



Early Childhood Care and Education Authority

Serial:

Registration of Pre-Primary School offering School Holidays Services

Application form

Registration period January 2023 – December 2024

1. Name of School : _____
2. Address of School : _____
3. Phone number/Fax number : _____
4. Email address : _____
5. Name of Manager : _____
6. Address of Manager : _____
7. Phone /fax 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+ | | | | |
| Total | | | | |

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 Educator(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 ²) | Length of classroom/s | Width of classroom/s | Classroom Capacity | Roll | No of Educator/ Care giver |
|---|--|-----------------------|----------------------|--------------------|------|-------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| Total area in square meter m² | | | | | | |

14.3 Amenities (✓ as appropriate)

| SN | Items | Yes | No | Quantity available |
|----|---------------------|-----|----|--------------------|
| 1. | Water closets | | | |
| 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

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|--|
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| | |
|---------------------------------|------------------------|
| Outdoor space available | <i>in sq mts</i> |
| Is playground fenced and secure | |

| | Equipment | Brief descriptions |
|-----------------------------|-----------|--------------------|
| Outdoor equipment available | | |
| | | |
| | | |
| | | |
| | | |

15. Other Services (✓ as appropriate) Yes No

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

| From | To | Remarks |
|------|----|---------|
| | | |
| | | |

16.2 School Terms

| Term | Dates |
|-------------|-------|
| First term | |
| Second Term | |
| Third Term | |

17.0: School Holiday Programme

| 1st Week | Main activity | Indoor play activities | Outdoor play activities | Planned Field Trip |
|----------------------------|----------------------|-------------------------------|--------------------------------|---------------------------|
| Monday | | | | |
| | | | | |
| Tuesday | | | | |
| | | | | |
| Wednesday | | | | |
| | | | | |
| Thursday | | | | |
| | | | | |
| Friday | | | | |
| | | | | |
| 2nd Week | Main activity | Indoor play activities | Outdoor play activities | Planned Field Trip |
| Monday | | | | |
| | | | | |
| Tuesday | | | | |
| | | | | |

| 2nd Week | Main activity | Indoor play activities | Outdoor play activities | Planned Field Trip |
|----------------------------|----------------------|-------------------------------|--------------------------------|---------------------------|
| Wednesday | | | | |
| | | | | |
| Thursday | | | | |
| | | | | |
| Friday | | | | |
| | | | | |
| 3rd Week | Main activity | Indoor play activities | Outdoor play activities | Planned Field Trip |
| Monday | | | | |
| | | | | |
| Tuesday | | | | |
| | | | | |
| Wednesday | | | | |
| | | | | |
| Thursday | | | | |
| | | | | |
| Friday | | | | |
| | | | | |

| 4th Week | Main activity | Indoor play activities | Outdoor play activities | Planned Field Trip |
|----------------------------|----------------------|-------------------------------|--------------------------------|-------------------------------|
| Monday | | | | |
| | | | | |
| Tuesday | | | | |
| | | | | |
| Wednesday | | | | |
| | | | | |
| Thursday | | | | |
| | | | | |
| Friday | | | | |
| | | | | |

Copies to be made and attached.

