

Syllabus for Creche Assistant

| | |
|--------------------------------------|---|
| Course Name | CRECHE ASSISTANT, V2 |
| Course Code | STC -DMW/ 2021/0901, V2 |
| Level | 3 |
| Occupation | CRÈCHE ASSISTANT |
| Job Description | Crèche assistant, under the supervision of a senior manager, will help children in a crèche by giving them environment suitable for development of their language skill, cognitive skill, and social development skill. The assistant will also see that daily schedule of a crèche is maintained; food is served in a hygienic manner. They will also see that children are protected from various health hazards. |
| Course Duration | Total Duration 390 Hrs (T-90, P-180, OJT-60 and ES-60) |
| Trainees' Entry Qualification | Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8 th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one yr experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience |
| Trainers Qualification | Honours Graduate in Psychology with Diploma in Food and Nutrition |
| | |

Structure of Course:

| Module No. | Module name | Outcome | Theory (Hrs) | Practical (Hrs) | Total (Hrs) [Multiple of 30] |
|-------------------|---|--|---------------------|------------------------|-------------------------------------|
| 1 | Workplace safety | Apply safe & hygiene practices at the working place | 10 | 20 | 30 |
| 2 | Introduction | Explain the basic concept of crèche management. | 10 | 20 | 30 |
| 3 | Developmental Milestones and its significance | Perform activities leading to developmental Milestones of various age group children | 10 | 20 | 30 |
| 4 | Different developmental areas | Participate in developing cognitive, language, sensory social areas for children with different age groups | 10 | 20 | 30 |
| 5 | Concept of Special need children | Understand the children with special need | 10 | 20 | 30 |
| 6 | Food and nutrition and meal time | Perform meal time activity as per crèche schedule. | 20 | 40 | 60 |

| | activity | | | | |
|---------------|---|---|-----------|------------|------------|
| 7 | Causes of various childhood diseases & its prevention | Explain causes of various childhood diseases & its prevention | 10 | 20 | 30 |
| 8 | File case history report of a child | File case history report of a child | 10 | 20 | 30 |
| 9. | OJT | | | 60 | 60 |
| 10. | Employability Skill | | -- | -- | 60 |
| TOTAL: | | | 90 | 240 | 390 |

Employability Skill: 60Hrs (Provided by NCVET)

OJT: 60hours (in multiple of 30)

SYLLABUS:

Module No. 1: Workplace safety

Outcome: Apply safe & hygiene practices at the working place

Theory Content:

- 1.1 Personal protection in work place
- 1.2. Basic first aid
- 1.3. Safety signs for Dangers and Stop Caution and Personal Safety measures
- 1.4. Safety related to health
- 1.5. Prevention of accident
- 1.6 Identification of Sickness

Practical Content:

- 1.1 Identification of the equipment used
- 1.2 Identification of the environmental hazards
- 1.3 Identification of personal safety
(Make record book to present the activity mentioned)
- 1,4 Visit to a Crèche Centre and prepare a report on various activities practised there.

Module No. 2: Introduction

Outcome: Explain the basic concept of crèche management.

Theory Content:

- 2.1 Concept and definition of crèche
- 2.2. Different organizational pattern of Crèche management
- 2.3 Major structural component for Crèche management
- 2.4. Different practices of crèche Management
- 2.5. Essential components of a good Crèche management

Practical Content:

Module No. 3: Developmental Milestones and its significance

Outcome: Perform activities leading to developmental Milestones of various age group children

Theory Content:

- 3.1 Areas and mile stones of development
- 3.2 developmental tasks in different age
- 3.3. Effect of heredity and environment in Child's development.

Practical Content:**Module No. 4:** Different developmental areas

Outcome: Participate in developing cognitive, language, sensory social areas for children with different age groups

Theory Content:

- 4.1. Language and communication development
- 4.2 Sensory development
- 4.3 Cognitive development
- 4.4. Social development
- 4.5. Play development

Practical Content:

- 4.1 planning and organizing activities to develop cognitive skills
- 4.2 planning and organizing activities to develop social skills
- 4.3 planning and organizing activities to develop language and communication skills
- 4.4 Planning and organizing activities to develop creativity.
- 4.5 Planning and organizing activities to develop play .
- 4.6 Planning and organizing activities to develop recreational skills.

Module No. 5: Concept of Special need children

Outcome: Understand the children with special need

Theory Content:

- 5.1 Children with Intellectual Disability
- 5.2 children with sensory disability
- 5.3 children with learning disability
- 5.4 Children with loco motor disability

Practical Content:

- 5.1 Outline problem of children with Intellectual Impairment
- 5.2 outline problem of children with sensory Impairment
- 5.3 Outline the problem of children with learning Disabilities
- 5.4 Outline the problem of Loco motor Impairment

- 5.6 Outline activities to increase participation the crèche of a child and communicate with the parents.
- 5.7 outline the activities of a crèche assistant to increase the preschool skills of the children

Module No. 6: Food and nutrition and meal time activity

Outcome: Perform meal time activity as per crèche schedule.

Theory Content:

- 6.1 Conception regarding vital vitamin and minerals
- 6.2 Hygienic food preparation and storage
- 6.3. Concept of Balanced diet
- 6.4. Causes of Malnutrition
- 6.5 Basic rules to hygienic food serve.
- 6.6 Basic personal hygienic rules during meal time activities.

Practical Content:

- 5.1 Outline a balanced diet for children
- 5.2 Outline a diet chart for children with specific illness.
- 5.3 outline the lunch time activities in the crèche.
- 5.4 outline the feeding schedule of a child with nutritional deficiency.
- 5.5 Outline age appropriate diet chart of the children (preschool to adolescent)
- 5.6 Outline cleaning activities before, during and after meal time for the children
- 5.7 Outline cleaning activities before during and after meal time for the crèche assistant.

Module No. 7: Causes of various childhood diseases & its prevention

Outcome: Explain causes of various childhood diseases & its prevention

Theory Content:

- 7.1.Common childhood disease
- 7.2.Concept regarding water Bourne disease
- 7.3 Concept regarding Air Bourne disease
- 7.3.Concept regarding Vector Bourne disease

Practical Content:

Module No. 8: File case history report of a child

Outcome: File case history report of a child

Theory Content:

- 8.1.Interview with the parents.
- 8.2.Filling up the case history format.
- 8,3 Reporting and rating the progress of a child in different skills.
- 8.4Reporting of the Basic activities in the crèche

Practical Content:

- 8.1 Filling up the format of the case history through interview
- 8.2 Construction of an immunization chart
- 8.3 Construction of a chart containing common childhood diseases seen in the children in the Crèche
- 8.4 Filling up a record sheet to indicate child's progress
- 8.5 Make an outline of the activities of a crèche.

Learning Outcome – Assessment Criteria

| Module No. | Outcome | Assessment Criteria |
|------------|--|--|
| 1 | Apply safe & hygiene practices at the working place | <p>After completion of this module students will be able to:</p> <p>1.1 achieve a safe working environment in line with professional safety and health related issues according to the requirement</p> <p>1.2 demonstrate the use of first aid box and the use of materials and medicines in the box.</p> <p>1.3 demonstrate safety sign for danger, stop , caution and personal safety measure accordingly</p> <p>1.4 report or record to competent authority regarding the event of accident, sickness or other personal damage in detail.</p> <p>1.5 use PPE Kit, Hand Gloves ,Head Cap for personal protection.</p> |
| 2 | Explain the basic concept of crèche management. | <p>After completion of this module students will be able to:</p> <p>2.1 Able to explain the importance of crèche management</p> <p>2.2 Able to explain the organisational pattern & structural component of crèche management</p> <p>2.3 Illustrate the daily management schedule for a pre-primary age group child.</p> <p>2.4 Illustrate the daily management schedule for a primary age group child.</p> <p>2.5 Illustrate the daily management schedule for a secondary age group child.</p> <p>2.6 Able to maintain record book to ensuring that the activities are observed.</p> |
| 3 | Perform activities leading to developmental Milestones of various age group children | <p>After completion of this module students will be able to:</p> <p>Able to explain the changes in the different social, cognitive and emotional developmental areas from pre-primary to secondary age group of children.</p> <p>3.3 Able to perform some activities to provide the environment for overall development of pre-primary age group children, such as Jumping, Walking, running and turning pages, holding pencil, scribbling etc.</p> <p>3.4 Able to perform some activities to provide the environment for overall development of a primary–age group children through play</p> |

| Module No. | Outcome | Assessment Criteria |
|------------|--|--|
| | | <p>activities, drama, imaginative play, cooperative play and competitive play.</p> <p>3.5 Able to perform some activities to provide the environment for overall development of secondary age group children such as giving some responsibilities to organise a musical programme/celebration of various events etc.</p> |
| 4 | Participate in developing cognitive, language, sensory social areas for children with different age groups | <p>After completion of this module students will be able to:</p> <p>1.1 Able to identify basic sensory responses of a child in pre-primary level such as eye-sight, hearing ability.</p> <p>1.2 Able to participate in developing cognitive, language, sensory social areas for pre-primary age group of children by arranging following performances:</p> <p>(a) Showing flash cards to explain concepts of size & distance, shape, basic concept of number.</p> <p>(b) Reading and writing of words, identify pictures of animals, fruits etc.</p> <p>(c) Playing games such as hide & seek, passing the ball, musical chair, ring a ring a roses.</p> <p>1.3 Able to participate in developing cognitive, language, sensory social areas for primary age group of children by arranging following performances:</p> <p>(a) Solving jig-saw puzzles for jumbled words, pictures, Counting number after and before a given number, back counting, concept of math along with basic four operations addition subtraction, multiplication and division.</p> <p>(b) Making words, making sentence, recite poems, learning opposite words.</p> <p>(c) Playing games such as Ludo, carom, Chinese checker etc.</p> <p>1.4 Able to participate in developing cognitive, language, sensory social areas for secondary age group of children by arranging following performances:</p> <p>(a) Through project and brainstorming activity.</p> <p>(b) Activities like letter writing, paragraph writing. Comprehension writing, bio data writing.</p> <p>(c) Participate in drama, music, concert,</p> |

| Module No. | Outcome | Assessment Criteria |
|------------|---|---|
| | | chess, kitchen activities or gardening. 4.5 Able to organise or perform some games in a simulated environment like. |
| 5 | Understand the children with special need | After completion of this module students will be able to: 5.1 Explain different types of special need children with their specific characteristics like intellectual, visual, hearing, locomotors & learning impairment |
| 6 | Perform meal time activity as per crèche schedule. | After completion of this module students will be able to: 6.1 Able to follow specific time schedule for arrangement of meal /tiffin for the children. 6.2 Able to perform pre-meal time activity such as washing hands, utensils, place etc. 6.3 Able to perform various meal time activity like serving the scheduled food to the specific child in a hygienic manner like proper placement of plates, napkins, spoons, water, covering food, wearing gloves, aprons, head covers etc. 6.4 Able to help a child take the food during the meal times 6.4 Able to perform various post meal time activity like washing of hands & mouth of children, cleaning of place, proper use of dust bins, proper arrangement of washed utensils etc. 6.5 Able to demonstrate all above points through simulated environment. |
| 7 | Explain causes of various childhood diseases & its prevention | After completion of this module students will be able to: 7.1 Able to explain causes & prevention of the following diseases among the children, i.e. a) Common childhood diseases like Sore Throat, Ear Pain, urinary Tract Infections, Skin Infections. a) Water borne diseases like diarrhoea, typhoid, cholera, amoebiasis, hepatitis A. b) Air borne diseases like The common cold, Influenza Chickenpox, Mumps, Whooping cough, Tuberculosis, Coronavirus and Covid 19. c) Vector borne diseases like Dengue fever, Chikungunya Malaria , Yellow fever. |
| 8 | File case history report of a child | After completion of this module students will be able to: 8.1. Able to converse with parents of the children before admission regarding case history of a child and write a preformatted report, based |

| Module No. | Outcome | Assessment Criteria |
|------------|---------------------|--|
| | | on the conversation. 8.3 Able to write a monthly regular observation report as per given proforma on the activities of a child. |
| 9 | OJT | |
| 10 | Employability Skill | |

LIST OF TOOLS AND EQUIPMENT_CRECHE ASSISTANT (For batch of 30 candidates)

| S No. | Name | Specification | Qty |
|-------|--|---|--|
| 1 | First aid Box | Plasters in different size and shapes, Sterile Gauze, (Small, Medium & large,) Two sterile eye dressing, triangular bandage, crape rolled bandaged, safety pin, disposable sterile gloves, tweezers, scissors, alcohol free cleansing wipes, sticky tape, digital thermometer, skin rash cream (Calendula) cream or spray to relief insect bites and stings, antiseptic cream pain killers such as paracetamol (infant paracetamol), anti histamine cream or tablet, distilled water for cleaning wound, eye wash & eye bath. | 6 |
| 2 | 2(a) Case History Format 2(b) Proforma for Periodical assessment | It contents part I – which is basically the demographic information of the child such as child’s name, date of birth, age, gender, parents name, occupation, address, contact details etc. In the part II – it contents the birth history, developmental history, medical history, educational history, daily behaviour of the child and also contents the name and contact no of the child’s house physician for any medical emergency. As per Appendix appended For Periodical assessment, some skills are selected and the assistant will be asked to rate the skill accordingly. As per Appendix appended | 30 |
| 3 | Charts related to Safety Signs | As per Appendix appended | 30 |
| 4 | 4(a)Adapted Functional equipment for special needs children. Mobility device, large print book etc. 4(b) Specific materials for play 4 (c) Spetic materials for Safety and Hygiene 4(d) other miscellaneous | For Mobility device Wheel chair, Crutch, Walking frames and walking sticks etc. Cut-out Chairs can be useful for hyper active child. According to the need of the child normal print front may enlarged to help the child who is partially sighted. a) Ludo, b) Carom ,c) Chess , d) Chinese checker c) Flash card of Number, Shape ,Size, Distance, Alphabet, Word, , Picture of fruits ,Vegetables, Objects f)Ball , b) PPE kit b) Sanitizer c) Cap d)Gloves e) Soap Plate spoon glass napkin | 1 for each variety 15 30 |

CASE HISTORY FORM• **PART- A****CHILD**

1. Child's name-
2. Date of birth-
3. Age-
4. Gender-
5. Case id-
6. Address-
7. Emergency Contact No.
 - a) Family members-
 - b) Medical professional-

PARENTS

| | |
|----------------|----------------|
| Mother's name: | Father's name: |
| Occupation: | Occupation: |
| Phone no: | Phone no: |

OTHER FAMILY MEMBERS

| Name | Age | Relationship with the child | Phone No. |
|------|-----|-----------------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

• **PART B****BIRTH HISTORY**

- 1) This is our:

-
- Biological Child
- Foster Child
- Adopted child

- 2) Age of mother at the child birth-

- 3) Child's Birth Weight-

- 4) Any injury during pregnancy- Injury/ Accident / Disease.

- 5) Birth condition- Normal / Premature/ Prolonged delivery.

- 6) Any unusual problem at birth- Yes/ No
-
- If yes[explain]

- 7) Please identify any of the following which applied to your child during the first week of life

- a) Child needed oxygen-
- b) Child jaundiced-
- c) Child placed in special nursery-
- d) Child needed blood transfusion-
- e) Child remained in hospital following mother's discharge-
- f) Others(please specify)-.....

• **PART C**

DEVELOPMENTAL HISTORY

At what age your child

- a) Sat without support-
- a) Crawl-
- b) Walk-
- c) Dress and undress independently-
- d) Become toilet trained-
- e) Feed himself and herself-

Does your child

- a) Have difficulty chewing or swallowing-
- b) Drool-
- c) Have difficulty in maintaining balance-

• **PART D**

MEDICAL HISTORY

1) Has your child ever been hospitalized? Yes/No

If yes, how often?

2) Describe any serious illness that your child has had.....

3) Have any of these illness been accompanied by high fever? Yes/ No

If yes please describe.....

4) Please check any of the following that your child has experienced:

- Seizure
- Frequent respiratory
- Infection
- Serious head injury or accident
- Allergies (Please list).....
- Tonsillitis
- Headaches
- Asthma
- Chronic colds
- Others (Please describe):

5) If your child is taking any medicine- Yes/No

- Name of the medicine-
- Describe its purpose-
- Give the date started-

.....

• **PART E****EDUCATIONAL HISTORY**

1) Does your child attend nursery school/daycares? Yes / No

If yes-

- How many times per weeks?
 - At what age did he/she start?
- 2) Has day-cares/ nursery school expressed any concerns about your child's communication abilities? Yes /no

If yes, please describe-

.....

....

• **PART F****DAILY BEHAVIOUR****Does your child (Say-Yes or No)**

- 1) Sleep well ?
- 2) Eat well?
- 3) Play Well?
- 4) Play with other?
- 5) Get along with other children?
- 6) Get along with adults?
- 7) Would you describe your child as :

 - Average Overactive Underactive
 - Happy Unhappy
- 8) Is your child easy to manage? yes / No
- 9) What are his/her favourite play activities?.....

Thank you for completing this form**Signature of the Parent/Guardians****Signature of the person responsible taking the history****Date-****Place-**

| Periodical assessment of skills | RATE THE SKILL ACCORDINGLY | | | | |
|----------------------------------|----------------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| ATTENDENCE | | | | | |
| ATTENTIVENESS | | | | | |
| ATTITUDE TOWARDS PEERS | | | | | |
| ATTITUDE TOWARD RULES | | | | | |
| CHEERFULNESS | | | | | |
| HELPFULNESS | | | | | |
| COMMUNICATION SKILLS | | | | | |
| SENSE OF RESPONSIBILITY | | | | | |
| SELF - MANAGEMENT SKILL PERSONAL | | | | | |
| SELF MANAGEMENT WORK RELATED | | | | | |
| LEADERSHIP SKILL | | | | | |
| TEAMWORK SKILLS | | | | | |

| | | | | | |
|------------------------|--|--|--|--|--|
| ADAPTABILITY SKILLS | | | | | |
| ORGANIZATIONAL SKILLS | | | | | |
| PROBLEM SOLVING SKILLS | | | | | |
| OPENMIDEDNESS | | | | | |

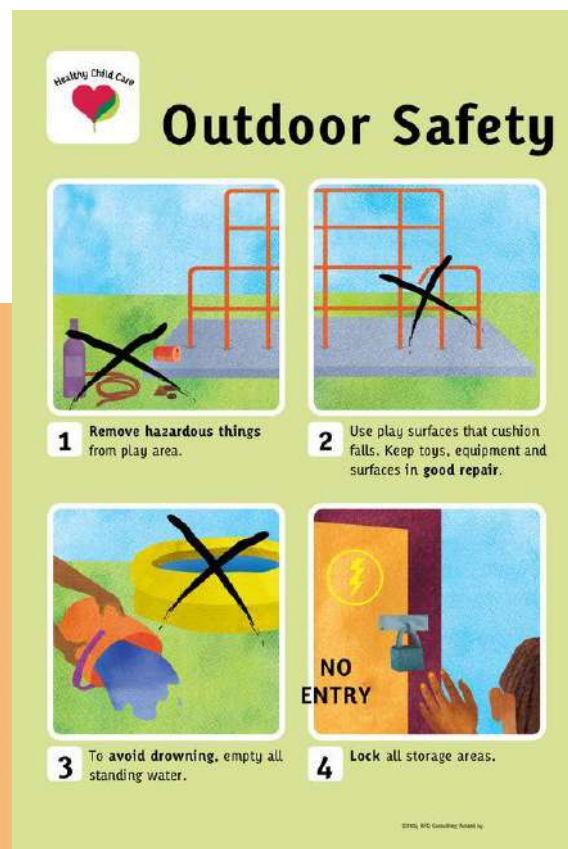
RATINGS

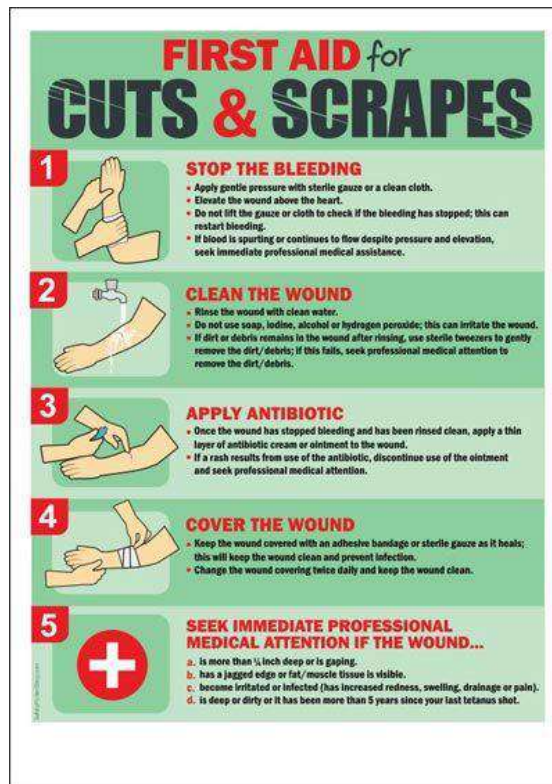
- 1-POOR
- 2-FAIR
- 3-AVERAGE
- 4-GOOD
- 5-EXCELLENT

Date

Signature of the Concerned Person

Appendix: Safety Chart images (point no 3)





Marks Distribution

| Outcome | Outcome Code | Total Th marks | Total Pr marks | Total OJT marks |
|--|---------------|----------------|----------------|-----------------|
| Apply safe & hygiene practices at the working place | DMW/0901/OC1 | 10 | 80 | 0 |
| Explain the basic concept of crèche management. | DMW/0901/OC2 | 20 | 80 | 0 |
| Perform activities leading to developmental Milestones of various age group children | DMW/0901/OC3 | 20 | 80 | 0 |
| Participate in developing cognitive, language, sensory social areas for children with different age groups | DMW/0901/OC4 | 20 | 80 | 0 |
| Understand the children with special need | DMW/0901/OC5 | 20 | 80 | 0 |
| Perform meal time activity as per crèche schedule. | DMW/0901/OC6 | 30 | 90 | 0 |
| Explain causes of various childhood diseases & its prevention | DMW/0901/OC7 | 20 | 80 | 0 |
| File case history report of a child | DMW/0901/OC8 | 10 | 80 | 0 |
| OJT | DMW/0901/OC9 | 0 | 0 | 150 |
| Employability Skills - 60 Hrs | DGT/VSQ/N0102 | 50 | 0 | 0 |