DIPLOMA IN CHILD CARE AND CRECHE MANAGEMENT

(With effect from 2013-2014)

Regulations for Appointment of Teachers and their Qualifications
Post graduate in Child Development, Family and Community Science, Extension Education, Foods and Nutrition, Food Service Management with NET qualification or M.Phil qualification.

Regulations for Candidates Eligibility for Admission in to the Course
Completion of Higher Secondary in Bio- Mathematics group, Mathematics- Computer Science group / Vocational groups.

Duration of the Course: 6 Months or 180 Hours.

Eligibility for Degree

1. No candidate shall be eligible for degree except by completing the prescribed course of study and passing all the prescribed external examinations.
2. The passing minimum is 35% and a candidate will be declared to have passed.

Instruction
- Maximum marks for each theory and project is 100.
- Maximum marks for a pass in each paper is 35%.
- All the papers, including projects valuation will be done by external examiner.

Question Paper Pattern
- Part – A 10x2= 20 marks (No choice)
- Part – B 5x8 = 40 marks (5 questions out of 8 questions)
- Part - C 2x10=40 marks (2 questions out of 4 questions)
  Total =100 marks

Course Outline

<table>
<thead>
<tr>
<th>S.No</th>
<th>Papers</th>
<th>Theory marks</th>
<th>Hours</th>
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<tbody>
<tr>
<td>1.</td>
<td>Child Development and Psychology</td>
<td>100</td>
<td>30</td>
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<td>2.</td>
<td>Child Health, Hygiene and Nutrition</td>
<td>100</td>
<td>30</td>
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<td>3.</td>
<td>Preschool and Creche Management</td>
<td>100</td>
<td>30</td>
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<td>4.</td>
<td>Project</td>
<td>100</td>
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<td></td>
<td>Total</td>
<td>400</td>
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750
Project Components

Project should be carried out based on the Project Components given in the syllabus.

PAPER – I
CHIL DEVELOPMENT AND PSYCHOLOGY

Objectives

1. To understand the wholesome growth of preschool child
2. To understand and apply projective techniques

Unit - I


Unit - II

Fundamental principles of growth and development- social, motor, physical, mental, intellectual and emotional development and factors influencing growth and development.

Unit - III

Personality development – Meaning of personality, Change in personality, Persistence in personality, some important personality determinants, Level of adjustment, Hazards in personality development.

Unit - IV

Promoting development of aesthetic sense, Character, Moral, Religious and Creativity, Care and way of treating abnormal, Delinquent and Gifted children.

Unit - V

Psychological needs of preschool child, Play behavior in children, Common behavior problems, habits and habit formation.

References

PAPER - II

CHILD HEALTH, HYGIENE AND NUTRITION

Objectives

 Understand the significance of nutrition education, child health and hygiene
 Understand the elementary principles of nutrition
 Appreciate the importance of maintaining health records by school
 Create awareness about common ailments and their remedies

Unit – I : Child Health, Hygiene & Nutrition and its Importance


Unit – II : Elementary Principles of Nutrition

Infants – weaning – introducing weaning and Supplementary foods, Toddlers and Preschoolers- Nutrient requirements , Inculcating good feeding habits among children, Meal Planning for children. Use of creativity and culinary skills to enhance nutrition in children,

Unit - III : Nutritional Problems and Nutrition Education

Identifying early malnutrition in children and providing basic remedial measures, Childhood obesity-causes- measures to overcome eating disorders, Vitamin A deficiency- Causes, Symptoms, dietary recommendation, Planning and preparing low cost nutritious food and balanced menus for children, Nutrition education for teachers, parents and community

Unit -IV : Health Programmes and Hygiene in the School

Provision of healthy, clean and safe conditions in school, Creation of Healthy habits and routines, Organizations and Importance of Regular Medical Checkup Camps by School, Maintenance of health records by School, Significance of health records-Growth Monitoring chart.

Unit –V : Common ailments

Common ailments and infectious diseases- Types, causes, Symptoms and preventive measures. Immunization schedule, Administration of First Aid

References


PAPER - III
PRESCHOOL AND CRECHE MANAGEMENT

Objectives

- Understand the elements involved in organization and management of creche and Preschool.
- Create awareness of functions of various authorities dealing with crèche and preschool.
- Understand the various human and material resources required for conducting creche and preschool.

Unit - 1: Concept and organization of Creche and Preschool

a) Crèche and preschool - Meaning, need, importance of organization, Elements of organization and administration.
b) Difference between crèche and preschool

Unit - 2: Resource Management

a) Location, site and building
b) Types of rooms, arrangement of room (activity centers), ventilation, lighting and safety
c) Playground
d) Play equipment – types, criteria for selection, safety aspects – indoor and outdoor games
e) Storage facilities
f) Maintenance of furniture, equipment
g) Provision of safe drinking water and sanitary facilities

Unit - 3: Personnel Management

a) Role and qualities of teacher and caretaker and other staff involved in welfare and care of children
b) Teacher-child ratio
c) Need and importance of in-service training

Unit - 4: Records and registers

a) Need, importance and maintenance of records and registers
b) Types of records (Important records) – Admission, Progress, Financial, Equipment, Correspondence, Health
c) Types of register - Attendance (Staff, children), Accounts, Stock, Staff Profile
d) Methods of maintaining record of children – Cumulative and Anecdotal.

Unit - 5: Preschool Programme

a) Principles of preschool programme, planning of preschool curriculum – types of curriculum, planning activities for children, audio-visual aids for children and its importance.

References


**Project Components**

1. Scrutinizing the lay out of Creche and Preschool

2. Organization chart for Creche and Preschool.


4. Planning activities for children based on the curriculum of the preschool

5. Preparation of First Aid Box

6. Preparation and Maintaining a health record file

7. Meal planning – a) Planning cyclic menu for a preschool and crèche, b) Planning supplementary foods for children

8. Collection of different records and registers to be maintained in a preschool and crèche.

9. Analysing the availability and suitability of play materials