

## Format for Pre-school & Day Care at the NCR-Biotech Cluster

### 1. Details of the agency

Name, Contact, Email, Website	
Background details of the management- profile, experience	
Nature of organization- trust, partnership, pvt ltd etc	
Years of operation	
Organizational philosophy	
Experience in Preschool and day care industry	
Any other relevant information	
References- from the parent body/corporate tie ups as applicable (at least 5 references with their contact details should be provided)	
<b>Scope Matrix *</b>	
Provided by the host Organization	Space (Two 3BHK apartments), Electricity, Water, Security, once a day cleaning staff, Furniture for day care such as tables, chairs for kids (2sets - round tables with 5chairs) and teachers (two sets), cubbies (2), Godrej Almira (3), Refrigerator (2), Microwave(2), 4 burner gas stove(1), LPG connection, AC(6), Fans, lights. Geysers(2), Mixer grinder (1), Few Toys, Books, Fencing of play area, Modular Kitchen, Kids Beds (10), RO unit (2)
Provided by the interested Agency	CCTV, Food-Meals and two snacks, Teachers, Maids, Maintenance of all the equipment provided by the NCR-Biotech, Daily running costs, age appropriate activities, curriculum for the preschool, field trips etc.
Provided by Parents	Milk, Bedsheets, Diapers
<i>*which party will provide what</i>	

## 2. Services Offered/ Programs Offered with age appropriate activities

(the table may be expanded as required to include all relevant details)

	Age	Timing	Adult: Child Ratio	Activities
<b>Preschool</b>				
<b>Day Care/ Creche</b>	(6m-2yr)	Upto 5hrs		
		Full day >5hrs		
		Daily drop in (For less than 15 days)		
	(2yr-7yr)	Arrival –departure		
		12pm-6:30pm		
		2pm-6:30pm		
		Full day (summer break, winter break)		
		Daily drop in		
	(8yr-14yr)	2:30-6:30pm		
		Full day (summer break, winter break)		
		Daily drop in		
<b>Any other programs/services</b>				

## 3. Manpower Planning

Staff categories and numbers	
Qualification/profile required	
Minimum children required for project to be financially viable along with breakup of staff at the initial stages	by age/duration of stay in daycare/preschool profile
Minimum children required to add a member of staff (by category) for any age group	

Minimum children required for introducing any formal activities for after school children which require an outside mentor	
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Note: One employee in supervisory capacity from NCR-Biotech Cluster will monitor the day-to-day running of the preschool cum day care. She/He will report to the NCR-Biotech Daycare committee periodically

	Age	Timing	Fee
<b>Preschool</b>			
<b>Day Care/ Creche</b> (Timing 8:30-6:30)	(6m-2yr)	Upto 5hrs	
		Full day >5hrs	
		Daily drop in (For less than 15 days)	
	(2yr-7yr)	Arrival –departure	
		12pm-6:30pm	
		2pm-6:30pm	
		Full day (summer break, winter break)	
		Daily drop in	
	(8yr-14yr)	2:30-6:30pm	
		Full day (summer break, winter break)	
		Daily drop in	

#### 4. Infrastructure to be provided by organization in detail

S. No.	Basic Infrastructure	Brand Specific Setup

5. Describe your systems and procedures to manage, respond, correct, and control risk and ensure a quality program and operation.
6. Describe specific security procedures to ensure the safety of children in care.
7. Describe your complaint procedures. Include policies for handling parent complaints.
8. What assurances do you provide clients and parents that quality standards are being met? How do you oversee operations in locations at a distance from the corporate office?
9. Describe the systems you use to measure and monitor parent and client satisfaction.
10. Health and safety procedures that promote child health and well-being and prevent illnesses and injuries from occurring, and the management of health and safety problems when they arise. Include a description of your fire safety practices.
11. Food and nutrition program, including sample menus.
12. Exit Clause