



Early Childhood Care and Education Authority

Code:

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

1. Particulars of School

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. Particulars of Manager of School

Name of Manager : _____

Title (Mr./Mrs/Miss) : _____

Nationality : _____

Address of Manager : _____

Mobile number of Manager : _____

Phone (Home) of Manager : _____

Email address of Manager : _____

Work permit (*if applicable to be attached*) : _____

National ID No/Passport No: : _____

3. Particulars on Ownership of School

Name of Owner of School : _____

National ID No. of Owner of School : _____

Address of Owner of School : _____

Phone number of Owner of School : _____

4. Particulars on Ownership of Building

Name of Owner of Building : _____

Address of Owner of Building : _____

National ID No. of Owner of Building : _____

Phone number of Owner of Building : _____

4.1 Rented Building

Is the school premises rented: *Yes/No*

If yes, please produce documentary evidence of lease agreement duly registered and a valid rent book

State, amount of rent paid: Rs

Year lease agreement was signed:

Surface area occupied for pre-primary school only:

Total surface area occupied for other purposes:

Total surface area of the building:

5. Use of building

Pre-Primary School only

Pre-Primary and Nursery

Is the Nursery separated from Pre-Primary School

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

Application forms to be attached with appropriate and relevant documents

7. Roll as at date of application

Age	Boys	Girls	Total
3+			
4+			
5+			
Total			

List of pupils & birth certificate attached

Note: Managers will have to produce updated data on School population in January 2025 (i.e. on resumption of school)

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

Specify types of disability or special needs of each child:

.....

.....

.....

Please submit: Medical Certificate / Diagnosis report or any other evidence related to disability or SEN.

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

S/N	Facilities	Yes	No
1.	Specialised Teachers	<input type="checkbox"/>	<input type="checkbox"/>
2.	Therapeutical 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"/>
7.	Specialised equipment/resources	<input type="checkbox"/>	<input type="checkbox"/>

9. Rules and Regulations of Schools

1 Rules & Regulations of School available: *(Yes or No)*
(A Copy to be attached)

10. Fees & Contributions

1 Monthly school fees claimed from parents Rs.
(where applicable, please specify amount)

2 Other contribution claimed from parents:
(where applicable, please specify amount)

- a registration fee Rs.
- an advance fee payment Rs.
- school materials Rs.
- food programme Rs.

3 Does the school benefit from? GIA PCG
 None of the above

11. 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

Building used partly for pre-primary and nursery

Building used partly for pre-primary and residential/other purposes.

Specify Other purposes:.....

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 Health and Safety

SN	Items	Yes	No	Quantity where applicable	SN	Items	Yes	No	Quantity where applicable
1	Natural light				12	Circulation space			
2	Artificial light				13	Exit area			
3	Toilet No. Adult toilet				14	Parking, drop-in & pick up area			
	No. of Infant toilet				15	Kitchen area			
4	Bathroom				16	Kitchen amenities Fridge			
5	Water points					Microwave			
						Kettle			
6	Wash hand basins				17	First Aid Kits			
7	Water storage / tanks				18	Rest area			

8	Electricity available				19	Computer			
9	Fire extinguishers				20	Printer			
10	Refuse disposal				21	Internet facility			
11	Assembly point				22	Office space			

14 Learning Environment

	Corner	Equipment/materials
Play corners available		_____

Others	Indoor games	_____

15. Playground Area

Does the school have a playground area?	If yes, specify surface area in sq. mts	
Is playground fenced and secured?		
Outdoor equipment available	Equipment	Brief descriptions

16. Other facilities/services provided (*Tick as appropriate*)

16.1 -MEDICAL

Yes **No**

Medical clearance of staff

Medical screening of children

(if yes, state either by MOH or Private (.....))

Medical/insurance coverage of children

16.2 -MEAL

Yes **No**

Provided by parents

Provided by school

17. Daily schedule

Hours of operation	From	To	Number of hours per day
17.1 School hours of operation			
17.2 Child Minding Service offered: <ul style="list-style-type: none"> • Before school hours • After school hours 			
17.3. Service offered during school holidays			

18. School Curriculum followed:

18.1. School Curriculum followed: (National Curriculum Framework)	(tick as appropriate) YES: NO:
If No, state which Curriculum is followed by school:	<u>State whether Curriculum is approved by the Ministry of Education:</u> YES: NO:
To submit a copy of the Curriculum in annex.	

18.2 School Term

Dates of school terms	Term	From	To	Remarks
	Term 1			
	Term 2			
	Term3			

19. Records kept as per the Pre-Primary Regulations of 2011

SN	RECORDS	YES	NO
1	Admission register of children		
2	A register of Teacher, Non Teaching Staff & Child Care Giver		
3	An attendance register of children		
4	An attendance register for Child Minding Services (if applicable)		
5	An attendance of manager, educators, non-teaching staff and child care givers		
6	An inspection register		
7	A cash book		
8	Visitors book		
9	Inventory of furniture and equipment		
10	A time table		
11	A pupil's profile		
12	A daily occurrence book		
13	Attendance register of children benefiting from child minding services		
14	Movement book for staff and children		
15	Any other information (Specify):		

I, Manager of
 hereby certify to the correctness of the information provided in this application form.

Signature of Manager:

Date:

