



f

Model Curriculum

QP Name: Carepreneur- Early Child Development (ECD) Services

QP Code: HSS/Q8903

QP Version: 1.0

NSQF Level: 5.5

Model Curriculum Version: 1.0

Table of Contents

Contents

Table of Contents	2
Training Parameters	3
Program Overview	4
Introduction and Description	4
Training Outcomes	4
Compulsory Modules	5
Module Details	8
Module 1: Orientation on Early child development (ECD) & Significance of early childhood years	8
Module 2: Know the childcare business: ECD Set up and management systems	12
Module 3: Set-up a Childcare center: Location, Infrastructure and Financial Planning	14
Module 4: Registration and Legal Compliance	18
Module 5: Staffing and Training	20
Module 6: Marketing and Engagement Strategies: Parents, Family and Community	22
Module 7: Holistic Childcare Program Development and Institutionalization	25
Module 8: Health & Wellness: Basic Medicine and Vaccination Concepts	28
Module 9: Basics of Nutrition and Meal Management	30
Module 10: Hygiene and Sanitation Management	33
Module 11: Child protection, safety, Abuse, First Aid and Emergency Management	35
Module 12: Financial Planning and Cost Management	37
Module 13: ECD Center operations and administration	39
Module 14: Behavior and Discipline Management	40
Module 15: Record Keeping, Inventory and Data Management	41
Module 16: Monitoring, Evaluation and Scaling	43
Module 17: Early Detection and Intervention of 4D's: Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments	45
Module 18: Strategies for managing children with special needs (CWSN): Diversity, Equality and Inclusion	48
Module 19: Employability Skills (90 Hours)	50
Annexure	54

Training Parameters

Sector	Healthcare
Sub-Sector	Social Work and Community Health
Occupation	Early Child Development
Country	India
NSQF Level	5.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3222.9900
Minimum Educational Qualification and Experience	Graduate with No experience or Diploma with 1.5 years' experience or 12th pass with 4.5 years' experience or Anganwadi supervisor with 3 years of experience or Associate cum Coordinator ECD services with 3 years of experience
Pre-Requisite License or Training	Not Applicable
Minimum Job Entry Age	21 Years
Last Reviewed On	07/10/2025
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
QP Version	1.0
Model Curriculum Creation Date	07/10/2025
Model Curriculum Valid Up to Date	07/10/2028
Model Curriculum Version	1.0
Minimum Duration of the Course	540 Hrs.
Maximum Duration of the Course	540 Hrs.

Program Overview

This section summarizes the end objectives of the program along with its duration.

Introduction and Description

The role of the carepreneur is that of a change-maker and leader, one who combines child development expertise with entrepreneurial skills to create accessible, inclusive, and high-quality early childhood services. This qualification is designed to equip aspiring entrepreneurs with the essential skills, knowledge, and tools to establish and lead high-quality early childhood care and learning centers, such as daycares, creches, child development institutions, and Balwadis. As the demand for reliable, professional childcare services continues to rise, this program empowers entrepreneurs to create nurturing, developmentally appropriate environments that foster children's growth while also ensuring operational and business success.

The qualification covers a comprehensive range of topics, including legal compliance, financial planning, and operational setup, as well as designing learning activities tailored to different age groups. It also integrates key elements like developmental age-appropriate learning activities, health, nutrition, and safety standards that are critical to providing quality care. By the end of this training, participants will have the knowledge and confidence to independently manage a childcare facility that meets national and international standards, ensuring both child development and sustainable business operations.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Recognize the significance of Early Child Development (ECD) & early childhood years.
- Recognize ECD Set up and Management systems
- Plan and set-up early childhood care, learning and development center, which is safe, hygienic and comfortable and where children feel protected.
- Meet all legal, financial and tax compliances.
- Develop childcare centre policies and standard operating procedures.
- Plan and manage recruitment, monitoring, training and appraising team/staff.
- Plan, monitor, assess and revise age and developmentally appropriate childcare program ensuring learning and holistic development of children
- Integrate nutritional, health and safety requirements to ensure overall wellness of children
- Run and manage early childhood care, learning and development facility/center effectively, profitably and qualitatively.
- Create awareness and visibility of the ECD center and build it into a quality brand.
- Network and collaborate with community and engage parents in learning activities and decision making.
- Create an inclusive centre for children with developmental delays, learning disabilities and impairments ensuring advocacy, counselling, referral and support services to their parents and families.
- Monitor, evaluate, and scale early childhood care, learning and development activities
- Ensure a safe, healthy & secure environment and set-up for children.
- Ensure Sanitization and infection control guidelines are followed by the center.
- Ensure holistic development and wellbeing of children.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
HSS/N8902, V1, NSQF-5.5: Plan and set-up early childhood care, learning and development facility/center	41:00	35:00	29:00	00:00	105:00
Module 1: Orientation on Early Childhood Development (ECD) & Significance of early childhood years	07:00	05:00	05:00	00:00	17:00
Module 2: Know the childcare business: ECD Set up and management systems	06:00	05:00	05:00	00:00	16:00
Module 3: Set-up a Childcare center: Location, Infrastructure and Financial Planning	07:00	05:00	05:00	00:00	17:00
Module 4: Registration and Legal Compliance	07:00	05:00	05:00	00:00	17:00
Module 5- Staffing and Training	07:00	05:00	04:00	00:00	16:00
Module 6- Marketing and Engagement Strategies: Parents, Family and Community	07:00	10:00	05:00	00:00	22:00
HSS/N8903, V1.0, NSQF-5.5: Develop and institutionalize age and developmentally appropriate childcare programs	07:00	10:00	28:00	00:00	45:00
Module 7: Holistic childcare Program development and institutionalization	07:00	10:00	28:00	00:00	45:00
HSS/N8904, V1.0, NSQF-5.5: Integrate nutritional, health and safety requirements to ensure overall wellness of children	28:00	45:00	47:00	00:00	120:00
Module 8- Health and wellness: Basic Medicine, vaccination	07:00	10:00	11:00	00:00	28:00

Concepts					
Module 9 - Basics of nutrition and Meal management	07:00	05:00	11:00	00:00	24:00
Module 10 – Hygiene and Sanitation management	07:00	05:00	15:00	00:00	27:00
Module 11- Child protection, safety, first aid and emergency management	07:00	15:00	10:00	00:00	32:00
HSS/N8905, V1.0, NSQF-5.5: Run and manage sustainable early childhood care, learning and development facility/center	30:00	45:00	45:00	00:00	120:00
Module 12- Financial Planning and Cost Management	07:00	05:00	10:00	00:00	22:00
Module 13 – ECD Center Operations & administration	07:00	05:00	09:00	00:00	21:00
Module 14 – Behaviour and Discipline management	02:00	05:00	10:00	00:00	17:00
Module 15 - Record keeping, Inventory and data management	07:00	05:00	06:00	00:00	18:00
Module 16: Monitoring, Evaluation, and Scaling	07:00	05:00	10:00	00:00	22:00
HSS/N8906, V1.0, NSQF-5.5: Create an inclusive centre for children with special needs ensuring advocacy, counselling, referral and support services for their parents and families.	14:00	15:00	31:00	00:00	60:00
Module 17: Early Detection and Intervention of 4D's: Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments	07:00	10:00	16:00	00:00	33:00
Module 18: Strategies for managing children with special needs (CWSN): Diversity, equality and inclusion	07:00	05:00	15:00	00:00	27:00

Total	120:00	150:00	180:00	00:00	450:00
DGT/VSQ/N0103,V1.0, NSQF-5.5: Employability Skills (90 Hours)	90:00	00:00	00:00	00:00	90:00
Module 19: Employability Skills (90 Hours)	90:00	00:00	00:00	00:00	90:00
Total	210:00	150:00	180:00	00:00	540:00

Module Details

Module 1: Orientation on Early child development (ECD) & Significance of early childhood years

Mapped to HSS/N8902, V1.0

Terminal Outcomes:

- Sensitize about Early Child Development (ECD) and Early childhood Years.
- Identify key needs of children.
- Role of essential players, stakeholders and childcare institutions in child well-being.
- Explain the need for balanced growth of a child.
- Explain the need to develop social skills, nutrition and communication.
- Sensitize about current situation of child health in India
- Identify key barriers to fulfilling children's Needs
- Sensitize about intersection of women's work participation and childcare
- Sensitization on international and national standards for child health and development.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Early Child Development (ECD) and Early childhood Years • Describe the significance of early childhood years (conception-6 years) • Discuss the impact of Childhood Experiences on Adulthood • Discuss the importance of empathizing with young children and creating more supportive and responsive environments. • Orientation on key guidelines related to ECD like NEP 2020, NIPUN Bharat, MWCD crèche guidelines, RBSK guidelines, etc. Current Situation of Child Health • Overview of key human development indicators- Health indicators: mortality rates, malnutrition, immunization coverage • Discuss Health situation in India through case studies of a specific state (e.g., Maharashtra, Bihar) • Discuss health situation of India in comparison with international standards (e.g., WHO, UNICEF benchmarks) Needs for Children Under 6 years • Recognize nutrition, health, hygiene, education, safety & protection as essential needs of children. • Understand basic concepts and components of these essential needs of children. - <u>Nutrition</u>: Understanding dietary requirements for growth and development, importance of balanced diets, impact of malnutrition. - <u>Health</u>: Importance of regular health check-ups, immunizations, and early detection of illnesses. - <u>Hygiene</u>: Role of hygiene in preventing diseases, teaching proper hygiene practices (handwashing,	Early Child Development (ECD) and Early childhood Years • Make a reflection report by identifying and reflecting on their own childhood experiences which would build their emotional awareness. Needs for Children Under 6 years • Perform a classroom discussion and make a mind map of essential needs of children along with their basic concepts and components. Essential Players in Child Well-being • Prepare a chart describing the crucial roles of parents, childcare institutions, and trained caregivers in fulfilling children's needs and promoting their well-being. Importance of Integrated Holistic development and need fulfilment • Role plays on how to motivate or encourage the children to perform activities independently. • Role plays on the understanding of the significance of integrated and holistic development of children for children to grow at their full potential.

sanitation). - Education: Early childhood education and its impact on stimulating cognitive and social-emotional development for holistic growth. - Safety & Protection: Ensuring a safe environment, understanding the impact of abuse and neglect, measures for child protection. • Discuss how neglecting these needs affects a child's growth and potential. • List long-term consequences of neglecting the basic needs on health and development. • Discuss how supportive caregiver system promotes the holistic and integrated development of children Barriers to Fulfilling Children's Needs • Discuss the barriers like poverty, unemployment, and limited access to healthcare and education leaving mothers as the primary, and sometimes sole, caregivers, impacting a child's overall development. Intersection of Women's Work Participation and Childcare • Discuss how balancing work and childcare is difficult for many women, and limited childcare options can affect their job opportunities. • Discuss how the role of Childcare professionals help by providing support, making it easier for women to work and improving their economic and social outcomes. Essential Players in Child Well-being • List the role of essential players, stakeholders and childcare institutions in maintaining child well-being. • Recognize the importance of parents in providing essential care to children, including nutrition, health, hygiene, education, and safety as primary caregivers. • Recognize the importance of offering childcare institutions as a safe space for children where they could be cared for when parents are at work, ensuring their needs are met. • Recognize the importance of team members working in the childcare institutions who are trained personnel and caregivers ensuring children's needs are addressed with empathy and professionalism, offering support in health, development, and emotional well-being of children. • Discuss how the key stakeholders like local leaders, panchayat, and community members contribute to supporting and improving childcare services. • Recognize the importance of community engagement and supportive environments in enhancing child development and safety; enhancing Women's Workforce Participation; and improving their economic and social outcomes. Importance of Integrated Holistic development and need fulfilment • Discuss the key milestones of physical, cognitive,	
--	--

social – emotional and spiritual development for balanced growth of child.

For Infants (0-1 year)

- **Physical development:** Gentle Movements to enhance physical growth.
- Monitor nutrition.
- Awareness of milestones like rolling over, crawling, and sitting.
- **Cognitive development:** Stimulate curiosity through sensory activities like colorful toys and sounds.
- **Social emotional Development:** Bonding through eye contact, smiling and cuddling.

For Toddlers (1-3 years)

- **Physical development:** encourage walking, running, climbing and coordination activities.
- **Cognitive Development:** Critical thinking through exploration and problem-solving toys.
- **Social – Emotional Development:** Teach language and social skills by talking, reading picture books, and guiding expression of needs.
- To Promote toddler's independency.
- **Nutrition:** Balanced meals with a variety of food groups to meet calorie and nutrient needs.
- Address and prevent malnutrition through proper meal planning.

For Preschoolers (3-6 years)

- **Physical Development:** Encourage independence in daily activities like dressing and eating.
- Provide opportunities for outdoor play to develop motor skills.
- **Cognitive Development:** Engage them in creative and critical thinking activities like puzzles and storytelling.
- **Social-emotional Development:** develop empathy and communication skills.
- **Nutrition:** Ensure a balanced diet tailored to energy demands for growth and play.
- Balanced meals and the importance of protein, vitamins, and minerals

For Above 6 years

- Understanding the changing needs of the child to ensure appropriate age and developmentally appropriate Implementation.
- Ability to enable children to move towards independence (Encourage them to feed themselves, dress with assistance and try

new physical activities like walking, climbing). - Ability to support the development and including things like participation, peer group activities, voicing opinions, opportunities to enable expressions etc. - Ability to respect individual choices and preferences - Ability to be mindful and empathetic - Ability to be acutely observant to enable correct action - Ability to cope with challenges - Developing curiosity, creativity and critical thinking	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Internet, Interview question cards, case studies of current health status of children under 6 in India,	

Module 2: Know the childcare business: ECD Set up and management systems. Mapped to HSS/N8902, V1.0

Terminal Outcomes:

- Describe the need, status, scope and types of childcare business.
- Recognize the importance of being sensitive to children's developmental needs and committed to their welfare, ensuring the provision of a nurturing and safe environment.
- Develop skills to lead a childcare center that prioritizes the holistic development and well-being of children

Duration: 06:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Definition and Role of Childcare institutions • Explain the maternity benefit act amendment and its relevance to childcare sector/industry. • Define a childcare institution • Describe the concept of childcare institutions. • Discuss the benefits and need of childcare institutions in providing a safe, supportive environment to children while supporting working parents, helping them manage their professional and family responsibilities effectively. • List the key functions of childcare institutions in ensuring children's well-being and fostering children's cognitive, social, and emotional growth. • Discuss the myths around childcare institutions and how to handle them. Operating Models of Childcare institutions • Provide an overview of different operational models for creches, including profit-based and non-profit setups or hybrid models. • Discuss the unique features, benefits, and challenges of each model to help entrepreneurs understand their options when establishing a creche. • Understand the key factors that contribute to the success and sustainability of these models. • List various types of childcare institutions. • List the essential components of an effective childcare institution, including the physical setup, safety measures, team members. • Discuss the importance of maintaining each essential component to provide a safe, nurturing environment for young children. Key Qualities of Child Carepreneur • Discuss the importance of developing sensitivity to recognize and address the diverse needs of children, from emotional support to physical care. • Discuss the importance of having a keen awareness of developmental milestones and individual differences in children for planning and running a responsive and nurturing environment. • Discuss the importance of incorporating staff training about the children's needs to create a safe space for each child to thrive and get encouraged to learn, grow, and prepare for the next stages of life.	• Visit to various types of childcare institutions and meet their team members • Make a reflective report on visits and make an organizational chart of each type of childcare institution and role of team members. • Fill a self-assessment form to assess the readiness to start a childcare business. • Conduct a class-discussion forum for listing the key qualities required by carepreneur to create an atmosphere where both children and staff feel supported, fostering positive relationships and emotional growth. • Research on roles and responsibilities of Carepreneur and make a presentation on the same.

- Discuss the elements for a strong commitment and dedication to child welfare.
- Discuss how to be passionate about children's well-being, focusing on creating an environment that supports their emotional, cognitive, social, and physical development.

Roles & Responsibilities of Child Carepreneur

- Understand the critical role of carepreneur in creating a supportive atmosphere and setting the tone of the environment, as the leader of a childcare center.
- Understand the critical role of carepreneur in ensuring the space is safe, clean, and organized, where children feel secure and valued.
- Understand the critical role of carepreneur in implementing child protection policies, ensuring proper supervision, and maintaining a space that fosters trust and confidence.
- Understand the critical role of carepreneur in maintaining a nurturing atmosphere which supports children's emotional growth and making sure that they have positive experiences during their time in care.
- Understand the critical role of carepreneur in engaging with parents, staff, and the community, ensuring sustainable operations and contributing to gender equality and economic stability.
- Discuss the required skills to maintain inclusive childcare environments, accommodate children with special needs, and implement sound financial and operational practices.

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster, AV Aids for Understanding Human Body Structure and Function

Tools, Equipment and Other Requirements

Furniture, Toys and learning materials, Hygiene supplies, Specialized equipment: Sensory kits for children with special needs. Technology tools for interactive learning.

Module 3: Set-up a Childcare center: Location, Infrastructure and Financial Planning Mapped to HSS/N8902, V1.0

Terminal Outcomes:

- Elucidate the decisions that needed to be made prior to starting the childcare center.
- Choose the appropriate tools for community mapping and needs assessment to accurately profile the community.
- Discuss the criteria and checklist for identifying the suitable locations for establishing the childcare center.
- Calculate and manage start-up costs, set competitive yet sustainable fees, and create realistic budgets
- Raise finances or funds for setting up the centre
- Select safe, accessible locations that comply with local laws and regulations
- Plan and organize spaces that promote safety, comfort, and development for children, ensuring that the environment supports their emotional and physical well-being
- Explain the process and steps needed to start a childcare set up.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Assessing Socioeconomic Status • Discuss how to research the income levels and employment types of families in the community. • Discuss how to adjust pricing strategies and service offerings to cater to families from different economic backgrounds, ensuring accessibility for all. Identifying Local Employment Trends • Discuss how to analyze the working patterns of parents, including shift work, remote work, and gig economy jobs. • Discuss how these trends are affecting the demand for flexible childcare services and adjusting operating hours accordingly. Surveying Parental Preferences • Discuss the importance of gathering insights from parents through surveys and discussions to determine their childcare needs and preferences. • Discuss how to use this data to customize services, such as educational programs, after-school care, and facility design. Analyzing Population Growth and Migration Patterns • Discuss the importance of tracking population growth and migration trends to forecast future demand for childcare services. • Discuss the importance of anticipating the needs of an expanding or shifting community. Evaluating Accessibility and Location Factors • Discuss the importance of assessing the geographic distribution of families for identifying the best locations for your childcare center. • Understand the importance of proximity of childcare centers to residential areas, transportation, and employers in maximizing accessibility for families. Engaging with Local Organizations and Community Leaders	• Prepare a report on how to strategically identify location for the childcare services by conducting effective community profiling and selecting appropriate tools for assessing local needs. • Perform a survey of a locality and identify different types of family, such as working or single-parent families, so that childcare services can be tailored accordingly. • Analyze local employment trends, socioeconomic factors, and migration patterns through a case study and make a prediction of demand for childcare • Prepare a survey questionnaire for parents so that a childcare service could be customized and accessible location could be identified. • Visit a childcare center and prepare a reflective report identifying gaps in the existing services and developing strategies to address them effectively. • Assess the need to set up a childcare centre in your vicinity and prepare a plan with location selection, space requirement and safety report of the selected location. • Calculate the initial expenses for starting a childcare business, such as rent, equipment, salaries, and any necessary licenses. • Perform accounting of above costs to ensure proper financial

• Discuss the importance of connecting with local organizations, schools, and community leaders to better understand the needs of the community. • Discuss the importance of building partnerships that can help promote your services and identify gaps in existing childcare offerings. Monitoring Competitor Services • Discuss the importance of analyzing the strengths and weaknesses of other childcare providers in the area. • Discuss how to use this knowledge to differentiate your creche, identifying gaps and opportunities for improvement in services. Understanding Cultural and Religious Considerations • Discuss the importance of offering services that are inclusive and sensitive to diverse backgrounds, making your childcare center a more appealing option for a wider range of families. Understanding Start-up Costs • Discuss how to estimate the Start-up costs needed for childcare facility by calculating the initial expenses, such as rent, equipment, salaries, and any necessary licenses. • List all the materials required to start a childcare - furniture, fixtures, appliances, play equipments, learning aids, office equipment, supplies etc. • Discuss how to prepare a childcare business plan by accounting these costs to ensure proper financial planning at the beginning. Setting Fees and Planning Budgets • Understand the considerations for deciding the appropriate fees of childcare services based on market research and cost structure. • Discuss how to forecast and create realistic budgets that cover ongoing expenses while generating sustainable profit for the center. Exploring Funding Options • State the pros and cons of different funding options such as loans, grants, CSR and sponsorships. • State ways to secure external funding to support the center's financial needs and raise resources for childcare center. Raise finances or funds for setting up the centre • State the standards and guidelines for starting a childcare center. • Explain the age and developmentally appropriate infrastructure required for a childcare center • Understand the process to procure materials for childcare at a competition price without compromising quality. Location Selection and Accessibility • Discuss the factors involved in selecting a safe, accessible location like proximity to residential areas, schools, public transport, and emergency services. • Discuss the importance of choosing locations free from potential hazards like heavy traffic or industrial zones.	planning at the beginning. • Prepare the start-up budget on excel/google sheet, needed to set up a childcare center. • Research on fees structure of nearby similar services and make a recommended appropriate fees structure based on market research and financial planning. • Prepare a sample job order for procuring the equipment required at ECD set up. • Furniture. • Toys and learning materials. • Hygiene supplies. • Specialized equipment: Sensory kits for children with special needs. Technology tools for interactive learning. • Plan a layout to organize the available mock space in such a manner that it meets the needs of different age groups of children in childcare. Also, make a reflective report on modifications needed in the mock space to ensure safety and make it child friendly. The following points are to be demonstrated through the layout: • Furniture Arrangement: Demonstrate positioning of furniture to ensure safety and accessibility, including child-sized tables, chairs, and storage units. • Safety Measures: Demonstrate the use of safety gates & corner protectors, securing furniture to walls, and covering all electrical outlets to prevent accidents. • Activity Zones: Locate and label specific areas for play, and learning to provide structured, yet flexible environments for children. • Sanitization Stations: Demonstrate checking of functioning of handwashing stations and placement of sanitization supplies at accessible points to promote cleanliness and hygiene. • Storage: Organize toys, educational materials, and personal belongings in storage, ensuring easy accessibility. • Ventilation: Demonstrate checking of a comfortable environment with adequate ventilation, natural light, and appropriate temperature control.
--	---

- State the local regulations related to where a center can operate, including zoning laws, building codes, and fire safety requirements.
- Discuss the importance of ensuring the building is accessible for children with disabilities which includes adding ramps, wider doors, accessible toilets, and making sure the overall layout accommodates special needs.

Space Planning and Safety

- Understand the legal requirements for square footage per child.
- Discuss the importance of appropriate space allowing children to move freely, engage in activities, and ensure safety without overcrowding.
- Discuss the importance of division of the space into designated areas for different activities such as playtime, rest, learning, and meals.
- Discuss the do's and don'ts for childproofing the space to prevent accidents including securing furniture to the wall, covering sharp edges, ensuring electrical outlets are safe, using non-toxic paints and materials, and ensuring floors are soft and slip resistant.

Furniture and Equipment

- Discuss the need for age-appropriate furniture and importance of investing in furniture that is sized for young children, including chairs and tables at the right height, cribs or cots for resting, and storage units that are accessible but safe.
- Discuss the importance of ensuring that all equipment meet safety standards and be regularly checked for wear and tear.
- Understand the importance of Ergonomic furniture for staff so that staff feel comfortable while performing tasks, particularly feeding or changing diapers, which require prolonged standing or bending.

Security Measures

- Discuss the importance of investing in security systems to prevent unauthorized entry or any safety incidents.
- List various security measures including installation of CCTV cameras, secured entry/exit points, and a visitor management system ensuring access to only authorized individuals in the children's area.
- List the uses of various safety equipment/systems which include child safety gates, high-chairs, changing tables, storage for hazardous materials (e.g., cleaning supplies), childproof locks on doors, windows, and cabinets, fire alarms, extinguishers, etc.
- Discuss the importance of preparing evacuation plans and ensuring that all exits are clearly marked and accessible in case of emergencies.
- Discuss the importance of regularly checking fire

Sleeping and Breastfeeding Space:

- Locate and label clean, comfortable areas for children to sleep in and for breastfeeding, ensuring these spaces are quiet and well-equipped.
- **Washrooms:** Demonstrate cleaning techniques of washrooms.
- **Kitchen:** Demonstrate how the kitchen area could be secured to keep it inaccessible to children, ensuring safety and preventing accidents.

safety equipment, securing emergency exits and conducting fire drills periodically to ensure everyone knows how to evacuate safely. Lighting, Ventilation, and Comfort • Discuss the importance of plenty of natural lighting and ventilation creating a pleasant and healthy environment. • Understand how good airflow and temperature control are maintained through heating or cooling systems. Storage Solutions • Discuss how to plan an organized, easily accessible and safe storage space for keeping toys, and educational materials. • Discuss how to secure storage for hazardous items such as cleaning agents, medications, and sharp objects in secure cabinets with locks and out of reach of children. Maintenance and Regular Inspections • Discuss the process of regular checks and routine maintenance of the building, furniture, and equipment such as inspecting furniture and equipment for stability, fixing any broken items, testing safety equipment, and checking the building for potential hazards like leaks or faulty wiring. • Discuss the importance of preparing a protocol for hazard reporting for staff to report issues, such as damaged equipment or unsafe conditions, so they can be promptly addressed. Emergency and First-Aid Facilities • List the items and uses of First-aid kits. • Discuss the importance of staff training in basic first aid and CPR to handle minor injuries and emergencies. Quiet Zones and Rest Areas • Discuss the layout of restful areas with clean, soft furnishings, calming colors, and minimal noise disruption, to provide comfortable and peaceful environment for children to rest, take naps, or engage in quiet activities.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Furniture, Toys and learning materials, Hygiene supplies, Specialized equipment: Sensory kits for children with special needs. Technology tools for interactive learning. Case studies and demonstrative videos on teamwork, group dynamics/role play	

Module 4: Registration and Legal Compliance Mapped to HSS/N8902, V1.0

Terminal Outcomes:

- Register the childcare center with the appropriate authorities, ensuring legal recognition and adherence to safety standards.
- Ensure legal and banking requirements to start the Centre.
- Formulate written policies for each function and domain of childcare service.
- Design a manual of procedures to be followed in the day-to-day operations of the childcare centre.
- Establish an expert committee for maintaining quality standards and ensuring continuous guidance on early childhood development practices.
- Implement expert recommendations to enhance center operations and services.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Explaining the Necessity and Different Methods of Registration: • Discuss the need of registering a childcare center/facility/institution for meeting legal and safety standards. • Describe the various ways to register a center, such as registering as a company, trust, or home-based service. Completing Legal Compliance and Meeting Government Guidelines: • Describe the necessary steps to complete legal compliance and align their operations with government guidelines. • Discuss various national and local regulations specific to childcare services. Understanding Health and Safety Standards: • Discuss the specific health and safety standards required for operating a childcare center, such as sanitation, food handling, and emergency preparedness. Insurance and Liability Requirements: • Discuss the necessary insurance types for a childcare center, ensuring protection for property, staff, and liability issues related to children's safety. Employment Laws and Staff Contracts: • Discuss the labor laws, staff contracts, working hours, compensation, benefits, and workplace safety regulations to ensure compliance with employment standards. Creating a Code of Conduct and Ethical Guidelines: • Discuss the importance of a code of conduct for staff and children helping them maintain a respectful, safe, and ethical environment that meets legal and moral standards. Data Protection and Privacy Laws: • Discuss the need and steps to manage personal	• Research on the various registration options and discuss in class their choice of the most suitable model for their business and why they have chosen the same. • Demonstrate the necessary legal steps in a mock case study to ensure compliance with government guidelines, health and safety standards. • Perform audits and inspections of a set-up and make a report on the method, checklist, findings and required modifications. • Perform class discussion on ways to manage data privacy and employment laws effectively. • Prepare sample child protection, birthday, parent/family visit, environmental and personal hygiene policy for the childcare centre. • Formulate a draft composition, terms of reference and ways to manage an expert committee.

information of children, parents, and staff in compliance with privacy laws, ensuring secure record-keeping practices. Regular Audits and Inspections Compliance: - Discuss need, steps, checklist and reporting mechanism to prepare for audits and inspections, ensuring the center is always ready for government reviews and stays compliant with legal requirements. Registering for Tax Identification Numbers (TIN): - Describe the steps of obtaining a TIN and understanding the tax obligations of running a creche, such as VAT or GST, as applicable to the business. Creating Documentation for Accreditation: - Discuss how to meet accreditation (if available) standards for their center to enhance credibility and eligibility for funding or public recognition. Childcare centre policies and standard operating procedures - State the importance of having written policies in a childcare centre - Discuss how to frame policies for staff, celebrations, child safety, protection, hygiene, health, admission, inclusion, etc - Discuss the importance of and ways to communicate childcare centre policies to internal and external stakeholders. - Describe the importance of having a standard operating procedures manual for a childcare centre - Discuss the elements to be covered while preparing procedures for each domain and service of childcare centre - Explain the importance of monitoring the implementation of standard operating procedures (SOPs). - Understand the need for review and revision of SOPs and childcare policies periodically. Formation of Expert Committee: - Discuss the need, constitution, terms of reference to form and utilize an expert committee specializing in Early Childhood Development (ECD) to guide carepreneurs in maintaining and enhancing quality standards in their childcare services. - Discuss how carepreneurs could collaborate with these experts for curriculum development, ensuring compliance with childcare regulations, and implementing best practices. - Discuss the need to maintain regular consultation with the committee to help in adapting to evolving standards and ensuring continuous improvement in the center operations.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster.	
Tools, Equipment and Other Requirements	
Sample registration form, acts/laws reference, internet, case studies	

Module 5: Staffing and Training Mapped to HSS/N8902, V1.0

Terminal Outcomes:

- Assess the staff need for childcare and ways to recruit and hire qualified staff with relevant childcare experience.
- Facilitate training of their team in first aid, safety, and child management, ensuring a secure environment for children.
- Maintain proper staff-to-child ratios, schedule staff efficiently, and implement ongoing professional development.
- Monitor childcare staff's work and assess their performance in a just and fair way to ensure effective functioning of childcare.
- Mentor and build a childcare team.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Hiring Qualified Staff • Explain the requirement for manpower planning. • Discuss the various job roles needed in a childcare centre by assessing the need for childcare staff based on the scale of operations • Define the roles of various childcare staff • Discuss the basics component of job analysis. • Describe the process of identifying and hiring staff with relevant qualifications and experience in childcare. • Discuss the legal requirements for certifications to ensure that the staff can provide a nurturing environment for the children. • List the documents needed by each member of staff. • Discuss the formats of preparing letters of appointments, appreciation and termination. Maintaining Staff-to-Child Ratios • Explain the importance of maintaining appropriate staff-to-child ratios as per Govt norms like NBA Act, etc. to ensure that each child gets adequate attention. • Discuss the ways to schedule staff and always ensure proper staffing levels. Induction Training • Discuss how to assess the capacity building needs of childcare staff, crucial to prepare training plan. • Describe the contents of an induction program for childcare staff • Discuss the importance of including key areas for thorough training to staff such as first aid, child safety, and managing children's behaviour. • Describe the steps of designing, creating and implementing the training program. • Explain how to conduct KAP (Knowledge, Attitude and Practices) study periodically. • Describe the process and steps for creating interactive programs for different learning styles.	• Make a draft list of the institution/agencies using search engines from where to source care staff • Draft an appointment letter • Role plays on conducting an interview session. • Draft daily, weekly and monthly reporting formats • Review the sample performance appraisal formats used in the childcare sector and create a draft comprehensive appraisal form. • Prepare a draft induction plan for childcare staff across levels. • Prepare a draft presentation on a chosen topic for staff training • Role plays on an interaction session with a team member facing challenges. • Role plays on to create training programs for different learning styles to make programs interactive.

• Discuss how to assess whether the staff is equipped with the skills to handle emergencies and ensure children's well-being. Capacity building and Staff Retention • Discuss the ways to build a united, effective and efficient team • Explain the ways to mentor childcare staff and create a healthy professional work environment • Discuss the best practices to implement ongoing professional development for staff, including workshops and mentoring ensuring staff stay updated. • Explain the strategies to retain childcare staff Monitoring and Appraising Staff Performance • Discuss the importance of continuous monitoring and evaluating staff performance through regular feedback, observation, and appraisals, ensuring continuous improvement in care quality. • Describe childcare staff monitoring systems Know the different kinds of leadership • State the need for and importance of staff performance appraisal • Describe how to conduct fair and just performance appraisal	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, board eraser	
Tools, Equipment and Other Requirements	
Document and guidelines with detailed role description and limitations	

Module 6: Marketing and Engagement Strategies: Parents, Family and Community Mapped to HSS/N8902, V1.0

Terminal Outcomes:

- Understand the concept of marketing and ways to market childcare services.
- Attract families by applying effective marketing strategies and by being transparent in their communication about childcare services.
- Explain the benefits of and ways to involve parents, family and community in childcare services.
- Build and maintain strong, trusting relationships with parents, which is essential for the success of their childcare services.
- Enhance the reputation of their services in the community by building a strong brand identity.

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Affordable and effective marketing Strategies of childcare services • State what marketing is • Distinguish between marketing and sales • Explain the goal of marketing • State the key elements of marketing • Understand marketing research & information, pricing of various services, marketing strategy, evaluation and control • Describing various marketing promotional activities, corporate marketing • Discuss marketing ethics • Describe various means and platforms for marketing, promotion and branding activities for healthcare organization • Describe the different ways to promote childcare services • Discuss simple and effective marketing strategies to attract families, such as word-of-mouth, website, social media, promotional events, detouring of center, local promotions, outreach, etc. • Describe how to assist in loyalty programs and personalized services. • Discuss about facilitating referrals and partnerships with external stakeholders like schools, community leaders, workplaces, corporates, etc. • Discuss how to identify the unique points which make childcare different from others. • Discuss the key features which could be highlighted during promotions like safety, staff qualifications, and the educational offerings to make the center more appealing. • Discuss the importance and use of online marketing and digital platforms, including websites and social media. • Describe steps of preparing a marketing budget • Discuss how to assess the effectiveness of various marketing channels • Discuss the ways of collecting, maintaining and	• Review and analyse website and social media handles of 5 childcare centres to assess the strong and weak points wrt marketing • Role play of handling a phone enquiry and a visit enquiry • Prepare a google enquiry form to be filled by parents • List out some creative marketing ideas to increase the footfall in the childcare centre. • Make a marketing plan and its budget estimation applying simple marketing strategies to attract families and promote the services. • Demonstrate management skills while promoting and branding an organization in a role play • Prepare sample leaflets, flyers etc. for marketing, promotion and branding. • Research and make a list of the key members, associations, agencies, institutions in a given community who/which can be of help to the childcare centre. Conduct a discussion on the ways they can support. • Interview a childcare centre to know the level of involvement of parents, family and community. • Make a reflective report on different activities which could be planned for engagement with parents, family and community. • Prepare a parent feedback form for continuous improvement of the childcare services.

using potential customer data. • Understand the concept of enrolment funnel. • Explain the ways to convert leads into enrolments. • Describe how to calculate lead to visit ratio and visit to conversion ratio Calculate customer life value • Describe ways of implementing ethical marketing complying with laws, regulations and privacy while engaging in promotional activities. Transparency in Operations • Discuss the importance of clear and honest communication about the center's policies, fees, daily routines, and safety measures. • Discuss how transparency reassures parents about the quality and reliability of the services provided. Building Trust and Communication • Understand the need to collect relevant data about parents, family and key community members • Describe the importance of engaging with parents, family and community to create mutually beneficial relationships and strengthen involvement • Discuss ways to effectively communicate with parents, family and community. • Parent Feedback and Continuous Improvement • Discuss the importance and ways of maintaining open and consistent communication with parents, such as providing regular updates on a child's progress and addressing concerns promptly. • Discuss ways of seeking feedback through surveys or informal conversations • Discuss how regular feedback mechanism helps in identifying areas of improvement. Engaging Parents in Activities and Events • Discuss the importance and ways of encouraging parental involvement in various activities, such as parent-teacher meetings or special events, to strengthen the relationship between the centre and the family. • Discuss the ways of creating a sense of community within the center. Performance monitoring and improvement • Describe ways of monitoring the impact of marketing efforts on admissions and parent engagement. • Describe how to create newsletters etc. • Describe how to coordinate for networking events. Building a Brand Identity • Discuss the ways of creating a distinct and recognizable brand identity for the center through consistent messaging, a strong logo,	
--	--

and community involvement. • Discuss the importance of establishing a reputable image making the center stand out to potential families. • Explain how to develop parent engagement and brand positioning techniques.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Internet, Dummy telephone, dummy enquiry form, pamphlets of promotion & branding, dummy feedback form .	

Module 7: Holistic Childcare Program Development and Institutionalization Mapped to HSS/N8903, V1.0

Terminal Outcomes:

- Plan early childhood programs for a childcare centre.
- Collaborate with Early Childhood Development (ECD) experts to design age and developmentally appropriate childcare programs for different age groups.
- Organize an age and developmentally appropriate learning environment for holistic development of children.
- Inculcate play-based learning in early childhood.
- Develop skills to create effective implementation strategies for daily routines, ensuring the smooth integration of educational activities into the environment.
- Monitor the curriculum's effectiveness and adjust improve child development outcomes.

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Planning • Discuss the importance of planning in a childcare set up • Explain short term and long-term plans with respect to children's development • Discuss how the various national and international guidelines are to be referred to while making plans, childcare programs and identifying resources. Engaging Early Childhood Development (ECD) Experts • Discuss the importance of working with professionals to design and customize age-appropriate curricula that meet the developmental needs of children. • Discuss how to plan and work with experts so that a well-planned, safe, and stimulating educational content could be created. • Discuss the ways to ascertain the basic needs of children across different age groups and identify key areas of child development to further work with ECD experts to tailor the curriculum according to the needs of their specific target groups. Developing Childcare Program covering all domains of Development • Discuss the key elements to be considered while planning and developing age and developmentally appropriate learning activities to promote holistic development of children • Motor and Physical development: Discuss the importance and ways to design and incorporate the activities providing children with adequate time and opportunity to enhance the fine, gross, and precise motor skills of a child according to their age in such a manner that the physical growth and development of a child could be monitored as well. • Cognitive development: Discuss the importance	• Research various national and international guidelines related to ECD and prepare a PPT on their salient features. • Prepare a draft month's schedule for different age groups of children: 0-1, 1-3, 3-6, above 6 years • Observe, analyses and prepare a reflective report on the learning environment by visiting 5 early childhood care and education centres. Highlight positives and gaps. • Perform a group activity presuming each group as group of ECD experts and develop a draft curriculum with modifications as per the assigned operating model of childcare services. • Prepare a presentation on progression of play from infancy to 6 years aligning to developmental milestones. • Prepare a list of play materials and equipments for childcare and mention against each item the type of development ensured. • Prepare an age and developmentally appropriate model annual activity planner for different age groups of children: 0-1, 1-3, 3-6, above 6 years with following outcomes: • Developing Motor Skills with ability to create and adapt physical activities that support fine and gross motor skill development, fostering coordination, strength, and dexterity in young children through

and ways to design and incorporate the activities providing children with adequate time and opportunity to practice activities for sensory development, mental skills, concept development skills in such a manner that any deviation in cognitive skills of children as per the developmental milestones could be monitored as well.

- **Creative and aesthetic development:** Discuss the importance and ways to design and incorporate the activities providing children with adequate time and opportunity to practice activities through creative art, creative movement, creative thinking, aesthetic appreciation and science experience.
- **Communication and language development:** Discuss the importance and ways to design and incorporate the activities providing children with adequate time and opportunity to develop listening, speaking, reading, writing skills and skills related to sound discrimination, visual discrimination, audio and visual association in such a manner that children become school ready, communicate verbally and non-verbally and any deviation in communication skills of children as per the developmental milestones could be monitored as well.
- **Socio-emotional development:** Discuss the importance and ways to design and incorporate the activities supporting children's positive socio emotional development as well as encouraging children's self-confidence, self-esteem, participation, and decision-making skills.
- **Moral and Self-Help/Adaptive Development:** Discuss the importance and ways to design and incorporate the activities inculcating good habits, discipline, values, attitude and behavior in children.
- Discuss the importance and ways to plan activities in accordance with seasons, occasions, events, festivals, etc.

Teaching and learning aides, materials, methodologies and Learning environment

- Define the concept of learning environment
- Distinguish between positive and negative learning environments for a child
- Explain how to create a positive learning environment in a childcare set up
- Describe the ways to create learning experiences in nature and using natural resources.
- Discuss ways to research and explore the various teaching learning materials and equipment which are safe, economical, age appropriate, hygienic, environment friendly, sustainable, easy to use and store.
- Discuss the importance of arranging materials and resources required to conduct various learning

targeted exercises and play across different developmental stages.

- **Enhancing Cognitive, communication and creativity** Skills with ability to nurture communication, critical thinking, and creative thinking skills in children and implementing activities that promote language development, problem-solving abilities, and imaginative play across different developmental stages.
- **Fostering Social-Emotional Skills** with the ability to support children's emotional awareness, social interaction, and self-regulation as well as implementing age-appropriate activities that encourage emotional expression, peer interaction, and effective management of emotions and behaviours.

activities across ages (such as outdoor play equipment; toys and play materials for dramatic /pretend play; tools, toys and materials for sensory play; materials and supplies for art and craft area; materials for science area; age-appropriate library with books; suitable manipulative and construction toys; musical orientation instruments; etc.) • Discuss how to inculcate habit of reusing the resources and using of waste materials for creating teaching learning aids in children and staff. Play in early years • Describe the importance and benefits of play in early years • List the kinds of play in early childhood • Understand the elements of meaningful play • Distinguish between child led and facilitator led play Schedules and routines • Distinguish between schedule and routine • Understand the importance of routines and schedules in early childhood • Discuss the key elements to be considered while preparing age and developmentally appropriate routine and schedule for children in a childcare program, such as assisted daily living activities, sleep, meal, clean environment set-up, etc. Implementation, Monitoring and Adaptation • Discuss how to create an effective implementation strategy and ensure the program is smoothly integrated into the day-to-day operations of the center including organizing daily routines, mealtimes, nap schedules, and activities. • Discuss the importance of customization of the childcare program based on the type of childcare service (profit-based, non-profit, or community-based). • Discuss the importance and methods of monitoring the implementation of learning activities. • Discuss how to assess children's involvement and interest in various activities • Discuss strategies to track children's progress and make necessary changes to optimize learning and development outcomes based on feedback and observations. • Discuss how to monitor, record the effectiveness of the program and adjust it in consultation with ECD experts. • Discuss how to adapt educational content, schedules, and daily routines ensuring flexibility while maintaining quality care.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Play material equipment's, dummy monthly schedule etc.	

Module 8: Health & Wellness: Basic Medicine and Vaccination Concepts Mapped to HSS/N8904, V1.0

Terminal Outcomes:

- Explain the health and wellness domains.
- Accurately measure and interpret anthropometric indicators for growth monitoring.
- Strengthening physical, social, mental, spiritual and emotional health of children by incorporating suitable activities and strategies.
- Create a health policy of childcare set-up
- Ensure that infectious and other ailments in children are timely identified and reported by staff
- Monitor effective care of sick children by team
- Organize regular health checkups of children and staff

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introductory Health & Wellness Concepts • Define health and understand the concept of health and wellness in early childhood. • Describe the types of health indicators for children. • Describe the techniques and best practices for growth monitoring • Discuss and interpret anthropometric measurements through available trackers such as Poshan Tracker. • Discuss physical assessment related to growth monitoring. • Explain about identifying signs of growth faltering. Common Illnesses and Vaccination • List common infectious diseases such as diarrhea, influenza, typhoid, malaria, measles, chicken pox, cough, and fever etc. • Explain the significance of following prescribed rules and guidelines during any communicable diseases. • List the allergies common among children. • Understand the immunization schedule. Center Health Policy • Discuss the importance, format and key elements to be covered for drafting health policy of the center. • Discuss the importance of incorporating preventive measures in center health policy to be adopted by staff to prevent bacterial and viral infections such as by maintaining a clean environment and proper food storage. • Discuss the importance of incorporating an escalation and reporting matrix in center health policy for timely identification, monitoring, raising alarm and reporting of infectious and other ailments of children to authorities and parents.	• Prepare a health monitoring chart for children in a childcare set-up • Create a sample set of documents of records and reports of children. • Demonstrate the techniques of giving oral medicine to children. • Prepare a sample report on the immunization chart for children. • Prepare a sample report on overall health of children. • Demonstrate ORS making techniques. • Draft a health policy which could be followed in childcare set up. • Perform role play for timely identification and reporting of infectious and other ailments of children with monitoring effective care of sick children by team • Volunteer and become part of an organizing committee of a health checkup. • Plan a group activity for building team spirit and enabling children to resolve conflicts and negotiate with their peer group for fostering their social health. • Prepare a mock session plan for physical movements and activities like dance, yoga, athletics, etc. • Conduct a hands-on anthropometric measurement (Height, length, weight) with discussion on interpretation and counselling of the results. • Conduct a hands-on observation session with a group of children to recognize physical and developmental indicators of malnutrition and growth issues. • Offer a hands-on demonstration of digital tools or software used for

Implementing health systems • Explain the process of observing and reporting sickness or illness of child to higher authority or parents at the earliest • Explain how to administer the right dose of medicines to the baby or toddler on time, as instructed by parents or health professionals. • Understand the need to seek medical assistance when necessary for the child. • Discuss the ways of monitoring teams ensuring effective care is provided to sick children. • Discuss the importance of establishing a sick room/area and collaborating/hiring healthcare staff in a childcare set-up to handle sick children or to seek medical help. • Discuss dos and don'ts while handling sick children in center. • Explain the need for and ways of organizing health checkups for children in a childcare set-up. • Discuss the importance and ways of creating a happy experience for children through adult - child-child mindful interactions, age-appropriate activities, welcoming and comfortable environment for strengthening mental, spiritual and emotional health of children. • Discuss the importance of provisioning opportunities for physical movements and activities like dance, yoga, athletics, etc. for staff and children. Health Records: • Explain the importance of provisioning of the child -wise growth charts, health cards and assessment cards in the center. • Discuss the importance of monitoring that records address incidents of health issues, allergy episodes, etc. diligently. • Describe how to inform parents regarding health issues observed and allergy episodes. • Explain about managing growth monitoring records • Discuss data entry, retrieval, and analysis using digital tools. • Explain about importance of ensuring data accuracy and confidentiality.	managing and storing growth data efficiently.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Health monitoring chart, sample sets of documents (records and reports),Health sample reports of children, ORS ingredients, anthropometric scale.	

Module 9: Basics of Nutrition and Meal Management

Mapped to HSS/N8904, V1.0

Terminal Outcomes:

- Understand the concept of nutrition
- Develop awareness of and sensitivity to cultural differences in dietary practices and needs.
- Plan and ensure provision of balanced meals for children in the centre to promote good health.
- Prepare implementation strategies to ensure optimal nutrition for children and staff.
- Develop competencies in training and supervising staff to ensure high standards of nutritional care.
- Develop skills to facilitate regular nutritional assessments for monitoring the growth and development of children, identifying and addressing any nutritional deficiencies.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introduction to Nutrition and Balanced Diet • Define nutrition and nutritious food • Describe the macro and micronutrients • Explain the food groups • Discuss the importance of age-appropriate nutrition to support children's growth, brain development, overall health and prevent diseases • Describe the concept of balanced diet that includes carbohydrates, proteins, fats, vitamins, minerals, seasonal fruits, vegetables, and water supporting different aspects of growth and health. • Understand the calorie requirements for each age group and the appropriate food consistencies (liquid, semi-solid, and solid). Infant and Young Childcare and Feeding Practices • Describe the importance of first 1000 days. • Elaborate on best practices for breastfeeding initiation and promotion. • Discuss the complementary and bottle-feeding guidelines and techniques. • Discuss about responsive feeding techniques. • Discuss the importance of spreading awareness and providing support to ensure exclusive breast feeding till 6 months and ongoing breast feeding thereafter for children of age group 0-1 years. Meal Plan & Preparation • Familiarize with various recipes and meal plans so that meal planner could be developed considering the cultural context of children and children's food choice • Understand the considerations while planning a menu for childcare as per age groups. • Discuss the importance and ways of involving nutritional experts, parents and children in meal planning.	• Prepare a chart with visuals to introduce hygienic practices in kitchen • Prepare a draft age-group wise month's meal planner for children: 0-1, 1-3, 3-6 and above 6 years. • Prepare a list of 10 creative nutritious recipes for kids' meals. • Demonstrate through a role play breastfeeding positions and attachment using a mannequin • Demonstrate Counselling of mothers and family members on promotion of breastfeeding • Demonstrate hygienic cooking practices • Demonstrate cooking or meal planning where individuals teach families how to prepare nutritious meals, encouraging hands-on participation and learning. • Role plays on nutrition counselling for malnourished child parents. • Set up a simulation exercise where participants role-play the coordination process between staff and SAM child family to ensure timely management for SAM children. • Organize a group exercise where individuals collaborate to track and monitor the progress of SAM-affected children, emphasizing the importance of consistent follow-up.

- Discuss the importance of introducing innovative, nutritious, economical and child-friendly dishes on the meal menu.
- Discuss ways, formats and importance of sharing monthly meal planner with parents.
- Discuss how to inculcate healthy, safe and hygienic food preparation, storage, serving and discard practices at the center.
- Discuss the importance and ways of monitoring the preparation and storage of food to preserve maximum nutrients.

Eating habits & parental engagement

- Discuss importance of cultivating healthy eating habits / behaviour, self-feeding attitude and value of respect for food in the centre.
- Discuss the importance and ways of periodic monitoring and recording of children's growth parameters like height and weight; children's meal consumption and reporting the same to parents on daily basis.
- Discuss the importance of preparing a mechanism for recording and addressing concerns regarding children's food consumption and habits.
- Discuss the importance of regular communication with parents about their child's calorie requirements at home, awareness regarding age-based portion sizes and support in promoting self-feeding practices.

General Malnutrition and supplementary nutrition

- Explain about causes, symptoms, signs and ways to identify obesity, malnutrition and different macro and micro- nutrient deficiencies.
- Discuss how to identify nutritional gaps.
- Discuss community-based interventions for prevention of malnutrition
- Elaborate on types of supplementary nutrition interventions under ICDS (Integrated Child Development Services)
- Discuss the importance and ways to involve nutritional experts for facilitating supplementary foods and extra diet plan/support for malnourished children or children with nutritional deficiencies in the center.

SAM (Severe Acute Malnutrition) Management

- Discuss an overview of SAM: causes & consequences.
- Discuss about identifying SAM children and referral procedures
- Describe about monitoring SAM children in the community
- Describe about coordinating with healthcare facilities for SAM treatment
- Discuss about ensuring the follow-up of SAM

cases Discuss and Understand about CMAM guidelines (Community based management of acute malnutrition)	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Charts, female mannequin etc.	

Module 10: Hygiene and Sanitation Management Mapped to HSS/N8904, V1.0

Terminal Outcomes:

- Explain the systems needed in a childcare centre to promote personal, environmental hygiene and sanitation
- Apply self-hygiene, social distancing practices and infection control guidelines in center.
- Demonstrate correct waste disposal methods in center as per guidelines and regulations.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introductory concepts • Develop understanding of the concept of Healthy Living. • Understand the concept of hygiene • Describe the relationship between health and hygiene • Understand the importance of basic sanitation • Explain the elements of environmental hygiene and measures to ensure the same Personnel Hygiene • Develop techniques of Grooming of staff with general and specific etiquette to be followed on duty. • Explain the importance of self-vaccination against common infectious diseases. • Discuss importance of performing medical health checkup of staff as and when required • List the ways to promote personal hygiene amongst children and staff in a childcare centre • Understand what and how to develop effective teaching aids to promote hygienic practices amongst staff and children. • Explain the need and methods to monitor personal and environmental hygiene in a childcare centre. Environmental Hygiene • Explain the need for provisioning and monitoring safe food and drinking water facilities for children and staff in the settings. • Discuss the significance of conforming to basic personal and workplace hygiene practices such as washing hands, using alcohol-based hand sanitizers, examining office supplies/deliveries and their sanitization, etc. • Discuss the significance of encouraging maximal social distancing practices and institutionalizing alternate ways of carrying out everyday tasks (use of e-payment gateways/online learning/virtual meetings, etc.). • List various surfaces that may serve as potential fomites at workplace. • Identify PPE to be used at center and the process of donning, doffing, and discarding them. • Distinguish between the ways of sanitizing indoor	• Prepare a monthly duty chart for environmental hygiene • Prepare a chart of daily, weekly and monthly cleaning and sanitation to be done in a childcare centre. • List the ways to reduce plastic use in childcare • Demonstrate WASH (Water, Sanitation, and Hygiene) techniques. • Create sample Information, Education and Communication (IEC) material such as handouts, visual aids, etc. for raising awareness related to hygiene and sanitation practices. • Show how to sanitize and disinfect one's work area regularly. • Demonstrate the correct way of washing hands using soap and water, and alcohol-based hand rubs. • Display the correct way of donning, doffing and discarding PPE such as face masks, hand gloves, face shields, PPE suits, etc. • Demonstrate appropriate social and behavioural etiquette (greeting and meeting people, spitting/coughing/sneezing, etc.). • Prepare a list of relevant hotline/emergency numbers. • Select different types of waste and various types of colour coded bins/containers used for disposal of waste.

and outdoor workspaces. • Discuss the appropriate process of categorization, disposal, transportation, and treatment of waste and its significance. Hygiene and Sanitation Policies and Procedures • Learn the need for institutionalizing the organizational hierarchy and reporting systems. • Describe the legal and ethical issues related to hygiene and sanitation. • Explain the importance of conservation of resources • Discuss the ways of dealing with stress and anxiety during a disease/infection outbreak in the center. • Explain the importance of drafting and implementing incident reporting mechanism. • Discuss the ways of risk assessment and management. • Discuss the importance of drafting and implementing organizational hygiene and sanitation guidelines and ways of following them and reporting breaches/gaps if any. • Describe various guidelines for ventilation and air conditioning to be followed. • Discuss the importance and ways of creating communication channels with parents, emphasizing the importance of sending children to the center clean and hygienic • Discuss the importance and ways of developing protocols for staff to support cleaning and dressing children as needed, ensuring they always maintain a hygienic standard • Discuss the importance and ways of establishing and overseeing protocols for maintaining a clean and safe environment within the center • Discuss the importance of and ways of setting guidelines for using separate sheets for food, play, and rest areas and regularly sanitizing toys and other shared items to prevent the spread of germs • Discuss the importance and ways of establishing effective waste disposal systems to maintain a hygienic and safe environment for children	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Sample of monthly duty chart, create a sample IEC , visual aids ,display the correct way of donning.	

Module 11: Child protection, safety, First Aid and Emergency Management Mapped to HSS/N8904, V1.0

Terminal Outcomes:

- Demonstrate ways to create a safe environment for children in a childcare centre.
- Demonstrate techniques to prepare set up for children as per their needs.
- Respond to emergencies safely and appropriately.
- Maintain safe and secure environments by following child-proofing measures and health regulations, while also keeping accurate records for each child.
- Implement child protection policies, conduct staff background checks, and enforce safety protocols.

Duration: 07:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introduction to Child Protection & Safety • Describe the child's rights • Understand the concept of child safety • Understand the concept of child protection. • Distinguish between safety and protection Ensuring Safety in childcare centers • Describe how to ensure safety of children in a childcare • List the various safety equipments for a childcare facility. • Explain the use of protective devices such as safety devices. • Prepare the safety inspection checklist • Discuss elements to be taught to children in a childcare centre about safety. • List the activities for children on safety • Discuss indoors and outdoors safety for children. • Identify precautions to take for personal safety. Dealing Institutional Emergencies • Discuss the fire safety management procedure. • Explain about fire emergencies and safe use of electrical appliances. • Explain disaster management techniques to deal with institutional emergencies. • Discuss the standard procedures to be followed in case of emergencies. • Apply resource management in times of an emergency. • Discuss the first aid requirements needed in childcare centre and importance of medical collaborations for maintaining the same. • Describe reporting mechanisms and line of action. • Describe the methods of recognizing any risks and promptly informing concerned authorities. Child abuse and neglect • Understand POCSO Act and JJ Act.	• Prepare a presentation for staff and children on safety measures to be taken in childcare. • Role play of handling a parent with a complaint of child abuse • Role plays on the ways to handle a situation of a major accident in a childcare where a child is badly hurt. • Demonstrate through role play experience of managing various kinds of emergency situations. • Perform self-grooming. • Practice plays role on informing or reporting any emergency to higher authority. • Practice role plays on how to report or inform any harassment, abuse or violence to any children. • Practice role plays on mock drill fire management. • Practice plays a role on mock drills of earthquake or disaster preparedness. • Prepare a format for reporting medical emergencies in a childcare set-up to parents • Prepare a system of handling sickness and medical emergencies in a childcare centre. • Prepare first aid kit or box • Demonstrate the right technique of giving first aid care to children. • Prepare a list of local emergency response agencies such as Emergency Medical Service (EMS) team, ambulance, bomb disposal squads, fire and police departments, etc. along with their contact details. • Demonstrate correct technique of providing CPR on manikin using both single rescuer and two rescuer methods. • Demonstrate the correct way of assessing various signs and symptoms and

- List ways to teach children self-protection including safe/unsafe touch - Explain the ways to keep children protected from abuse and neglect in a childcare centre - Know the importance of reporting and swiftly addressing cases, if any, of child abuse or neglect - Describe the effect of abuse on child's behavior - Discuss the significance of background screening by police for criminal background checks, child abuse clearances and reference interviews. - Discuss the importance of training employees on how to prevent and address child abuse. - Discuss how to develop and enforce child protection protocols.	appropriate techniques of providing first aid care for following conditions: - chest pain/discomfort - choking. - giddiness and fainting. - stroke/paralysis attack. - fits or convulsions. - epistaxis. - Asthma - Heat stroke - Hypothermia - Demonstrate the correct technique of chest thrust/abdominal thrust in case of choking. - Demonstrate the correct technique of using inhale puff in case of Asthma. - Demonstrate the method of taking temperature and performing cold sponge in case of fever. - Demonstrate the method of preparing ORS solution or salt and sugar solution. - Design a dummy portable and segregable first aid kit as per requirements. - Demonstrate correct way of assessing conditions and appropriate techniques of providing first aid care during following conditions:
First Aid & Medical/Trauma Emergency response - Describe the importance of maintaining local emergency numbers as prevalent in region. - Explain the basic components of a first aid kit. - List the various dos and don'ts to be followed while providing first aid care. - List the common emergencies which could happen in and out of setup or area like trauma, snake bites, accidents, dog-bite, sprains, choking, fainting, unconsciousness, etc. - Discuss the importance of safety at time of accidents /emergency for children and workers. - Discuss the signs of abuse and harassment, accident, injury, pain, and other symptoms of illness and how to address the same with appropriate authorities. - Describe the standard procedure of Cardiopulmonary Resuscitation (CPR). - Discuss first aid care in low resource settings using culture sensitive examples.	- accidents. - wound care and bleeding. - burns. - snake/dog bite. - eye injuries. - drowning. - Injuries - Fracture - Shock - Poisoning - Demonstrate the method of putting direct pressure or compressive bandage or tourniquet to stop bleeding. - Demonstrate the method of using splints to immobilize the fractured area. - Demonstrate use of dressing, and bandages in cuts and injuries, sprain and strain. - Demonstrate the cooling technique in case of burns.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
First aid kit, local emergency contact numbers, CPR manikin, ORS solution pr salt + sugar , tourniquet etc.	

Module 12: Financial Planning and Cost Management

Mapped to HSS/N8905, V1.0

Terminal Outcomes:

- Understand financial management to make childcare profitable.
- Manage day-to-day finances, track expenses, and maintain healthy cash flow.
- Adapt the financial strategies based on the operating model, ensuring profitability or sustainability.
- Identify cost-saving opportunities while maintaining high service standards.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Understand the importance of financial planning to sustain the childcare centre • Distinguish between financial management and accounting • List the ways to ensure timely inflows in a childcare centre • Discuss how to manage expenses to match the inflows • Discuss the importance and methods of foreseeing and planning for unexpected expenses • Discuss how to manage petty cash for daily expenses • Describe the ways to manage surplus funds in a childcare centre • Discuss the ways to identify and plug financial leakages • Discuss the importance of reconciling bank statement • Explain the statutory requirements and compliances to be met by a childcare centre • List the best practices for managing day-to-day finances, including tracking income, monitoring expenses, and ensuring cash flow. • List the tools and strategies to keep financial records organized and easily accessible. • Discuss various statutory compliances like TDS, GST, EPFO, ESI and other applicable acts. • Understand the role of and importance of coordinating with a chartered accountant for conducting statutory audit and statutory filing like income tax and other returns. • Discuss the different softwares used for managing finances and how to use it. • Discuss how the financial structure of the childcare service will differ depending on whether it is a profit-based or non-profit setup • Discuss how to adapt their expense planning and financial strategies to suit their business model, ensuring financial sustainability. • Discuss the importance of identifying cost-saving opportunities in operations, such as	• Identify the sources of inflows and expenses in the centre, prepare an excel sheet / google sheet of monthly inflows and expenses and calculate monthly profit. • List the options to invest surplus funds. • Perform a role play on managing cash flow and handling bank transactions including reconciliation of deposits and withdrawals, maintenance of requisite bank records, and management of funds. • Perform a group activity of creating book-keeping and fulfilling statutory compliances like TDS, GST, EPFO, ESI and other applicable act.

negotiating with suppliers, streamlining processes, and minimizing wastage, to keep expenses under control while maintaining service quality.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
templates for bill book, receipt books, inventories, cash book/register, petty cash register, Balance sheet, computer with accounting software and MS excel.	

Module 13: ECD Center operations and administration

Mapped to HSS/N8905, V1.0

Terminal Outcomes:

- Develop and monitor implementation of policies and standard operating procedures for managing day-to-day operations of center
- Run the childcare operations and manage them effectively.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance, templates and methods to develop and monitor implementation of policies and standard operating procedures for financial management, manpower management, facility management and child management. • Discuss how to allocate responsibilities across childcare staff for smooth operations • Explain the process of vendor identification and procurement • Describe the system for timely supply of goods and services needed on regular basis • Discuss how to ensure timely and regular upkeep and maintenance of childcare centre • Discuss the importance of developing system to manage enquiry calls, visits and admissions of potential families/parents or other stakeholders in the centre. • Discuss the importance of developing system to organize centre tour of parents on regular basis. • Discuss the importance of developing system to organise festivals and significant days like birthdays • Discuss the importance of preparing annual plan of holidays, vacation, celebrations, functions, outings etc • Describe how to manage promotional events and sessions by external stakeholders in the centre. • Discuss the importance of training staff to follow up with prospective and interested clients for conversion into enrollment. • Discuss the importance of developing templates, policies and guidelines of the centre to manage enrollment procedures for the children. • Discuss the importance of developing the website, social media handle and keeping it up to date. • Discuss the importance of building a cordial relationship with parents, team, vendors, authorities, other stakeholders and local community for effective utilization of the facility.	• List the merchandise that can be considered by a childcare centre • List the steps that need to be followed for procuring capital goods. • Draft a job order for childcare bags, T-shirts, and caps. • Prepare a list of vendors you will need to supply various goods and services. • Draft the policies and standard operating procedures in given templates for following: • financial management like admission, fee payment, referral and discount policies, etc. • manpower management like recruitment, transport, holiday/leave, medical/health policies, etc. • facility management like meal, resource use, personal hygiene, environmental hygiene, sanitation, centre tour, etc. • child management like child protection, festival/birthday celebration, pick up and drop, inclusion
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Templates of policies and standard operating procedures for financial management, manpower management, facility management and child management	

Module 14: Behavior and Discipline Management Mapped to HSS/N8905, V1.0

Terminal Outcomes:

- Understand behavior in early years and how to effectively manage in a childcare set up.
- Deal with children on a positive note
- Ensure fairness, consistency and calmness in implementing discipline in the centre.

Duration: 02:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance of implementing discipline in the centre with fairness, consistency and calmness. • Understand the common behavioral challenges among young children. • Describe how to ensure discipline in a childcare centre. • List the dos and don'ts of handling behavior issues amongst children. • Discuss the techniques for effective BCC (Behavior change management). • Explain rules and boundaries that need to be communicated to children in a childcare centre. • Discuss the importance of displaying rules and boundaries of team, children and parents at an appropriate location of the centre. • Discuss the natural consequences strategy to deal with inappropriate behavior of the children, team and parents.	• Role plays a situation of managing behaviour of a child in a childcare centre. • Prepare a behaviour report format to record the incident of undesirable behaviour and measures taken to handle the situation. • Role plays an interaction with the parents of a child who has shown dysfunctional /inappropriate behaviour. • Given a role to manage behaviour and discipline of children for a day in a live center.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Case study and theories related to BCC.	

Module 15: Record Keeping, Inventory and Data Management Mapped to HSS/N8905, V1.0

Terminal Outcomes:

- Explain the kinds of records to be maintained in childcare and how to effectively manage childcare data.
- Ensure that inventories are up to date
- Analyses records and appropriately uses data for improving business operations

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Record Management • Explain the importance of record keeping and data management • Discuss the importance and ways of creating a system to record data of all potential families /enquiry calls / parents' visits • Discuss how to assess the enrolment funnel • Discuss the importance of completeness of the enrolled family's data along with identification proofs including parent's profession, child's medical details, immunization status and any specific concerns like allergies etc. • Discuss the importance and ways of developing systems of recording findings accurately in a development chart or diary or MCP (Mother and Child Protection) Card of the child • Discuss the importance and ways of developing systems of keeping daily attendance of children either manually or using biometric system • Discuss the importance and ways of developing a system to record daily activities of children including meals taken, nap period, medicines given (if any), washroom visits (in case of infants and toddlers), sudden illness, accident/injury etc. • Discuss the importance and ways of building a system to record children's progress to be shared with parents on periodic basis • Discuss the importance and ways of developing systems of maintaining the staff's record of staff's profile, qualification and experience credentials, appointment letter, performance appraisal, resignation/termination, attendance, leave, salary, etc • Discuss the importance and ways of developing systems of maintaining the transporter's records of driving license, vehicle details including registration, pollution check, police verification, etc. • Discuss the importance and ways of developing systems of monitoring the record of children availing of transport indicating trip	• Prepare a list of all records to be kept in childcare • Collect and prepare a portfolio of sample records of childcare staff, potential customers, financial records, records of daily routines and schedules, visitors, childcare transport records, activity and meal planners and records of sickness, accidents, abuse, neglect etc • Prepare an index of all files in an excel/google sheet • Prepare a format for storing complete data of all children enrolled in a childcare • Hands-on Exercise on various options of online automated data management software. • Role play on using sample data effectively for decision making and improving quality of childcare services. • Calculate return on investment based on sample data and make a plan for adjusting budgets. • Conduct a data-driven decision-making workshop where participants make practical decisions based on real data scenarios to understand the importance of evidence in decision-making. • Facilitate a hands-on data reporting workshop where participants learn how to transform collected data into informative reports, emphasizing practical skills in data visualization and interpretation.

details, caretaker escorting. • Discuss the importance and ways of developing systems of maintaining all financial records of fee receipts, expense invoices, bank statements, income tax returns, GST, TDS returns, ESI and EPFO payments (if applicable) • Understand the importance of developing systems of effectively organising records for easy retrieval, storage and discarding. Inventory Management • Understand the importance of maintaining inventories and kind of inventories to be maintained in a childcare centre. • Discuss the importance and ways of monitoring the inventories of all equipment, appliances, furniture, supplies etc Data Management • Discuss the ways to store data - online, hard copy. • Discuss how to analyze existing data of the centre for improving business operations and increasing the conversion ratios to sustain optimum number of enrolments. • Discuss concepts of Developing, Analyzing, and Acting (DAA). • Discuss how to analyze the lifetime value of existing families (customers) to ensure retention of kids in the centre. • Discuss the importance and ways of calculating return on investment and adjusting budgets accordingly, regularly and cost-effectively. • Discuss the importance and ways of utilizing center's data to decide channels of marketing and scaling up business operations.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
sample records of childcare staff, potential customers, financial records, records of daily routines and schedules, visitors, childcare transport records, activity and meal planners and records of sickness, accidents, abuse, neglect etc.Computers with latest version of automated data management software	

Module 16: Monitoring, Evaluation and Scaling Mapped to HSS/N8905, V1.0

Terminal Outcomes:

- Able to effectively monitor and evaluate the performance of the childcare service.
- Gather feedback, assess successes, and identify areas for improvement
- Develop strategies for scaling their centers, including opening new branches and expanding services
- Set growth milestones and utilize technology to streamline operations
- Ensure the long-term success and sustainability of the business

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Monitoring Performance • Discuss the vital role of performance tracking in ensuring success of the childcare center. • Discuss the importance and ways of setting clear key performance indicators (KPIs). • Discuss the importance and ways of gathering regular feedback from parents, staff, and children to assess satisfaction and identify areas that need attention. • Discuss the techniques for providing constructive feedback and guidance. • Elaborate on the conducting of regular field visits and monitoring activities • Discuss the quality of nutrition and healthcare services • Discuss various continuous improvement and quality assurance measures • Explain and describe effective and non-effective communication techniques at workplace and dealing with parents & guardian • Discuss positive attitude, self-motivation, problem solving, time management skills and continuous learning mindset in different situations. • Elaborate on how to communicate in a well-mannered way with others. • Discuss the importance of leveraging digital tools and software which can help track performance, maintain records, and communicate with parents more efficiently. • List the tools and how to use them to streamline the monitoring and evaluation process, providing valuable data to improve operations. Evaluating Success and Identifying Improvement Areas • Discuss the vital role of regular evaluation of the effectiveness of the services offered. • Discuss ways of performing, analysing and implementing SWOT analysis (Strengths, Weaknesses, opportunities and threats) • Discuss the importance of implementing	• Conduct a routine field visit and monitor tasks. • Role-play scenarios for demonstrating well-mannered communication, time management. • Demonstrate implementing and adhering to quality testing procedures through monitoring tools, feedback loops, and outcome assessment exercises. • Make a presentation encompassing KPIs of childcare center, a growth milestone chart indicating long-term and short-term goals of the center. • Research on various digital tools and software which can help track performance, maintain records, and communicate with parents more efficiently. • Hands-on exercise on digital tools for monitoring and evaluating data. • Perform SWOT analysis on sample case study and data. • Prepare an expansion plan based on case study and recommend its feasibility and additional requirements. • Research on successful and unsuccessful childcare businesses and prepare a report on the same.

changes that enhance service quality and support better child development outcomes. Expansion Strategy • Discuss how to measure the success of the childcare center and identify the right time of scaling up. • Discuss the importance and ways of opening additional branches once a childcare center becomes successful. • Discuss how to evaluate the feasibility of expanding involving assessing infrastructure, staffing, and compliance with local regulations, ensuring each new location meets the same high standards. Setting Growth Milestones for sustainability • Discuss the ways of setting achievable growth milestones and its importance in ensuring sustainability. • Discuss the ways of defining realistic long-term and short-term goals at regular intervals for enrolment, revenue, and operational capacity. • Discuss the importance and ways of tracking the progress against milestones and goals to make informed decisions about scaling the business.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Case studies, reports, tools of monitoring and tracking, advanced research and data analysis tools.	

Module 17: Early Detection and Intervention of 4D's: Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments

Mapped to HSS/N8906, V1.0

Terminal Outcomes:

- Identify children with 4D's (Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments).
- Sensitized and provide support in early detection and early intervention for children covering 4 'D's viz. Defects at birth, Deficiencies, Diseases, Development delays including disability.
- Understand simple ways and means of examining children.
- Develop skills which would help in screening children who have an impairment.
- Apply the ways to handle Divyang/Specially-abled children/children with special needs
- Facilitate early referrals for prevention from permanent disabilities.
- Spread awareness regarding early identification of infants and mothers who are 'at risk'

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introduction to 4D's: • Understanding stages of child development (physical, cognitive, emotional, social). • Familiarity with age-appropriate milestones in various domains. • Know the concept of Divyang. • Explain the types/categories of special needs in children. • Understand the concept and coverage of 4 D's (viz. Defects at birth, Deficiencies, Diseases, Development delays including disability) referring various guidelines such as Rashtriya Bal Swasthya Karyakram (RBSK) guidelines. • Explain the different defects which could be detected at birth, their signs and ways to facilitate its screening, early detection and interventions. • Explain the different physical-locomotor disability, sensory disabilities and mental retardation in children, their causes, symptoms, and ways to facilitate its screening, early detection and interventions and strategies to manage them. • Explain the different developmental delays/disorders (motor, cognitive, speech, language, social/emotional delays, etc.) in children, their causes, symptoms, and ways to facilitate its screening, early detection and interventions and strategies to manage them. • Explain the different learning disabilities/disorders (dyslexia, dysgraphia, dyscalculia, etc.) in children, their signs and ways to address them. • Explain the different conditions that can include developmental delays and/or learning disabilities (autism, ADHD, Down syndrome, etc.) in children, their causes, symptoms, and ways to facilitate its screening, early detection and interventions and strategies to manage them. • Explain the different impairments (cognitive, hearing	• Research and prepare a ppt on 4 D's (viz. Defects at birth, Deficiencies, Diseases, Development delays including disability) and perform a teach-back session to sensitize childcare staff on the subject of different disability /divyang. • Demonstrate uses of various simple screening tools and techniques to be used for early detection and identifying the red flags. • Survey and make a list of Child Health Screening and Early Intervention Services in your locality. • Visit a screening center and make a reflective report. • Organize/ participate as volunteer in a screening camp and make a reflective report. • Identify red flags of 4 D's in various case studies. • Make a survey/interview questionnaire citing need and use of early detection and intervention. Test a pilot and make an analysis report. • Create some IEC material for spreading awareness on simple screening methods and prevention strategies for different types of 4D's. Display the material and gather feedback on same.

or vision impairment, etc.) in children and special ways to handle children with impairment. • Explain the group of diseases common in children (dental caries, rheumatic heart disease, reactive airways diseases etc.), their causes, symptoms, and ways to facilitate its screening, early detection and interventions • Re-emphasize on the group of nutritional deficiencies (Anaemia, Vit A, Vit D, SAM, Goitre, etc.), their causes, symptoms, and ways to facilitate its screening, early detection and interventions. Screening, Early Detection and intervention, Referral: • State the need for effective screening, early detection, intervention and management to prevent these conditions from progressing to its more severe and debilitating form. • Discuss the importance and uses of various simple screening tools and techniques to be used for early detection such as Divyang protocol given under ICDS (Integrated Child Development Services), Disability Screening Schedule (DSS), etc. • Discuss how to use screening tools to identify/notice the red flags and importance of training the childcare staff on the same. • Discuss ways of spreading awareness about these signs, screening tools and need for early detection and intervention among parents and community. • Discuss how to train childcare staff to develop ability to keenly observe and analyze children's behavior, interactions, behavioral patterns and developmental milestones. • Discuss the importance of documenting and reporting observations and findings accurately and systematically. • Discuss ways of communicating concerns with children, parents, other caregivers and professionals effectively. • Discuss how to train childcare staff to develop a trusting relationship with children and parents. • Discuss ways of facilitating early assessment of children identified with some red flags of 4D's (Defects at birth, Deficiencies, Diseases, Development delays including disability). • Discuss how to collaborate with Child Health Screening and Early Intervention Services such as services under RBSK, Anganwadi centers, mobile health centers, or any nearby health facility equipped with screening services. • Elaborate on the nutritional needs of divyang/specially abled children • Discuss basic intervention techniques and when and where to refer to specialists. • Discuss the importance of working collaboratively with healthcare providers and special educators to implement basic early intervention and management strategies. • Discuss the importance of creating, using and	
---	--

displaying IEC materials for spreading awareness on simple screening methods and prevention strategies for different D's.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Case studies, screening tools and techniques to be used for early detection such as Divyang protocol given under ICDS (Integrated Child Development Services), Disability Screening Schedule (DSS), etc.	

Module 18: Strategies for managing children with special needs (CWSN): Diversity, Equality and Inclusion

Mapped to HSS/N8906, V1.0

Terminal Outcomes:

- Describe the concept of diversity and inclusion and how to build an inclusive childcare centre
- Apply simple strategies for managing children with disabilities in the classroom to facilitate inclusion of CWSN in ECCE centres.
- Describe the advocacy, counselling and support services offered by childcare centre.
- Address the needs of different abled children
- Address the needs of parents and families with differently abled children.
- Able to refer these cases to doctors and rehabilitative institutions so that corrective measures can be taken.

Duration: 07:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Diversity, Equality and Inclusion • Know the concept of diversity and equality • Understand inclusion and its types • Differentiate between empathy vs sympathy • Explain the need for and importance of inclusion in a childcare centre. • Describe the role of the childcare center and staff in creating an inclusive environment • Explain the infrastructural and staff needs of an inclusive childcare centre • Recognise the role of special educators in childcare and why hiring them matters. • State the challenges of building an inclusive set up and ways to overcome it. • Discuss ways of drafting policies and procedures to adopt and implement confidentiality, consent, and ethical practices in childcare esp. with respect to children with special needs with dignity and calmness. • Discuss the importance and ways of making children with special needs self-dependent. • Discuss how to identify elements of customization and plan a customized schedule for the differently abled children • Discuss elements to be considered while planning age and developmentally appropriate activities for the differently abled children as per the identified disability/impairment and setting clear goals for each child • Discuss the importance of orienting and training the staff in handling children with special needs • Discuss ways of monitoring the effective execution of customized plans of activities. • Discuss the importance of orienting and	• Draft a policy on inclusion for childcare. • Research and make a list of disability/impairment wise customization needed in infrastructure and activities to practice inclusion • Demonstrate through role play experience of management of divyang/ especially abled children • Demonstrate counselling of parents of divyang/ especially abled children • Survey and make a list of the institutions/clinics/resource people in your vicinity which provide the following services - • Assessment to identify and ascertain the special need. • Speech therapy, occupational therapy, reflexology • Special educator for academic, behavior and life skill support

sensitizing other children to practice inclusion. Advocacy, counselling and support services • Differentiate between the three roles of a childcare centre- advocacy, counselling and support services • Describe the various inclusions required in advocacy services. • Understand the need for counselling and ways to counsel parents and families of children with disabilities. • Discuss how to interact with parents and families in distress. • Understand the emotional trauma, social stigma and financial stress of parents with differently abled children • Understand the burnout of parents and staff working with different abled children and ways to handle, train and counsel parents and staff. • Outline the support services which could be offered by childcare centre. • Discuss the need to map various institutions in the vicinity of childcare offering therapies and treatment.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Case studies, reports, tools of monitoring and tracking, advanced research and data analysis tools.	

Module 19: Employability Skills (90 Hours)

Mapped to DGT/VSQ/N0103, V1.0

Mandatory Duration: 90:00			
Location: On-Site			
S.No.	Module Name	Key Learning Outcomes	Duration (hours)
1.	Introduction to Employability Skills	- Outline the importance of Employability Skills for the current job market and future of work. - List different learning and employability related GOI and private portals and their usage. - Research and prepare a note on different industries, trends, required skills and the available opportunities.	3
2.	Constitutional values - Citizenship	- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen. - Demonstrate how to practice different environmentally sustainable practices.	1.5
3.	Becoming a Professional in the 21st Century	- Discuss relevant 21st century skills required for employment. - Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. - Create a pathway for adopting a continuous learning mindset for personal and professional development.	5
4.	Basic English Skills	- Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone. - Read and understand text written in basic English. - Write a short note/paragraph / letter/e -mail using correct basic English.	10
5.	Career Development & Goal Setting	- Create a career development plan. - Identify well-defined short- and long-term goals.	4
6.	Communication Skills	- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. - Write a brief note/paragraph on a familiar topic. - Explain the importance of communication etiquette including active listening for effective communication. - Role play a situation on how to work collaboratively with others in a team.	10
7.	Diversity & Inclusion	- Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD. - Discuss the significance of escalating sexual harassment issues as per POSH act.	2.5

8.	Financial and Legal Literacy	Discuss various financial institutions, products, and services.	10
		- Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement. - Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions. - Calculate income and expenditure for budgeting - Discuss the legal rights, laws, and aids.	
9.	Essential Digital Skills	- Describe the role of digital technology in day-to-day life and the workplace. - Demonstrate how to operate digital devices and use the associated applications and features, safely and securely. - Demonstrate how to connect devices securely to internet using different means. - Follow the dos and don'ts of cyber security to protect against cyber-crimes. - Discuss the significance of displaying responsible online behavior while using various social media platforms. - Create an e-mail id and follow e- mail etiquette to exchange e -mails. - Show how to create documents, spreadsheets and presentations using appropriate applications. - Utilize virtual collaboration tools to work effectively.	20
10.	Entrepreneurship	- Explain the types of entrepreneurship and enterprises. - Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan. - Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement. - Create a sample business plan, for the selected business opportunity.	7
11	Customer Service	- Classify different types of customers. - Demonstrate how to identify customer needs and respond to them in a professional manner - Discuss various tools used to collect customer feedback. - Discuss the significance of maintaining hygiene and dressing appropriately.	9
12	Getting Ready for Apprenticeship & Jobs	- Draft a professional Curriculum Vitae (CV). - Use various offline and online job search sources to find and apply for jobs. - Discuss the significance of maintaining hygiene and dressing appropriately for an interview. - Role play a mock interview. - List the steps for searching and registering for apprenticeship opportunities	8

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

Mandatory Duration: 180:00	Recommended Duration: 00:00
Module Name: On-the-Job Training Location: Early childhood care and learning centres, such as daycare creches, child development institutions, and Balwadis etc.	
Terminal Outcomes • Recognize the significance of Early Child Development (ECD) & early childhood years. • Recognize ECD Set up and Management systems. • Plan and set-up early childhood care, learning and development center, which is safe, hygienic and comfortable and where children feel protected. • Meet all legal, financial and tax compliances. • Develop childcare centre policies and standard operating procedures. • Plan and manage recruitment, monitoring, training and appraising team/staff. • Plan, monitor, assess and revise age and developmentally appropriate childcare program ensuring learning and holistic development of children. • Integrate nutritional, health and safety requirements to ensure overall wellness of children. • Run and manage early childhood care, learning and development facility/center effectively, profitably and qualitatively. • Create awareness and visibility of the ECD center and build it into a quality brand. • Network and collaborate with community and engage parents in learning activities and decision making. • Create an inclusive centre for children with developmental delays, learning disabilities and impairments ensuring advocacy, counselling, referral and support services to their parents and families. • Monitor, evaluate, and scale early childhood care, learning and development activities • Ensure a safe, healthy & secure environment and set-up for children. • Ensure Sanitization and infection control guidelines are followed by the center. • Ensure holistic development and wellbeing of children. • Demonstrate handling of biomedical waste from its segregation in different colored dustbin as per the local biomedical waste management protocol to record entry of inventory of materials purchase for waste disposal. • Demonstrate spillage management with 1% hypochlorite solution.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduation/ Post-Graduation	Any field preferably certified in ECD/ ECCE /Home Science/ social work / child psychology / Public Health/ Education or HSSC certified carepreneur or equivalent	4	In childcare administration	2	In ECCE center / Preschools/ Nursery School / NGOs	As full-time faculty for all modules
Diploma /graduate/Postgraduate	Nursing, preferably certified in maternal and childcare or pediatrics or equivalent	3	In childcare /pediatrics	3		As guest faculty for module on childcare giving and development
Graduate/Postgraduate	Dietetic and nutrition or equivalent	3	Preferably in child nutrition	1		As guest faculty for module on nutrition and meal management
Medical graduate	MD/DNB / fellowship in pediatrics or equivalent	1				As a guest faculty for module on medicine, administration, vaccination, emergency response and early detection of 4d's.
Diploma/graduate/postgraduate	Education, preferably certified in ECCE / Special Education or equivalent	2		1		As a guest faculty for module on childcare programme
NSQF Certification	HSSC certified carepreneur – ECD services	3		2		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Carepreneur-Early Child Development (ECD) Services” mapped to QP: “HSS/Q8903, V1” with minimum score of 80%.	Recommended that the Trainer is certified for the Job Role: “Trainer (VET & Skills)”, mapped to the Qualification Pack: “MEP/Q/2601, V2.0” with minimum score of 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduation/ Post-Graduation /PhD	Any field preferably certified in ECD/ ECCE /Home Science/ social work / child psychology / Public Health/ Education or or equivalent	4	In childcare administration	1	In ECCE center / Preschools/ Nursery School /NGOs	
Diploma /graduate/Postgraduate	Nursing, preferably certified in maternal and childcare or pediatrics or equivalent	5	In childcare administration	3		
Medical graduate	MD/DNB / fellowship in pediatrics or equivalent	1	In childcare administration			
Diploma/graduate/postgraduate	Education, preferably certified in ECCE / Special Education or equivalent	2	In childcare administration	1		

NSQF Certification	HSSC certified carepreneur – ECD services	3		2		
-----------------------	---	---	--	---	--	--

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Carepreneur- Early Child Development (ECD) Services” mapped to QP: “HSS/Q8903, V1.0” with minimum score of 80%.	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q/2701, V2.0” with minimum score of 80%.

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Healthcare Sector Skill Council or with the HSSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools and equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment and equipment etc.

3. On-Job Training: OJT would be evaluated based on standard logbook capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.

4. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions.
- iv. Fill in the blanks
- v. Scenario-based Questions
- vi. Identification Questions

QA Regarding Assessors:

Assessors are selected as per the "eligibility criteria" laid down by HSSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to HSSC Assessment Framework, competency-based assessments, assessors guide etc. HSSC conducts "Training of Assessors" program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

57 Carepreneur-ECD services

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
NPWT	Negative Pressure Wound Therapy
CPR	Cardio-pulmonary Resuscitation
MLC	Medico Legal Case
PPE	Personal Protective Equipment