the year. Final installment shall be released only after audited accounts and a Utilization Certificate, signed by a Chartered Accountant, is received and found in order. The utilization certificate should be in the following form attached at **Annexure-B**.

Utilisation Certificate

I have verified the accounts of _____ in respect of the grants of Rs. _____ released by the Department of Women and Child Development/Central Social Welfare Board for the period _____ with the help of vouchers and certify that they are correct and that an amount of Rs. _____ has been utilized upto _____ for the purpose for which it was sanctioned. The balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to the Govt. (vide No. _____ dated _____)/ will be adjusted towards the grant-in-aid payable during the next year _____.

(CHARTERED ACCOUNTANT)

**CENTRAL SCHEME OF ASSISTANCE TO
VOLUNTARY ORGANISATIOS FOR CRECHES**

APPLICATION FORM

Note (Application received in an incomplete form will not be entertained.)

PART – I

(To be completed by the applicant)

1. Name of the Institution/organization:
2. Objectives of the Institution/Organization:
3. Brief history of the Institution/Organization and its objects and activities:
4. Whether recognized by the State Government:
5. Whether registered under Indian Societies Registration Act, 1860 (ACT XXI of 1860)
6. Whether the institution/organization is of all India character. If so, give the nature of its all-India character:
7. Whether located in its own/rented building:
8. Present number of beneficiaries (i.e. babies in the age group of 0-6 years) and the number of creches run by the organization.
9. Details of the crèches project for which grant is applied (i.e. the number of additional babies to be provided with care in the existing creches, additional creches proposed to be started, the nature of baby care service to be provided, item-wise details of estimated expenditure etc.):
10. Likely dates of commencement and completion of the crèche project:
11. Whether the project is likely to be assisted by some other official or non-official sources. If so, give details thereof:
12. Justification for the project indicating its important features which entitle it to central assistance (mentioned the name of the work etc.; the working mothers which will be benefited, and give any other relevant information):
13. Total estimated expenditure on the project for one year:

- (a) (i) Non-recurring _____ Rs.
(ii) Recurring _____ Rs.
- (b) Period for which recurring assistance is required:
14. a) Amount of grant requested (not exceeding 90% of the estimated expenditure);
- a) i) Non-recurring _____ Rs.
ii) Recurring _____ Rs.
- b) Period for which recurring assistance is required:
15. Is accommodation available for running the creches to or temporary shelter is proposed to be improvised?
16. Whether the institution is in a position to meet 10% or balance expenditure? If so, indicate the sources:
17. List of papers/statements to be attached (in duplicate):
- a) Prospectus/Memorandum of Association or a note giving aims and objects of the institution/organization:
- b) Constitution of Institution/Organization:
- c) Constitution of the Board of Management with brief particulars of each member:
- d) Latest available annual report:
- e) Audited accounts for last two years along with a copy of their certified balance sheet for the previous year:
- f) A statement giving details (year, purpose, amount etc.) of assistance received during the last two years from the Central/State Government, Central Social Welfare Board, local bodies or any other quasi-Government institutions including requests made there of to any one of these or any other organization for the project under consideration or for any other project:
- g) A statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the proposed creche project:
18. List of additional papers, if any:
19. Additional information, if any:

20. Does the institution/organization work of profit to any individual or body of individuals?

**Signature of
Secretary/President.**