

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 Scl	hool
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 <i>(if applicable to be attached)</i>	:
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	fBuilding	
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 Buidling		
Is the school premises rented: I If yes, please produce documentar	Zes/No y evidence of lease agreement dully registered and a valid rent	<u>book</u>
State, amount of rent paid:	Rs	
Year lease agreement was signe	d:	
Surface area occupied for pre-pr	rimary school only:	
Total surface area occupied for	other purposes:	
Total surface area of the buildin	g:	
5. Use of building	Pre-Primary School only	
	Pre-Primary and Nursery	
	Is the Nursery separated from Pre-Primary School	
	 <u>Pre-primary with Child Minding Service</u> Before & Afterschool hours During school holiday 	

SN	Name	D.O. B	Designation	Date / year of appointment	Monthly salary/allowances

6. Staff employed including teaching and non-teaching staff

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		
2.	Therapeutical services		
3.	Adapted bathroom		
4.	Adapted Toilet		
5.	Ramps		
6.	Handrail		
7.	Specialised equipment/resources		

9. Rules and Regulations of Schools

1 Rules & Regulations of School available: (A Copy to be attached)

10.	Fees &	Contributions
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1	Monthly school fees claimed from parents
	(where applicable, please specify amount)

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

- a registration fee
- an advance fee payment
- school materials
- food programme
- 3 Does the school benefit from?

11.	Building.

Concrete only

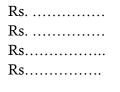
Concrete and corrugated iron sheet

Wooden and corrugated iron sheet

Building used exclusively for pre-primary

Rs.

(Yes or No)



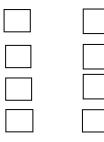
GIA



None of the above

No





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	Classi	room/s	No. of children per class
	in square meters (m ²)	Length in mts	Width in mts	-
1				
2				
3				
4				
5				
6				
7				
8				
Total a	rea in square meter m ²			

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

8	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?			
	Equipment	Brief descriptions	
Outdoor equipment available			

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	То	Number of hours per day
17.1 School hours of operation			
 17.2 Child Minding Service offered: Before school hours After school hours 			
17.3. Service offered during school holidays			

18. School Curriculum followed:

18.1. School Curriculum followed:	(tick as appropriate)	
National Curriculum Framework)	YES:	NO:
If No, state which Curriculum is followed by school:	State whether Curriculum is Ministry of Education:	approved by the
To submit a copy of the Curriculum in annex.	YES:	NO:
1,7		

18.2 School Term

Dates of school terms	Term	From	То	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:

Seal of School

Date: