

**FORM I**

**SELF-DECLARATION-CUM-APPLICATION FOR GRANT OF RECOGNATION OF  
PLAY SCHOOL**

[See point 4 (b) (i)]

To

The District \_\_\_\_\_  
(Nodal Officer for implementing ICDS)

\_\_\_\_\_  
(Name of District and Union territory)

Sir,

I forward herewith with a self-declaration regarding compliance with the norms and standards specified in the \_\_\_\_\_ and an application in the prescribed proforma for the grant of recognition to.....(Name of the Play School).....

With effect from the commencement of the school year .....

Yours faithfully,

(Chairman of Managing Committee/Manager)

Enclosure

Place.....

Date.....

<b>A. Details of Organization/Trust/Society</b>	
	Name of Organization/Trust/Society
	Date of Foundation
	Registration Number
	List of office bearers

	Name official address of the Chairman and Secretary of the Play School			
	Name			
	Designation			
	Address			
	Phone (O) .....		(R) .....	
	Total Income and Expenditure during last 3 Years surplus/ deficit			
	Year	Income	Expenditure	Surplus/deficit

<b>B. Play School Details</b>	
1.	Name of Play School
2.	Date of First Opening of Play School
3.	Session
4.	District
5.	Postal Address
6.	Tehsil
7.	Pin Code
8.	Phone No. with STD Code
9.	Fax No.
10.	E-mail address if any
11.	Does the Play School has its own building or is it running in a rented building?
12.	Nearest Police Station
13.	Medium of Instruction
14.	Timing and Duration of Play School
15.	Whether the Play School buildings or other structure or the grounds are used for any other purpose?
16.	Total area of the Play School
17.	Built in area of the Play School

<b>D. Enrolment Status (if already running)</b>				
	Age of child	Group	No. of Section	No. of Students
1.	3-4 years			
2.	4-5 years			
3.	5-6 years			

<b>E. Infrastructure Details and Sanitary Conditions (Attach photograph for each)</b>			
	<i>Area</i>	<i>Number and Average Size</i>	<i>Specification</i>
1.	Classroom		
2.	Office room-cum-Store Room- cum- Headmaster Room		
3.	Boundary wall or fencing		
4.	Pantry (if any)		
5.	Play area		
6.	Rest room for the children		
7.	Separate child-friendly and disabled-friendly toilets for boys and girls		
8.	Adequate circulation area and ventilation		
9.	Soap, clean cloth/towel, garbage bin, wash basin/sink at low level		
10.	Potable, safe and adequate drinking water facility		
11.	Fire safety measures		
12.	Periodic pest control		
13.	CCTV surveillance (if any)		
14.	First Aid kit		
15.	Medicine Kit (attach list)		
16.	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or agreement)		

<b>F. Other Facilities (Attach purchase receipt or bills)</b>	
1.	Whether all facilities have barrier free access
2.	Provision of Teaching Learning Aids (attach list)
3.	Play material, games and Sports equipments (attach list)
4.	Reading material and Audio-Visual Aids in Library (attach list)

<b>G. Particulars of Teaching Staff (detail for each teacher separately in a one-page resume)</b>		
(Teacher Name (1))	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Teaching Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)
Date of Joining	Date of Superannuation	

(10)	(11)	
<b>H. Particulars of Non-Teaching Staff (detail for each employee separately)</b>		
(Name (1))	Designation (2)	Father/Spouse Name (3)
Date of Birth (4)	Academic Qualification (5)	Professional Qualifications (6)
Experience (7)	Class Assigned (8)	Appointment Date (9)
Trained or Untrained (10)		

<b>I. Curriculum and Syllabus</b>	
1.	Details of curriculum and syllabus followed for each level
2.	System of evaluation

<b>J. Records</b>	
1.	Enrolment forms of children
2.	Admission/ enrolment register for recording profile of children and their parents including detail of both parents
3.	Attendance register of children
4.	Attendance registers of all employees
5.	Maintenance of quarterly health check-up records of children
6.	Stock register
7.	Fee record of all children

**K.** Certified that the Play School undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the appropriate Government or competent authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the Play School.

**L.** Certified that records of the Play School shall be open to inspection, by any officer authorized by competent authority or appropriate Government at any time, and the Play School shall furnish all such information as may be necessary to enable the Government of India or the Local Body or the Administration to discharge or his obligations to Parliament/Panchayat/Municipal Corporation, as the case may be.

.....  
Chairman/Manager,  
Managing Committee  
.....Play School

Place.....

Date.....