



# Early Childhood Care and Education Authority

Serial:

## Registration of Pre-Primary School offering School Holidays Services

### Application form

Registration period January 2025 – December 2026

1. Name of School : \_\_\_\_\_
2. Address of School : \_\_\_\_\_
3. Phone number : \_\_\_\_\_
4. Email address : \_\_\_\_\_
5. Name of Manager : \_\_\_\_\_
6. Address of Manager : \_\_\_\_\_
7. Phone number of Manager : \_\_\_\_\_
8. Name of owner of building : \_\_\_\_\_
9. Address of owner of building : \_\_\_\_\_

### 10. Staff employed

SN	Name	D.O.B	Designation	Date of Employment	Monthly salary/allowances

**11. Roll of children participating in Holiday Programme**

Age	Boys	Girls	Total	From which school
3				
4				
5				
5+				
<b>Total</b>				

**Note: A pre-primary can offer school holidays services for children of the pre-primary (3 -5 & 5+)**

**Age group**

No of children for	No of group(s)	No of Teacher(s)/Caregiver(s)
3 – 4 years		3 – 4 years
4 – 5 years		4 – 5 years

**12. No. of Children with special needs:**

**If yes, Specify the needs:**

.....  
 .....

**13. Fee charged: ..... (Yes or No)**

**14.1 Building used for School Holiday Services**

- Separate building/area used for pre-primary school and School Holidays Services

Yes  No

- Same Building used for registered PPS:

Yes  No

## 14.2 Classrooms

No of classrooms

SN	Size of classroom/s in square meters (m <sup>2</sup> )	Length of classroom/s	Width of classroom/s	Classroom Capacity	Roll	No of Educator/ Care giver
1						
2						
3						
Total area in square meter m <sup>2</sup>						

## 14.3 Amenities (✓ as appropriate)

SN	Items	Yes	No	Quantity available
1.	Water closets (Toilet)			
2.	Shower			
3.	Water point			
4.	Wash hand basin			
5.	Water storage /tank			
6.	Individual towel			
7.	Fire extinguishers			
8.	Refuse disposal			
9.	Kitchen facilities			
10	Mattress to rest/nap			
11	Electrical appliances: Television Computer			
12.	First Aid Box			

#### 14.4 Play Equipment

SN	Items	Yes	No	Quantity available
1.	Plastic vehicles			
2.	Bicycle			
3.	Tricycle			
4.	Rings			
5.	Balls of different sizes			
6.	Scooter			
7.	Bowling set			
8.	Skipping rope			
9.	Kites			
10	Materials for creativity			
11	Tents			
12	Board games (Jeux de Société)			
13	Kitchen set			
14	Bedroom set			
15	Doctor set			
16	Sand pits			
17	Water tray			

#### 14.5 Other scrap materials to promote traditional games (La marelle, Sapsiway, Petanque, hopscotch, etc...)

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**14.6 Outdoor equipment**

Outdoor space available	..... <i>in sq mts</i>	
Is playground fenced and secure		
Outdoor equipment available	<b>Equipment</b>	<b>Brief descriptions</b>

**15. Other Services (*✓* as appropriate)**

<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	<input type="checkbox"/>

**15.1 Medical Scheme**

15.1.1 Medical/Insurance scheme for children

**15.2 Meal**

15.2.1 Meal provided by parents

15.2.2 Meal provided by school

Other (*Specify*): .....

**16.1 School holiday hours of service**

<b>From</b>	<b>To</b>	<b>Remarks</b>

**16.2 School Terms**

<b>Term</b>	<b>Dates</b>
<b>First term</b>	
<b>Second Term</b>	
<b>Third Term</b>	

**16.3 Period offering school holidays services**

<b>Period</b>	<b>Time</b>	<b>Holiday Theme</b>

16.4.

I ..... certify that the information given on this form is true, complete and correct to the best of my knowledge.

**Signature of Manager:** ..... **Date:** .....

**FOR OFFICIAL USE**

Name of Assistant Coordinator: ..... Date: .....

Signature: .....

Name of Coordinator: ..... Date: .....

Signature: .....

Comments of Assistant Coordinator: