

# **PRE-SCHOOL TEACHER TRAINING**

## **Paper - II**

### **ORGANISATION & MANAGEMNT OF CREECHES**

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**PRE – SCHOOL TEACHER TRAINING**

**PAPER-II**

**ORGANIZATION AND MANAGEMENT OF CRECHES**

**UNIT 1:** Introduction to Crèches

**UNIT 2:** Importance of Creche

**UNIT 3:** Physical setup of Creche

**UNIT 4:** Creche Staff

**UNIT 5:** Planning activities of Creche

**UNIT 6:** Maintenance of records

## **UNIT – 1**

### **INTRODUCTION TO CRECHE STRUCTURE**

#### **1.0: Introduction to Child Care**

#### **1.1 : Definition of Creche**

#### **1.2 : Aims and Objectives of Creche**

#### **1.3 Types of Creches**

#### **Learning Objectives:**

By the end of the unit, student will be able to

- Define day care centre.
- Understand Objectives of Creche.
- Know the types of Creches.

## UNIT – 1

### INTRODUCTION TO CRECHE

#### 1.0 : Introduction to Child Care

Child care has become an important part of life for many families. In recent years more women are working outside the house due to necessity and also for higher education on par with the male members of the family.

The data on working mothers and the preschool children indicate that 47% of working women in the child bearing age have children under 6 years and only 47% of the preschool children whose mothers are working get some sort of institutional care. In a study on working mothers and early childhood education 78% of the sample felt that day care centers would lighten the mother's work load. The breakdown of joint families is another reason for mothers to seek child care services. Higher education, employment and equal participation of women in all spheres of life is forcing women to look for Creches.

In India day care centres were first started by the managements of various Industries as a welfare measures under the factory Act of 1948. Subsequent legislations made it obligatory for the employers employing fifty or more women to run a crèche in the work premises.

#### (a) Good Child Care / Ideal Child Care / Quality Care:

Quality care is the friendly and warm environment that provides the necessary ingredient for a child's healthy growth and development – intellectual, physical and social and emotional. Ideal child care provides safe, responsive, contestant care that enhances the child's growth and development.

Quality Care is loving care in a group setting for children whose parents are away for full day or part time of the day.

Day Care programme is a specialized program or facility that provides care for children from infancy through preschool age and is considered as a substitute for homecare women education and economic independence has improved the financial condition of the family but rearing children and caring for them have become a challenge for families if the couple are working. Hence, the day care centers assume an important role.

**(b) Types of child care programmes**

The number of child care options varies from family, community to community. Let's look three basic kinds of day care and consider some of the advantages and disadvantages of each day care programme.

1. Family Day Care
2. Home Care
3. Centre-Based Care.

**1. Family Day Care:**

The child will be sent to the child care worker's home for the whole day or part of the day. It is a loving care in a home setting. Housewife or an experienced mother may keep five to six children at home and provide day care in a family atmosphere. Most family day care providers accept children from infancy through school-age.

**Advantages:**

1. Family day care home may be in the neighborhood.
2. Home like, family atmosphere for child is provided.
3. Group size is small.
4. There are opportunities for child to interact with other children.
5. Sibling can be together.
6. Care schedule is often flexible.
7. It may be less expensive care.
8. Accept children up to school age.

**Disadvantages:**

1. It may be difficult to find a trained family day care provide.
2. She may enter another job little warning.

**2. Home Care Centre:**

In this type of child care, child care worker or turned ayah / servant comes home to take care of the child for full day or part of the day.

**Advantages:**

1. Child or children can be in their own home with own things.
2. Siblings can be together.
3. Schedule / Programme may be most flexible.
4. Worker often does house work as well as child care, but the child care must come first.
5. It may eliminate packing of food and transportation problems for parents.

6. It may eliminate the problems of transmittable / contagious diseases and keeps the child healthy.
7. Children may be safer and feel more secure in their own home.
8. Children receive individual care.
9. Care is still available when child is sick.
10. Parents are sure of the care their children are receiving.

**Disadvantages:**

1. It may be difficult to find trained family day care welfare.
2. The worker may quit the job with a little notice or warning.

**3. Centre – Based Care:**

Child attends a day care Centre / Creche for full day or part of the day. This centre may be organized by an individual or group of individuals or by any institution.

**Advantages:**

1. Children can interact with other children of their age.
2. Environment is designed specially to meet the needs of children.
3. Child Care usually continues in the same centre for as long as care is needed.
4. Some centers offer reduced rate for families with more than one child enrolled.
5. Centers may provide nutrition and health services.
6. Staff and trained supervised.
7. More resources and equipment are available.
8. Children shows better skills than those cared for at home because children have more opportunities to interact with other children and are exposed to more learning materials.

**Disadvantages:**

1. Lack of home like atmosphere.
2. Large groups may be unsuitable for some children.
3. Large group's size may make it difficult for centre to follow parent's wishes.
4. Less individual attention to each child.
5. It may be most expensive type of care ( transportation charges )

### 1.1 Meaning of Creche:

A Creche takes care of the babies below the age of three years. A Creche is supposed to provide physical care, nutritive diet regular checkup, intellectual education through play and recreation.

Creche is a place where babies and young children are cared for during the working day. Creche is one kind of day care centers that take care of children below 3 years whose parents are at work.

Creches are known by different names such as Day care centres, day homes, nursery school, Leisure hour homes and kinder garden.

In India, day care centres were first started by the management of various Industries as a welfare measure under the factory Act of 1948. Subsequent legislations made it obligatory for the employers employing 50 or more women, it is compulsory to run a crèche in the work premises.



**PICTURE 1.1: INFANT CARE IS PRECIOUS**

### 1.2 Aims and Objectives of Creche:

1. To provide physical care.
2. To provide psycho-social stimulation to the children.
3. To provide nutritious diet.
4. To provide medical care.
5. To provide informal education to the children.
6. To educate mothers regarding child rearing practices.
7. To educate mothers regarding nutrition and health care of children.

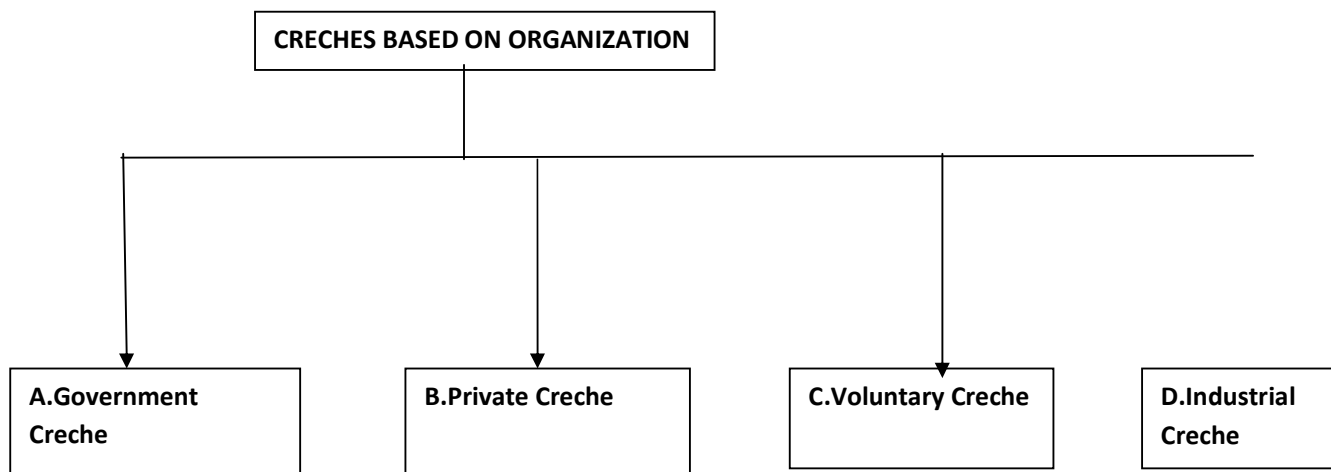
### 1.3 Types of Creches

Creches can be broadly classified into two types. They are

1. Based on organization
2. Based on location

#### 1. Creches based on organization

- a. Government Creche
- b. Private Creche
- c. Voluntary Creche
- d. Industrial Creche

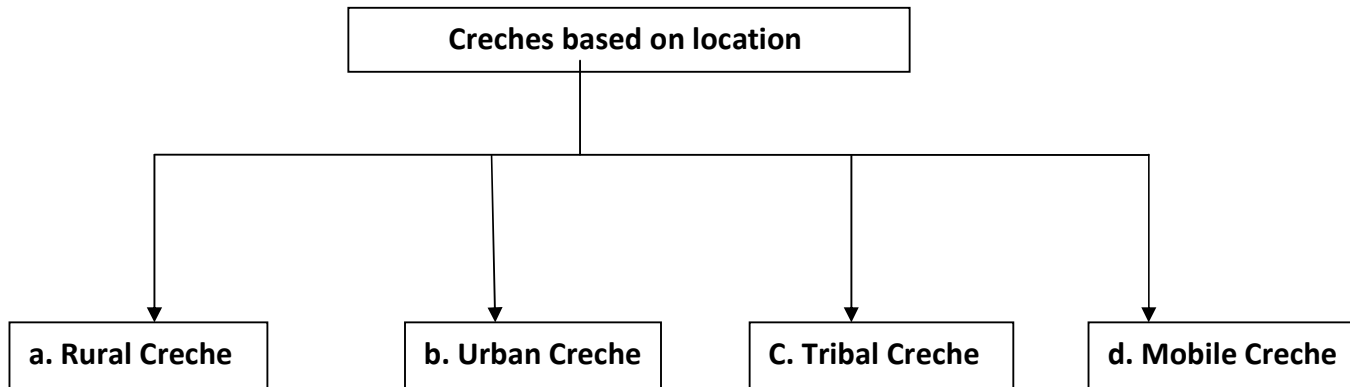


- a. **Government Creche:** All the creches run by state or central Government institutions can be termed as Government Creche. They are situated in the premises of Government offices to help women employees.
- b. **Private Creche:** These are organized by private individuals in towns and cities like private nursery schools. These creches are run by profit and commercial basis. The food is not provided by the crèche and the fee charged is high.
- c. **Voluntary Creche:** Voluntary organizations interested in welfare of women and children establish crèches in rural, urban and tribal areas.
- d. **Industrial Creche:** Creche organized by an industry or factory either managed by government or private sectors are known as Industrial Creche. These Creches will be situated in the premises of the Industry, Good health and nutrition facilities are provided by these crèches. Many industries provide Milk, Biscuits, Fruits, sometimes common lunch to all children.



## 2. BASED ON LOCATION

- a. Rural Creche
- b. Urban Creche
- c. Tribal Creche
- d. Mobile Creche



- a. **Rural Creche:** A crèche located in a village or a rural area is known as rural crèche. These crèches are mainly seen by Government departments like women and child welfare and social welfare and some are seen by voluntary organizations. The budget or grant in and is released by Government.
- b. **Urban Creche:** A Creche situated in urban areas like towns and cities is known as urban crèche. These creches are run by state and central Government/institutions as well as by private individuals. The number of urban crèches is more compared by any other type of crèches.
- c. **Tribal Creche:** A crèches located in tribal region is known as tribal crèche. These crèches are purely managed by either Government or Voluntary organizations as the case with rural crèches. These crèches are run with minimum equipment and materials and meant for only tribal women.
- d. **Mobile Creche:** For the first time in the country mobile crèches were started in the year 1969 in Delhi. Mobile Creches are started for moving people like construction workers who move from one side to another. Children of unskilled workers / laborers working at agricultural fields, construction sites, road works etc., will be provided with simple accommodation and low cost materials for pay at work site itself.

These crèches are run by voluntary agencies or private individuals. These programmes make it possible to reach the under privileged and migrant population whose living conditions are very bad.

### SUMMARY

1. Creches take care of children below 3 years of age.
2. Mobile Creche is meant for moving population.
3. Creche is an avenue for self employment for young and needy women.
4. Private Creches are more expensive than Government Creches.
5. Quality of service provided by a crèche depends upon the abilities of child care workers.
6. Now a day's number of crèches in towns and cities are increasing year by year.

**SHORT ANSWER QUESTIONS:**

1. What is a crèche?
2. What is a mobile Creche?
3. What is quality day care?
4. Give disadvantages of family day care programme.

**LONG ANSWER QUESTIONS:**

1. Write about Creches based on location.
2. Explain about crèches based on organization.
3. What are the types of child care programmes? Explain advantages and disadvantages of any one type

## UNIT – 2

### IMPORTANCE OF CRECHE STRUCTURE

#### 2.1 Need for Creche

#### 2.2 Role of Creche

#### LEARNING OBJECTIVES:

By the end of the unit, student will be able to

- Understand the need for crèche.
- Know the role of crèche in meeting the need of parents, children and community.

#### 2.1 Need for Creche:

Research studies conducted by the psychologists and educationists all over the world have showed that an adequately enriched environment in early childhood brings about optimum development in various aspects. The planning commission of India in their sixth plan frame work states “Attention should be paid to all children their crucial development years”.

The rationale or starting a creche / day care centre for the young babies / infants is thus two fold to release the mother for the labour force and to release the child of school going age for school.

Under the contract labour regulation and abolition act of 1970, there is provision for the maintenance of crèches. The Act provides for a crèche to be located within 50 metres of every establishment where 20 or more women are ordinarily employed as contract labour.

According to the factories Act 1948, every industrial establishment employing certain number of women workers (30 or more women) has to provide services of a crèche for the babies of working mothers. The need for crèches is being increasingly recognized with rapid industrialization in the country. The government of India implemented a scheme on crèches for children through voluntary organization, which made a modest beginning with 247 creches to cover about 5000 children in 1974-75

The National policy on Education (1986) National policy for children (1994) National policy for Empowerment of women (2001) and National plan of Action for children (2005) emphasized the need for child care services.

Creches routine emphasizes cleanliness, habit formation, nutrition and close interaction with adults with one child care worker for every 10 children. Creches have become social necessity because of a number of reasons:-

1. Due to emancipation and gender equity more and more women being educated are preferring to work outside the home.
2. Due to economic necessity and high cost of living many mothers are taking up employment outside the home and hence need child care facilities.
3. Due to increased urbanization and breakdown of joint families, older members are no longer available to look after children. It is true even in the care where mothers are not employed or partly employed.

4. Creches provide services like supplementary nutrition, medicine, recreation and weekly health check-up. This is advantageous for poor, illiterate and under privileged population.

## **2.2 Role of Creche:**

A. Role of Creche in meeting the needs of children.

### **Benefits to Children:**

1. Attending the crèche help the child to adjust better in school.
2. Child gets to be in the company of other children helping his social adjustment.
3. Child in a day care centre get lot of physical facilities like space, toys, equipment and opportunities to explore which we would most have at home because now a day's families live in small apartments with limited space and resources.
4. Child in a day care centre gets nutritive diet and medical care which helps in his physical and mental development.
5. Child also receives informal education and early stimulation by attending crèche.
6. Creche provides opportunity for the older siblings, to attend anganwadi or primary school, especially true with children of rural area.

### **Benefits to parents:**

1. Mothers of young children can take up jobs outside the home when children are in the crèche.
2. Mothers can supplement the family income through employment.
3. When children are in crèche, mothers have more time for higher education, for relaxation, to be with other family members and other pursuits.
4. Mothers are being educated on good child care practices, child health and nutrition day care staff.

### **Benefits to Community:**

1. Families living in the community have the benefit of utilizing the day care services.
2. Because of the availability of child care serviced women come forward to take up employment outside the home.
3. Few job opportunities like child care worker/ayah are created for the people of the community.

### **Summary:**

The demands for crèche or day care centre is increasing day by day in every part of the country because of increasing number of women working outside the home.

Children's early experiences have a significant impact on children's learning and development.

**SHORT ANSWER QUESTIONS:**

1. Write any two benefits of crèche for parents.
2. What are the provisions made under the Factories Act of 1948?

**LONG ANSWER QUESTIONS:**

1. Explain the need for organizing a crèche.
2. Write the benefits, children receive by attending a crèche.
3. Explain the role of crèche in meeting the needs of parents and community.

## UNIT – 3

### PHYSICAL SETUP OF CRECHE

#### STRUCTURE

##### 3.1 Location of the Creche

##### 3.2 Building requirements of Creche

##### 3.3 Space requirements of Creche

##### 3.4 Selection and care of equipment

#### Learning Objectives:

By the end of the unit, student will be able to

- Know the location of the crèche.
- Know the building requirements of crèches.
- Know the space requirements of crèche.
- Select suitable equipment for Creche.

#### 3.1 Location of the Creche:

In urban areas, a crèche should be located near the places of work like the office area, industrial units etc. However in the rural areas, the crèches should be located near the fields. Orchards, plantation, small units of cottage industries. It should be conveniently approachable by the women labourer.

The main responsibility of a day care centre programme is to create an environment that is appropriate for young children. Low windows allow children to look out. There should be proper water and toilet facilities in the day care centre.

1. Creche should be located in an urban area having work places, in rural area, in tribal area and in work site or construction area.
2. Creche should be conveniently accessible to mothers.
3. Creches should not be in close proximity to any part of a factory where fume, dust, badodour and noise exist.
4. Creches should be away from busy roads with heavy traffic and crowded areas.
5. Creche should be located in safe surroundings without any open manholes / drainage, wells and electric wiring.
6. Creches should be located on the ground floor.
7. Creches should be located in close proximity to primary health centre or a clinic with medical facilities.

#### 3.2 Building requirements of Creche:

Generally the crèche building should consist of one big hall for play and activity, a kitchen a toilet and some outdoor space. Unfortunately in India the registration or licensing of the crèches is not required and hence the crèches are run with different standards. The government has not formulated rules regarding the size and number of rooms, the adult children ratio and the minimum (standard) facilities that need to be provided.

It is also observed that only Government and Industrial crèches have a separate building constructed for the purpose and sometimes a part of the big building is allotted for crèche.

The private crèches mostly are run in either a single room or at the most in two rooms of a residential house. A mobile crèche does not require any specific

building. In case of tribal and rural Creches, a beg room which can accommodate all children will be sufficient and it is known as multipurpose room.

The play room should be large enough for children to move freely. The amount of space should be adequate in relation to the number of children. The room should be free from hidden area to facilitate supervision. The walls should be coated with washable distemper and painted with attractive pictures at low levels, visible to the children. Shady outdoor space is essential for children to spend time in outdoor play.

**Building requirements of a crèche:**

1. The crèche building should be made of heat resisting material.
2. In towns, the Creche building should be made of bricks with finished cement surface and in rural areas, the floor and the walls could be mud plastered.
3. One big hall with adequate storage space, a kitchen sickroom and sufficient number of bathrooms should be made available.
4. Flooring which should not be too smooth / rough easy to clean.
5. The rooms should be provided with necessary doors and windows for adequate light and ventilation.
6. The height of the rooms should not be less than 10 feet from the floor.
7. There should be facilities for running water and filtered water for drinking.
8. There should be adequate number of toilets which are clean and well ventilated.
9. There should be a shady open play ground which is suitably fenced for older children.
10. There should be adequate storage space to store the equipment safely.
11. The roof of the building should be made of rain – proof materials.
12. There should be provision for sickrooms.
13. The building should be periodically inspected in – order to see that it is safe and is maintained under sanitary conditions.

**3.3 Space requirements of Creche:**

As children of those age group especially older children are tremendously active and are always running jumping, carrying things. They need enough space for movement.

**Ideal space requirement:**

Indoor-20 square feet of floor area per child.

Outdoor – 70 square feet of floor area per child.

**Indoor Space:** The furniture may be light in weight and painted in bright and attractive colors. The furniture should be arranged in such a way that there is more space provided to children to freely and play around indoor.





**Outdoor play space:** The outdoor area may have shaded place for children to be engaged in free play as well as running, climbing, jumping etc. There should be provision for sand pit, swings and slides. Small flowery shrubs may be planted along the boundaries to give attraction.



### 3.4: Selection and care of equipment:

Children require a stimulating environment which necessarily has a variety of materials to arouse curiosity and interest to promote learning.

Equipment for Creche can be grouped into four categories namely.

1. **Furniture:** It includes cradles, beds / cots small chairs and necessary furniture for the staff.
2. **Kitchen equipment:** Utensils, Stove, Sieving and feeding equipment.
3. **Play equipment:** Pull and push toys, squeeze toys balls mechanical toys and simple puzzles, building blocks etc.
4. **Miscellaneous equipment:** Cleaning materials bathroom accessories, medical kit, rubber sheets, blankets etc.

#### A. Play Equipment:

For running a Day Care Centre/ Creche play equipment is necessary. The teacher needs variety of equipment to provide the children with challenging and interesting learning experiences.

**1. Indoor equipment:**

Lots of simple play materials keep young children engaged in learning. For eg: Squeeze toys, simple puzzles pull and push toys, manipulative or

mechanical toys, boxes, blocks, nesting toys, big size wooden beads, fixing toys would help in muscle and eye hand coordination. Picture books identification, turning of pages and recognition

**List of Indoor equipment:**

All Creches should have minimum equipment which is strong and made out of local material. An Ideal Creche should have the following equipment.

1. Cradles for infants.
2. Beds for babies over one year.
3. Mattresses.
4. Cotton bed sheets.
5. Rubber sheets.
6. Blankets.
7. Small Pillows.
8. Cups / glasses for milk and feeding bottles.
9. Utensils for heating / preparing milk.
10. Toys.
11. Medical kit / First aid box.
12. Table and chair for the Creche supervisor.
13. Soaps, oil, towels, power and combs etc.

**B. Selection of equipment:**

The following criteria should be kept in mind while selecting equipment for crèche.

1. While selecting equipment we have to consider number, age and developmental needs of children.
2. Equipment should be sturdy, portable and in expensive.
3. Equipment should be strong and made out of local material.
4. Equipment should be bright with attractive colours.
5. Equipment should be durable and safe, should not have sharp edges, should be painted with safe paint, which does not contain lead.
6. Equipment must be of proper size and must be multipurpose in character whenever possible.

**C. Arrangement and care of equipment:**

1. Proper arrangement facilitates all children to use all the play equipment regularly.



2. Display of equipment enables the child care worker and parents to know the available equipment for children.
3. Play equipment should be arranged in low shelves, attractively to promote independence in children.
4. Care of equipment is also important to use the material for long time.



### **Licensing:**

Licensing of child care programmes and establishing of regulatory standards are all done to protect health, safety, education and welfare of the families and children who enters child care programmes. Licensing of centres is required depending on the type of programme being planned and the geographical location of the centre. Licensing requirements will have to be met before a centre can open.

Licensing regulations:

1. Building safety.
2. Requirement for physical space.
3. Teacher Child ratio.
4. Transportation.
5. Staff Qualifications.

#### **1. Building safety:**

Licensing regulations always include at least the minimum fire, sanitation and building safety standards that apply to all public and private services. Building usually covers wiring, plumbing and building construction, Fire extinguishers etc. Sanitations regulations covers condition in all areas of the building with particular attention to the bathrooms and preparation and serving of food.

#### **2. Physical state:**

Licensing regulations usually specify the amount of space necessary for programmer for infants and toddlers. The requirements below three years 20 sq. feet per child indoor space. 60 sq.feet outdoor space. The source of light, fresh air, fencing of outdoor low windows, number of toys are also include in regulations covering physical state.

**3. Teacher child ratio:**

Most regulations required that two responsible adults be on the premises at all times. The ratios are established for protecting the safety of children that there is rarely a mention of the training of staff member.

**4. Transportation:**

In centres where transportation service is provided the service must meet the state motor vehicle department standards for school bus service. These standards regulate number of children, type of lights on vehicle appropriate licensing and the driver.

**5. Staff Qualifications:**

Care givers may require at least high school diploma, training in child development or early childhood education or preschool teacher training, nursing or paramedical training.

**SUMMARY**

1. Location is one of the important factors for success of a private crèche.
2. Outdoor space is also essential for young babies to play outdoor.
3. Good planning and preparation is needed for purchase of equipment.
4. The care givers should try to buy equipment which can be used for more than one purpose by more than one child.

**Short Answer Questions**

1. Write the space requirements of a crèche child.
2. Write short notes on indoor equipment.
3. Mention four factors to be considered for selecting building for crèche.

**Long Answer Questions**

1. Explain about location of the crèche.
2. Write in detail about building requirements of a crèche.
3. Explain about selection, arrangement and care of equipment.

**UNIT – 4****CRECHE STAFF****STRUCTURE****4.1 Staff pattern****4.2 Responsibilities of Creche Supervisor****4.3 Responsibilities of Creche Ayah or Care Taker****Learning Objectives:**

Students will be able to understand

- The staff pattern of crèche.
- Responsibilities of crèche supervisor.
- Responsibilities of crèche ayah

**4.1 Staff Pattern:**

**(A) Strength of the Crèche:** Space arrangements, the ages of the children and the experience of the staff are some of the factors influencing the strength of the crèche. The total number of babies in a crèche should not exceed 25 and should not be less than 10 irrespective of the type of crèche.

**(B) Staffing Pattern:** The Staff was to consist of women with midwifery Qualification or nurse training or preschool teacher training or training as crèche supervisor and female ayahs.

1. The ratio between the babies and the staff should be.
  - a. One staff member for 5 babies up to one year.
  - b. One staff member for 10 babies between one – two years.
  - c. One staff member for 15 babies between two and three years.
2. Generally the ratio should be as under

Number of children	Staff members
10 children	1
10-25 children	2
25 and above	3

3. The Ayahs should not be less than 20 years of age.
4. Staff should have training, experience in handling babies and knowledge of child care.
5. Services of a part time medical attendant should be available to every crèche.

**(C) Problems in Creche management:**

1. Lack of trained crèche supervisor/child care worker.
2. Lack of sufficient finance.
3. Lack of proper building and required space.
4. Non-Co-operation of parents.

**4.2 Responsibilities of crèche Supervisor:**

The children of the day care centre/crèche are under the custody of child care worker or crèche Supervisor. The responsibility of providing a Quality day care/good care depends on the shoulders of the crèche supervisor. The crèche programme is built around health, nutrition and informal education for children.

(A) The following are the responsibilities of crèche supervisor could care worker.

1. Over all supervision of the crèche.
2. Plan daily, weekly and monthly programme of the crèche and implement the programme through participation.
3. Main admission, health records etc.
4. Conduct various stimulation activities for children.
5. Supervise the feeding programme.
6. Establish good relations between home and the creche.
7. Educate the parents in relation to child care health and nutrition.

(B) Interaction of child care worker with below one year children.

1. Make eye contact, smile, talk to the child affectionately.
2. Clap hands to get attention.
3. Use rattles and sound making toys,
4. Hold the child closer and sing songs.
5. Raise the child in the cradle.
6. Cuddle the child to provide sense of safety and security.
7. Show mobiles and pictures and talk to the child.
8. Arrange soft music when children are put to sleep.

(C) Interaction of child care worker with children between 1-2 years

1. Place different objects in front of the child and ask to name the objects.
2. Count while climbing steps or sorting beads or toys.
3. Hide toys and encourage the child to search.
4. Show and name objects during free play and while eating.
5. Verbalize actions during daily activities child listens and develops receptive language.
6. Encourage imitation of actions and sounds of animals.

**4.3 Responsibilities of Creche ayah**

1. Ayahs should keep the indoor and outdoor va clean.
2. They should feed children at regular intervals.
3. They should attend to the children's toilet needs and keep children dry.
4. They should understand each child's individual needs and pattern of behavior.
5. Ayah should establish attachment with few kids and form trusting relationship. She should maintain personal hygiene and show interest in taking care of children.
6. She should maintain personal hygiene and show interest in taking care of children.
7. She should be watchful of child's health and note the changes.
8. She should be gentle in handling young children.
9. She should be engage children in play when they are awake.
10. She should be physically and mentally fit to deal with the young children.



### **SUMMARY**

1. To facilitate working women, more number of crèches must be started.
2. Adult, children ratio is important for providing quality care.
3. Quality of service provided by a crèche depends upon the abilities of child care worker.

### **SHORT QUESTIONS**

1. What is the minimum and maximum strength of a crèche?
2. What are the problems related to crèche management?

### **LONG ANSWER QUESTIONS**

1. Explain about strength and staff pattern in a crèche.
2. Write about the responsibilities of crèche supervisor.
3. Explain about responsibilities of crèche Ayah.



## UNIT – 5

### PLANNING ACTIVITIES OF CRECHE

#### STRUCTURE:-

##### **5.1 Importance of planning activities**

##### **5.2 A sample programme for a Day Care centre/Creche**

##### **5.3 Activities of a crèche – Freeplay, Feeding, Toilet training, Bathing & Washing; Sleeping**

#### **Learning Objectives:-**

By the end of the unit student will be able to

- Learn to plan activities of Creche.
- Understand different activities of Creche.

#### **5.1: Importance of planning daily activities**

The Creche is really the second home or even a home substitute for the children of working mothers while planning activities or programmes for crèche, one must take into account the needs of the children and objectives of the crèche. The activities for infants need to be educational for all round development of children. The day of the crèche begins when the children are brought to the creche by their parents. So the very first activity in a crèche begins with welcoming the children are made to perform various activities which help them for their all round development. The two major activities of the crèche are care giving and free play. The main purpose of the crèche is to take care of the children in the absence of their parents and to keep them busy with such activities that children may enjoy the atmosphere of crèche and they feel homely with the crèche

**5.2: A Sample programme for a Day Care Centre**

Timing	Activity
9:00 A.M – 9:30 A.M	Arrival , Free play
9:30 A.M – 10:00 A.M	Circle time / Story time
10:00 A.M – 10:30 A.M	Milk / Morning Snack
10:30 A.M – 11:30 A.M	Indoor Play
11:30 A.M – 12:00 P.M	Rhymes / Picture Reading
12:00 P.M – 12:30 P.M	Lunch
12:30 P.M – 3:00 P.M	Sleep / Rest time
3:00 P.M – 3:30 P.M	Afternoon Snack
3:30 P.M – 4:30 P.M	Outdoor Play
4:30 P.M – 5:00 P.M	Ready to go home

The day care centre aims to foster growth and development of the young children through its daily programme or routine activities. These are

1. Meeting the biological needs of young children like food, sleep / rest activity / exercise and visceral needs.
2. Maintain safety and hygiene.
3. Understand and respect child's individual needs.
4. Be flexible and allow the child to have his own schedule of activities.
5. Provide stimulating activities for children.



**5.3** The activities of the crèche or day care centre are follows.

- a. Free Play
- b. Feeding
- c. Toilet training
- d. Washing and bathing
- e. Sleeping / Napping

**a. Free play:-**

Planning a programme for infants play time is more informal. Child care worker must thoughtfully plan experiences over and beyond their physical care. Among these are physical activity toys to use and manipulate social stimulation and conversation, use of mobiles and pictures. Play time is sometimes in a cradle, sometimes in someone's arms, on a mat, on the floor, sometimes out of doors. Toys are necessary for a child to play and learn. From about three months, a baby needs stimulation in the form of simple play things. Noise – making toys such as bells or rattles are useful as soon as child learns to hold objects in his hands.

When children are at play child care worker should take care of the following

1. Encourage children to be as independent as possible.
2. Develop their language.
3. Offer much practice in small and large motor skills.
4. Give children opportunities to a wide variety of experiences and materials.
5. Organize free play area into a doll area. Construct toy area, a hard floor area for bikes and push toys, an area for music and manipulate toys.
6. Ensure the safety of all children that also encourages independence in play.
7. Supervise all the toy areas as toddlers play in largely centered on toys, not on other people.
8. Encourage incidental teaching by care givers.

**b.Fedding:-**

Meal time is an important social and emotional experience around which many kinds of communications between adults and children take place and much learning goes on.

**Points to remember while feeding the children:-**

1. Young children need to eat in the company of interested adults who create an environment favorable for eating and who help the children when needed.
2. There should be every possible provision for nursing mothers. Help the mother feel welcome and provide a place for her and her infant to be quiet and comfortable.
3. Care giver should sit and feed an infant while holding him or her caregivers should feed the same babies daily as far as possible.
4. Food should be served at room temperature.
5. Children like soft food rather than chewy food.
6. Young children need to be fed at regular intervals.
7. Children, who are fed well, enjoy good health.
8. The food if prepared at crèche should be cooked under hygienic conditions under the supervision of child care worker / Creche supervisor.
9. Children should be encouraged for self feeding by providing child sized unbreakable utensils, food that can be picked up like banana and give only small amounts of food.
10. Adults should understand each child's signals and interact responsively which leads to pleasant feeding experiences.
11. Child should be allowed to dislike and refuse food without being penalized.

12. Adult's reactions to specific foods will often influence the child's reaction of pleasure or dis-taste.
13. Adults must tolerate a certain amount of messiness in the child's eating behavior.



### **C.Toilet training:-**

Control over bowel and bladder function is expected of most children in the second or third year. Coordination of the children efforts of parents and day care staff is important if the child is to master this developmental task without undue stress.

#### **Points to remember in toilet training are:-**

1. Toilet training happens as a part of normal development.
2. Readiness is important in toilet training.
3. Help children to feel physically secure by providing potties or very low toilets.
4. If appropriate, as parents to dress children in loose simple clothing. They can remove themselves.
5. Be gentle and understanding about toilet accidents.
6. Provide a physical and social atmosphere conducive to the mastery of the task.
7. Give clear clues to the child about what is expected of him.

#### **d. Bathing and washing:-**

Child relishes and learns from the social contact and from varied sensations as the experiences changes in temperature, texture, position, sight, sound and smell. The fact is that the bath calls for close adult attention makes it a marvelous opportunity to talk to an infant about himself and to stimulate the child's learning in a perfectly natural and informal manner.

1. Cleanliness can be a great point of conflict between parents and care givers if they have different standards.
2. Washing hands before meals should be encouraged.
3. Washing hands can be the most pleasant self help skills to learn if low sinks are available.
4. Washing hands can become a major activity because children greatly enjoy the sensory properties of soap and water.
5. Children should be encouraged to help to dress and undress themselves.
6. The floor and the toilets should kept clean to ensure health and cleanliness.

7. The bed linen should be changed every day and cleaned in warm water and mild soap.
8. Disinfectants should be used in cleaning the floor and washing clothes.
9. Toys should be washed once a week in soap solution.
10. The bath calls for close adult attention, makes it a marvelous opportunity to talk to an infant about himself, what is going on, what he is doing and how he is feeling.



**e. Sleeping:-**

Providing a routine or ritual in preparation for sleeping such as rocking the child, reading him a story or letting him look at a book, providing as much as possible the same place to sleep and a familiar adult providing a comforting toy or bottle are all appropriate ways of helping children rest.



1. It is important that infants be allowed to rest according to their individual needs rather than according to some one else schedule.
2. No one sleep schedule fit all babies in a programme and each baby personal schedule changes from time to time.
3. All babies do not express their need for rest in the same way. Care givers should understand each child's signals.
4. Parents are the best source of information about their baby's sleep patterns and needs.
5. Sleep is a guard against over stimulation.
6. Young children / infants require long hours of sleep.
7. Sleep may be disturbed by discomfort, hunger, digestive troubles etc.
8. Each baby should have a personal cradle located in the same spot every day. That kind of consistency and security may help the baby feel at home faster.
9. Older children can learn to rest according to a group schedule.
10. Make sure all children get plenty of fresh air.

11. Find out what kind of self calm behaviors a child has and encourage them. Eg: Stroke a blanket, twist hair, thumb sucking.
12. Provide a quiet, peaceful atmosphere with soft music if possible.
13. Do not let children get over tired. Some children have a hard time setting down to sleep when they are exhausted.

### **SUMMARY**

- Care giving is one of the activities of the day care programme.
- During feeding attachments are formed between care givers and children hence feeding time is very important.
- There are great variations in the expectations and attitudes of individual parents regarding timing and methods of helping the child master bowel and bladder control.
- Care giver's responsibility is to see that all the children are comfortable in the crèche.

### **SHORT ANSWER QUESTIONS**

1. What is a free play?
2. Who are the people with whom children interact in the crèche?

### **LONG ANSWER QUESTIONS**

1. Explain briefly about importance of any two activities of a crèche.
2. What are the important parts to remember while feeding creche children?
3. Write short notes on following
  - a. Toilet training.
  - b. Sleeping

## UNIT – 6

### MAINTENANCE OF RECORD

#### STRUCTURE

- 6.1. Importance of maintaining records**
- 6.2. Types of Records**
- 6.3. Advantages of record keeping**

#### Learning Objectives:

By the end of the unit, student will be able to understand

- The importance of maintaining records.
- Know various types of records.
- Understand advantages of record keeping.

#### 6.1 Importance of Maintaining records:

Records are documents bearing information preserved in permanent form. They are not maintained for the sake of storing information. Records in any institute are usually maintained to report the profile, programmes, achievement, financial and professional accountability and lay out for future. Crèches can also maintain record in order to note and follow – up children’s behavior and development.

For each child enrolled at the crèche, a variety of records are to be maintained. One of the responsibilities of crèche supervisors to maintain the records. When a child enrolled in the crèche, the supervisor fills in the child’s name, date of birth, date of enrollment and other related information, the immunization particulars of the child, address and phone number of child’s physician are also collected and the information is entered in admission and health registers respectively.

#### 6.2 Types of Records:

- A.** Admission Register
- B.** Attendance Register
- C.** Health Register
- D.** Individual Case Records
- E.** Stock Register
- F.** Accounts Register
- G.** Menu Register
- H.** Visitors Register
- I.** Workers Register

Need and importance and procedures to be followed in maintaining various records and discussed below.

#### **A. Admission Register:**

As soon as the child is enrolled in the crèche, the information about the child should be entered in the columns given below.

This record should be maintained at the time of enrollment of children. This register should contain name of the child, particulars of the parent or guardian like parent name, occupation, income, caste, religion, address, date of discontinuation of the child. Contact telephone numbers of physician and parents should be recorded in this register.



**Table-1 A model copy of enrollment record**

Child's name	Date of Birth	Parent's address & phone number	Physician name address & phone numbers	Date of enrollment	Date of disenrolled

**B. Attendance Register:**

This register gives us the information on the strength of the crèche. Attendance need to be marked everyday to know whether the child is present or absent. The names of the children are to be written in alphabetical order and the presence of the child is to be indicated as (x) and the absence of the child should be indicated as (a). The attendance should be taken after one hour to make sure that all the children have arrived or not. Once the attendance is marked, the Supervisor has to countersign every day. This register mainly provides information on number of children present and number of children absent on each day.

**Table-2 A model copy of Attendance register**

Crèche attendance register for the month of ..... 2018

S.no	Name of the child								Remarks

**C. Health Record:**

Health record is a record which contains information on child's health condition. The physician report will show the immunization record, height weight and health status. The height and weight of children should be taken once a month. Child health and weight shows child's nutritional status. Crèche supervisor can observe for vision and hearing problems. Medical checkups and recommendations can also be entered in health record.

Different vaccinations immunizations etc. given to child should be entered in health record time to time.

A number of routine health forms may be developed and presented to parents for signatures when a child is enrolled. The health file should have consent form obtained for emergency medical care for the child. It should have also have information on child's Immunization status.

Basic first aid training is needed for all staff members of the crèche. The supervisor should know the location of the house of the parents to contact in emergency condition in rural and tribal areas.

**D. Individual Case Record:**

This record must be maintained individually for all children, Individual case record provides the detailed information of child's family background and the behavioral development. The behavioral development of each child should be recorded periodically after careful observation and study of various skills. The various aspects of the record must be filled by the crèche supervisor. For example height and weight of the child should be recorded once in a month and family information should be recorded at the time of enrollment.

### 1. Model copy of individual case record :

#### A. General Information

- Child's name:
- Date of Birth:
- Order of Birth:
- Mother's Occupation:
- Mother's Education:
- Father's Occupation:
- Father's Education:
- Language spoken at home:
- Are there special word that would help us to communicate with your child?
- Does your child have any special problems
- Residential address
- Telephone no.
- Father's office phone no.
- Mother's office phone no.

#### B. Family Background

Type of family – joint / nuclear

Details of other family members in the house

S.no	Name of the family member	Age	Education	Occupation	Monthly Income	Relation with child

C. At Birth -----

At admission -----

weight :

weight:

Height:

Height:

Physical parameters	Age in months								
	7	8	9	10	11	12	13	-	-
Weight									
Height									

**D. Motor development:**

Age in years	Activities	Achieved / Not Achieved
Below 1 year	1. Puts objects in mouth maintain sitting position for 2 minutes stand with support takes a few steps without support	

**1. Emergency medical treatment consent form****Dear parent/ Guardian:**

This form is provided to you to complete and leave with the crèche supervisor, if your child is in need of emergency medical treatment during your absence.

Child name

Date of Birth

Address

Home phone

Father's name

Work phone

Mother's name

Office phone no.

Child's physician

Home phone  
Office phone no.

List any respiratory illness or medication allergies the child has

Date of last tetanus

Blood Group

Friend or relative that can be contacted.

1.

Phone no.

2.

Phone no.

Signature of parent /

Guardian

**2. Day Care Centre Immunization information.**

The following form should be submitted by parent at the time of admission.

**Table – 3 information on Immunization**

Name of the child:

Date of Birth:

Gender:

Place of birth:

Birth weight:

Birth order:

Family history: - Any significant illness in the family.

Age	Disease	Vaccination
At birth	Hepatitis b	Hep b vaccine – i
At birth	Polio	Oral P V o dose
Birth to 6 weeks	Tuberculosis	BCG
4 – 6 weeks	Hepatitis b	Hep b vaccine-ii
6 weeks	Diphtheria pert sis tetanus, polio	Dpt-i OPV-i
10 weeks	Diphtheria pert sis tetanus, polio, hepatitis b	Opt-ii, OPV-ii, hep b vaccine iv
14 weeks	Diphtheria pertusistetanus, polio	Dpt-iii. OPV-iii hep b vaccine iv
24 weeks	Hepatitis b	Hep b vaccine iii
9 – 12 Months	Polio, measles	OPV-iv measles
15 – 18 months	Mumps measles's Rubella	MMR
18 months	Diphtheria pert sis tetanus polio	Dpt- booster I OPV-V
24 months	Typhoid	Typhoid
4 – 5 years	Diphtheria pert sis tetanus polio	Dpt booster – ii OPV-Vi

**E. Stock Register :**

Stock register are maintained to record the assets and equipments of the crèche. Entry regarding the name of the article, date and place of purchase cost of item, quantity of the items and the total expenditure made. It is also records the issue and balance of items on a particular date.

The Stock register has to be maintained separately for Recurring items and Non recurring items. In case of non- recurring items such as weighing scales and almirahs, those are few in quantities and last a long time, list them with date received in the proforma given below.

Month & Date	Item particular	Quantity / Rate	Amount	Quantity Issued	Balance quantity	Remarks

**Table – A model of stock register – Recurring items**

For expendable items that are greater in number and replaced more often make a separate page for each item in the following Performa.

Month & Date	Item particulars	Opening	Issued / used	Lost / Damage	Balance	Remarks

**Table – A model of stock register – Non – Recurring items**

#### **F. Accounts Register:**

Accounts register is about sources of income and expenditure of the crèche / day care center. These are records of financial funds in the forms of fees, grants, aids and donations to the centre. The amount of fee paid per month is recorded in the register. Expenditure includes recurring and non recurring expenditure. Recurring expenditure means expenditure on food item, salaries etc. Non recurring expenditure includes furniture, play equipment etc.

#### **G. Menu Register:**

If a crèche is supplying food to children, this register is also contain the monthly food inventory report. Entries are to be made it on all feeding days when the supervisor takes out the days ration for cooking and whenever she receives stocks.

Nutritious food should be provided for the child's growth and body maintenance.

Each baby's need are very special and are likely to be very different from others. The proper amount and kind of formula is essential to the health and well being of the infants. Some crèches provide food for infants and some depend on the parents to bring food. In either case it must be handled properly and stored in the refrigerator or cool place.

Milk left in a bottle should be discarded after feeding. Crèche supervisor should hold the baby warmly while giving the bottle feeding. Breast feeding mothers should be encouraged to come to the crèche to feed then infants. The crèche supervisor ultimately responsible for the center's food service.

The supervisor should aware of the food requirements of young children for better menu planning.

**Table – Suggested food requirements of 1 – 3 years of children.**

Food Item	Quantity
Cereals	60 grams
Pulses	30 grams
Leafy Vegetables	50 grams
Other Vegetables	50 grams
Roots and tubers	100 grams
Milk	500 ml
Oils and fats	25 grams
Sugar / Jaggery	15 grams
Fruits	100 grams

Food supply in the crèche is important not only because nutrition effects the mental functioning and physical well being of the child nutritional habits and altitude towards eating are established during the early years.

A snack and one full meal that meet one third to one- half of the daily requirement must be served to ac child who spends five to eight hours at a crèche. The following points to be considered.

1. Nutritional considerations in meals planning for young children are necessary.
2. Children's appetite and food preferences must also be taken into consideration.
3. Children's foods must be neither too hot nor too cold.
4. Variation in texture, color and flavor are also important considerations in planning children's meals.
5. Further considerations are the availability of equipment and utensils and the preparation time for each menu item.

Meal and Menu planning can be systematized and simplified by using standardized recipes and sample menus. Some of the sample menus for breakfast, lunch and snacks are given below. These menu patterns can be repeated every three to four weeks.

**Fig: G (a) Suggested Menus for breakfast 15 days**

Milk Idly with chutney	Milk SUJI Upma	Milk Bread with omlate	Milk Dosa with chutney	Milk Vermicelli upma
Milk Poori with vegetable curry	Milk Vegetable Idli	Milk Rava Dosa	Milk Chapathi with Vegetable curry	Milk Pesarathu
Milk Wheat upma	Milk Roti	Milk Bread with Jam	Milk Ravva pongali	Milk Vegetable Dosa

**Fig: G (b) Suggested menus for mid afternoon snack – 15 days**

Ravva Laddus	Roasted Ground nuts	Ground nut chikki	Sprouted Green gram	Popcorn
Pakodi	Kesari	Coconut Burphy	Puffd rice roasted	Boiled Bengal gram whole
Vada	Carrot halwa	Boiled green peas	Biscuits	Namkens

**H. Visitors Book:**

The Creche should invite leading personalities from various fields including medicine, Engineering, education etc and should request them to address the children and to carry on a vacation workshop with them. Proper record of such visitors report should be maintained. Occasional arrivals of visitors from different works of life help us in maintaining true social and educational atmosphere of the crèche.

**I. Worker's register:**

A clear record of the different workers their individual duties, time of attendance, special behavior and abilities etc., if any should be carefully recorded. Work allotment should be based on educational qualities, special abilities and on the nature of the workers.

All the above records should be carefully maintained in a crèche. A careful record is very valuable source of basis of information.

**6.3 Advantages of record keeping**

Day care teacher should observe and monitor the overall development of the child and record it regularly. This would give an insight to the teacher to identify or understand the strengths and weaknesses of the child. Hence the teacher should know the importance of records and should develop the skills in maintaining them.

**Uses of Record keeping:**

1. Record keeping will facilitate smooth and proper functioning of the crèche.
2. Record keeping will provide entire information about the child health status, Developmental levels, family background etc.
3. Records are of great value to crèches in planning, executing evaluating programmes, methods and outcomes in relation to the objectives of the nursery schools in order to improve the capabilities of the teachers.
4. Record keeping also helps in knowing about children's age at admission/enrollment, duration of the stay in the crèche as well as equipment and facilities available in the day care centre.
5. Well maintained records are useful for conducting research on child growth and development.
6. In case of transfer / resignation of the supervisor, newly appointed supervisor will have all information needed about the each child.
7. Helps the teacher to determine the readiness of the children for preschool.
- 8.

**SUMMARY**

1. It is the responsibility of supervisor to maintain all the records.
2. Proper record keeping will enable the crèche to function effectively.
3. Crèche supervisor should know the records are maintained for the purpose of storage.
4. The children's records should be kept in a safe place to ensure confidentiality.

**SHORT ANSWER QUESTIONS**

1. Write about attendance register importance.
2. Write the major aspects of accounts register.

**LONG ANSWER QUESTIONS**

1. Write the maintenance of any two registers.
2. Explain about the maintenance of menu register.
3. Write about the contents of Individual case records.
4. List out the uses of record keeping in Crèche

**GLOSSARY****Attachment:**

The primary social bond which develops between the infant and the caretaker.

**Behavior:**

Activities of the organism in response to external or internal stimulation.

**Case history:**

A study made of a particular child, family etc.

**Child bearing age:**

The period in a woman's life between puberty and menopause.

**Child care:**

Caring for the child or supervising the child.

**Child Care Worker:**

A person who is in – charge of providing care of children during the day or a person in – charge of the crèche or day care center.

**Cognitive Skills:**

They include a wide variety of abilities which are necessary for analyzing sounds, images, recalling information, making association between pieces of information and maintaining focus on a given task.

**Creativity:**

It is defined as tendency to generate or recognize ideals, alternatives or possibilities that may be useful in solving problems, communicating with others and entertaining ourselves.

**Creche / Day Care Centre:**

A center which provides care for children below three years of age.

**Critical period:**

It is a specific time during which an organism has to experience stimuli in order to progress through developmental stages properly.



**Culture:**

The system of shared beliefs, values, customs and behaviors that the members of society use to cope with their world and with one another and that are transmitted from generation to generation through learning.

**Development:**

A process involving many changes both qualitative and quantitative from generation through learning.

**Disadvantaged children:**

Children deprived of some of the basic necessities or advantage of life such as adequate housing, medical care or educational facilities.

**Emotion:**

A feeling or state with characteristic glandular and motor accompaniment.

**Environment:**

Environment literally means surrounding and everything that affects an organism during its life time is collectively known as its environment.

**Growth:**

The quantitative changes in the body dimensions that represent progress towards maturity.

**House wife:**

A married woman whose main occupation is caring for her family, managing household affairs and doing house work.

**Imagination:**

The power to create or reproduce ideally an object of sense previously perceived.

**Immunization:**

It is a way of protecting human body against infectious disease through vaccination.

**Infancy:**

The period of first two years during which one is totally dependent on one's well being on parental care.

**Intellectual development:**

Intellect pertains to the mind or understanding, and brain function. It is the growth and progress of the mind and its understanding.

**Joint family:**

A consanguine family unit that includes two or more generations of kindred through either the paternal or maternal line who maintain common residence and are subject to common social, economic and religious regulations.

**Lactation:**

The presence and secretion of milk which occurs automatically the breasts of the mother of a new born infant.

**Learning:**

Relatively enduring changes in behavior resulting from experience or by deliberate practice.

**Legislation:**

The exercise of the power and function of making rules that have the force of authority by virtue of their promulgation by an official organ of state or an organization.

**Manipulative toy:**

Toys that help children to improve their motor skills.

**Maturation:**

Developmental changes due to the process of growth of the structure in contrast to those derived from experience and learning.

**Occasional care:**

It is a center based care that supports families providing flexible care for children.

**Protein:**

A molecule containing amino acids.

**Sibling:**

A brother or sister. Sibling is one of two or more individuals having one or both parents in common.

**Social development:**

A process of change exhibited by individuals resulting from their interaction with other individuals, social institutions, social customs.

**Socialization:**

The process of transmitting and enforcing social and cultural norms and values to the new members of a group.

**Social skills:**

Ability to communicate, persuade and interact with other members of the society, without conflict or disharmony.

**Supplementary nutrition:**

When a particular nutritional substance is added to a diet to provide an essential nutrient.

**Toddler:**

The period of human development stage between 15 months to 30 months.

**Weaning:**

To accustom to food other than mother's milk or introduction of semi solids and solid food.

**Voluntary organization:**

It is one which relies on occasional or regular volunteers for its operations and may or may not have paid staff.

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