



A Caring Institution

Early Childhood Care and Education Authority

Code:

**Application form for
Renewal of Registration of Private Pre-primary school for
Registration period January 2025 – December 2026**

- 1 Name of School : _____
- Address of School : _____
- Phone number of School : _____
- Fax number of School : _____
- Email address of School : _____
- BRN (Business Reg. No) : _____
- Bank Account No. : _____
- Bank & Branch: : _____
- 2 Name of Manager : _____
- Title (Mr/Mrs/Miss) : _____
- Address of Manager : _____
- Mobile number of Manager : _____
- Phone (Home) of Manager : _____
- Email address of Manager : _____
- Date of birth : _____
- Age : _____
- Nationality : _____
- Work permit (*if applicable*) : _____
- National ID No: : _____
- 3 Name of owner of School : _____
- Address of owner of School : _____

Phone number of Owner of school : _____

4 Name of owner of building : _____

Address of owner of building : _____

Phone number of Owner of building : _____

5 Type of school

Pre-primary school only

Pre-primary and day care centre

Pre-primary with Child Minding Service

- before & afterschool hours
- During school holiday

6. Staff employed including teaching and non teaching staff

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

List of pupils & birth certificate attached

7. Roll as at date of application (Re-new)

Age	Boys	Girls	Total
3+			
4+			
5+			
Total			

8(a). No. of Children with special needs

If yes, specify types:

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.....
.....

To submit: Medical Report/Diagnosis

8(b). Facilities available if any for children with Special Needs

	Yes	No
1. Qualified educators	<input type="checkbox"/>	<input type="checkbox"/>
2. Therapist services	<input type="checkbox"/>	<input type="checkbox"/>
3. Adapted bathroom	<input type="checkbox"/>	<input type="checkbox"/>
4. Adapted Toilet	<input type="checkbox"/>	<input type="checkbox"/>
5. Ramps	<input type="checkbox"/>	<input type="checkbox"/>
6. Handrail	<input type="checkbox"/>	<input type="checkbox"/>

9. Agreement with parents

- (i) Rules & Regulations of School *(Yes or No)*
- (ii) Monthly school fee claimed from parents Rs *(specify amount)*
(where applicable)
- (iii) Does the agreement include 13th month bonus *(Yes or No)*
(where applicable)
- (iv) Other contribution claimed from parents:
(where applicable)
 - a registration fee Rs *(specify amount if yes)*
 - an advance fee payment Rs *(specify amount if yes)*
 - school materials Rs *(specify amount if yes)*
 - food programme Rs *(specify amount if yes)*
- (v) Does the school benefit from? GIA PCG

Upload copy of Agreement

10. Building.

	Yes	No
Concrete only	<input type="checkbox"/>	<input type="checkbox"/>
Concrete and corrugated iron sheet	<input type="checkbox"/>	<input type="checkbox"/>
Wooden and corrugated iron sheet	<input type="checkbox"/>	<input type="checkbox"/>
Building used exclusively for pre-primary	<input type="checkbox"/>	<input type="checkbox"/>
Area occupied for pre-primary only	<input type="checkbox"/>	<input type="checkbox"/>
Building used partly for pre-primary and day care	<input type="checkbox"/>	<input type="checkbox"/>
Building used partly for pre-primary and residential purposes	<input type="checkbox"/>	<input type="checkbox"/>
Is the school premises rented (<i>where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, amount rented:

Year lease agreement signed:

Surface area occupied for pre-primary school only:

Other rented space purposes:

11. Building owned (*where applicable*)

Is owner of building related to: School Manager

Owner of School

Surface area occupied for pre-primary school:

12 Classrooms

No of classrooms : _____

SN	Size of classroom/s in square meters (m ²)	Classroom/s		No. of children per class
		Length in mts	Width in mts	
1				
2				
3				
4				
5				
6				
7				
8				
Total area in square meter m²				

13 Amenities

SN	Items	Yes	No	Quantity where applicable	SN	Items	Yes	No	Quantity where applicable
1	Natural light				10	Assembly point			
2	Artificial light				11	Circulation space			
3	Toilet Adult toilet				12	Exit area			
	Infant toilet								
4	Bathroom				13	Kitchen area			
5	Water points				14	Kitchen amenities			
						Fridge			
						Microwave			
	Kettle								
6	Wash hand basins				15	Fire Aid Kits Office Area			
7	Water storage / tanks				16	Rest area			
8	Electricity available				17	Computer			
9	Fire extinguishers				18	Printer			
10	Refuse disposal				19	Internet facility			

14: Learning Environment

Play corners available	Corner	Equipment/materials

15. Playground Area

Does the school has a playground area:

	<i>in sq mts</i>	
Is playground fenced and secured		
Outdoor equipment available	Equipment	Brief descriptions

16. Other Services

16.1 DAY CARE

Yes

No

Do you run a nursery

if yes, is it separated from pre-school

16.2 -MEDICAL

Medical clearance of staff

Medical screening of children

Medical/insurance coverage of children

If yes, state either MOH or Private:

16.3 -MEAL


Provided by parents

Provided by schools

17. Daily schedule and dates of school term

17.1 Dates of school terms	Term	From	To	Remarks
	Term 1			
	Term 2			
	Term3			
17.2 Hours of operation	From		To	Number of hours per day :
17.3 After school hours' service offered:				
<ul style="list-style-type: none"> • Before & after school hours • During school holiday 				

18. School Curriculum

School Curriculum (National Curriculum Framework) Yes/No:	If School is not following National Curriculum Framework, state whether Curriculum is recognised and by which institution
If No, state which Curriculum:	
.....	
.....	

19. Records kept as per the pre-school regulations of 2011

SN	RECORDS	YES	NO
1	Admission register of children		
2	An attendance register of children		
3	An attendance of manager, educators, non-teaching staff and child care givers		
4	An inspection register		
5	A cash book		
6	Visitors book		
7	Inventory of furniture and equipment		
8	A time table		
9	A pupil's profile		
10	A daily occurrence book		
11	Attendance register of children benefiting from child minding services		
12	Movement book for staff and children		

Name of manager:

Signature of manager:

Date:

.....For official use.....

Application is accompanied by the following as per provision made under paragraph (2) of the pre-primary school regulations of 2011

1	The relevant permit issued by the district council or municipal council in relation to the premises where the pre-primary school shall operate	Yes (date)	No
2	A certificate from the Sanitary Authority under the Public Health Act to the effect that the premises is free of any nuisance	Yes (date)	No
3	A certificate from the Controller, Fire Services or his authorized officer, to the effect that the premises where the pre-primary school shall operate satisfy fire safety requirements	Yes (from – to)	No
4	School capacity		

The following documents have been produced for Manager

1	Birth Certificate		6	Professional Certificate	
2	Medical Certificate Date: From To		7	Educational Certificate	
3	X Ray report Date: From To		8	Certificate of Character Date: From To	
4	Identity Card		9	Civil marriage Certificate	
5	Work permit (<i>if applicable</i>)		10	First Aid (<i>if applicable</i>)	

Verified and certified correct by:

Name of verifying officer:

Signature: **Designation:** **Date:**

Remarks from Unit Coordinator

Approved/Not approved

Remarks

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.....
.....

Name of verifying officer:

Signature: **Date:**