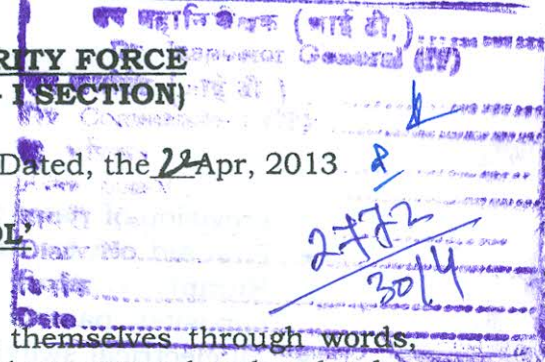


DIRECTORATE GENERAL, BORDER SECURITY FORCE
(ADMINISTRATIVE DIRECTORATE : ADM - I SECTION)

No.43/BWWA/2013/ 7089-7390

Dated, the 22 Apr, 2013

S O P FOR 'ANKUR PLAY SCHOOL'



1. **Introduction**

From the age of 2 years, children begin to express themselves through words, images and drawings. A child needs to talk with, praised and encouraged and to develop a basic attitude towards the life for a complete development of child. These challenges can be met by a well equipped play school. The distinct areas of a child's development are physical, social, emotional, cognitive and moral. Aim of the 'Ankur Play School' is to teach the young minds basics while having fun, so that it makes the learning interesting.

2. **Aim**

Aim of 'Ankur Play School' is 'learning while playing'.

3. **Administration :-**

Head of the Office in BSF campus will be chairman of the school. Chairman will be responsible for smooth running of the school in all respects.

4. **Campus play school & classes :-**

- There will be 'Ankur Play School' at each BSF family station/campus.
- School will start from play class/kinder-garten and go upto UKG (LKG,UKG). Minimum age limit for kinder-garten is 02 years as on 1st April.

5. **Fee Structure**

- Admission fee needs to be charged for each new session.
- Admission fee structure is as under :-

	Admission Fee	Tuition fee per month	Security Fee (Refundable)
OFFICERS	Rs.600/-	Rs.250/-	Rs.250/-
SOs	Rs.400/-	Rs.200/-	Rs.200/-
ORs	Rs.300/-	Rs.150/-	Rs.150/-
Civilians	Rs.600/-	Rs.250/-	Rs.250/-

6. **Appointment of Teachers/Aya & Salary**

Chairman of the school will be responsible for appointment of Teachers and Aya as per requirement. Preference should be given to BSF widows residing in the area. Teachers/Aya will be engaged on contact basis for 89 days only, at a time, thereafter, fresh appointment order will be issued. They will be paid salary on the basis of each working day. School should be self sustaining regarding pay of teachers/Aya based on fee collection.

7. **Infrastructure and Facilities**

- Rooms minimum 2 class rooms & one play room.
- Required Teacher student ratio 1:20 and Student Aya ratio 40:1.
- Class rooms must have colourful walls with educating charts. Classroom walls may be painted on themes like concept of jungle, aquarium design i.e. water animals, sun moon star design, cartoons, alphabets, numbers shapes etc. or wall papers of such concepts can be used. Room should be curtained.
- Round colourful tables of 8 to 12 inches height for kids.
- Tata sky fun learning pack (active stories, active wiz kids, active learning) which also covers stories of Disney, Ramayan, Mahabharat.... learning games on numbers etc.
- For Nursery children preferably indoor plastic slides and swings.
- Toys for playing as well as educating.
- Outdoor swings like slides, see-saw, other swings for LKG and UKG.

- Provision of water dispenser / RO for pure drinking water for children.
- First aid box for each class.
- Humpty Dumpty, flash cards of fruits, vegetables, alphabets, numbers, opposites, passels etc required.
- All electrical switches to be installed above the height of 5 feet for the safety of younger learners and should be taped properly.

8. Activities

- Parent teacher meeting at regular intervals to guide parents and get feedback from them.
- Celebration of main festivals of India for cultural awareness.
- Overall development of children.
- To make children learn basic manners.
- All traits that will serve them later in life.
- Children who regularly engage in active play are more likely to be happy, physically fit and possess superior verbal and social skill.
- Celebration of Annual day of school.
- Children should imbibe social manners in general.
- Celebration of birthday of children collectively at the month end.
- Class should not be confined to a typical black or white board, with this learner and teacher are limited to how much can be shared.
- Mystery bucket - an activity where kids guess what is inside the bucket, great for developing critical thinking skills.
- Welcome activities - Encouraging children to wish Good Morning while entering the class.
- Rhymes of the month.
- Gross motor development - Dance, Exercise, Running, Jumping, Hopping.
- Exercise with Drum beats and Yoga Asanas, Drum beats required for fast and slow learning sounds.

9. Teaching Aids

- Use of new techniques for teaching like; f models, CDs, music, aquarium, toys.
- LCD or TV for visual education.
- Interactive books and boards (maxsos), I can zing (name of book), where pen speaks.
- Toys, indoor playground, ball pool, sand pit, water play, play gym etc required.
- Musical toys required for kids to know how to speak the words, to develop for proper pronunciation, toys having sounds of animals etc.
- Rhymes CDs also required to watch on LCD.
- Requirement of interactive books and boards for phonetic sense of words and letters.
- No use of pencil for play class.
- Math - Books with numbers and puzzles required.
- Colourful charts of Alphabets, numbers, 5 sense organs, fruits, vegetables.
- Colourful charts of transports, big animals, small animals, water animals.
- Use colours/paints, innovative new material that can painted/coloured giving learner and teacher the space they need to collaborate and interact and discover new ways of learning. Coloured clay, different types of colours like Crayons, Water, Piddilite, Favicyrl for kids to play with and identify colours.
- Coloured papers, favicol for art and craft.
- Scrap books required for kids to paste the cuttings.
- Thread and beads of different colours needed for kids to identify different colours and for counting beads also.
- Fine motor development activity - palm painting, thumb painting, vegetable painting using lady finger.

