



National Guidelines for Child Day Care Centers in SRI LANKA



National Child Protection Authority

Ministry of women & Child Affairs and Dry Zone Development

NATIONAL GUIDELINES FOR CHILD DAY CARE CENTERS IN SRI LANKA



**NATIONAL CHILD PROTECTION AUTHORITY
MINISTRY OF WOMEN & CHILD AFFAIRS AND
DRY ZONE DEVELOPMENT**

**NATIONAL GUIDELINES FOR CHILD DAY CARE
CENTERS IN SRI LANKA**

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Published

2019

ISBN

978 - 955 - 1417 - 14 - 7

Published Sponsored by



Printed at

M.D.Gunasena and Company Printers (Private) Limited.
20, St. Sebastian Hill, Colombo 12.

Publish and Distributors

National Child Protection Authority,
No: 330, Thalawathugoda Road,
Madiwela,
Sri Jayawardanapura.



Message From The President

The civilized status of the human society manifests itself by the care and respect it accords to its children. The elevated patterns of social behaviour that is manifested in respect of children manifests the depth of the humaneness of that society. The set of individuals in a country towards which love and protection expected most is also the child population. Children also happen to be the main factor which represents the future survival of the country.

The children generation of physical and mental wellness is an asset to the country. Therefore, it is the responsibility of the adult society to safeguard equilibrium in the child's physical and psychological upbringing and create a good social background for his or her growth from the time of conception up until adulthood.

Women hold a significant place in fulfilling these needs for children of Sri Lanka. Alternative paths have emerged in the role of childcare and complexities that occurred in the role of women due to certain factors, viz. the transformation of the family unit influenced by the changes in the social and economic structures over time.

For the purpose of fulfilling such needs the alternative of day care centre, or creche as it is called, is spreading its presence in urban as well as rural areas. However, the absence of a proper methodology to regulate the quality and standard of this service at national level had been a major lacuna.

Therefore, the establishment of a formal methodology to ensure the quality and standard of the day care centre service to overcome this lacuna through the introduction of the "National Guidelines for Child Day Care Centres" prepared by the National Child Protection Authority under the guidance of the Ministry of Women's and Children's Affairs and Dry Zone Development is the timely fulfillment of a long-felt need.

I make this an opportunity to express my appreciation to all those who contributed for it and wish that this endeavour will be a fruitful service to the children of our nation.

Maithripala Sirisena
President
Democratic Socialist Republic of Sri Lanka.





Message from the Prime Minister

The “National Guidelines for Children’s Day Care Centres” have been formulated by the Ministry of Women’s and Children’s Affairs and Dry Zone Development and the National Child Protection Authority for the purpose of establishing a mechanism for registration and monitoring of all children’s day care centres in Sri Lanka for ensuring that children’s day care centres maintain minimum standards of quality and service and for ensuring maximum security, safety and wellbeing of children.

Due to transformations that occurred in the economy and the society, the number of day care centres all over the island rapidly increased while the centres operated following different standards and courses of action so far in the absence of national guidelines. The Government of Sri Lanka took action to formulate these guidelines with a view to providing remedy for this situation.

These national guidelines have been the outcome of a long consultation process involving the collaboration of a large number of stakeholders including experts representing various fields such as law, child protection, education, health, architecture and social services etc. During this process views of communities at local level as well as those in the state sector and non-governmental sector at local level were obtained so that the whole island could be represented. Target group meetings were conducted in many Districts with a view to unearthing the ideas of owners, employees and children of day care centres and parents of children of day-care centres. I wish to extend my sincere gratitude to all stakeholders who made their contribution to this endeavour.

We hope that the contribution of all stakeholders will be with their unstinted cooperation in this endeavour to implement the National Guidelines for Children’s Day Care Centres. It is our expectation that these Guidelines will be instrumental in empowering the families and children who have been enduring constant socio-economic transformation that has been taking place at present and ensuring their protection.

Ranil Wickremesinghe
Prime Minister
Democratic Socialist Republic of Sri Lanka.





Message from the Minister

With the increase of women contributing to the country's development drive, the responsibilities imposed on her have expanded while the need for children's day care centres has emerged because the structure of the family changed from the extended to the nuclear, employment of women increased in rural as well as urban areas, women have had to work far from home as well as for extended hours, many women went for migrant work, it became difficult to find domestic workers and problems cropped up regarding the protection of children, leading to the two-fold need – qualitative and quantitative.

As at present, both government and private organizations run children's day care centres, the private sector being the bigger stakeholder. When taking the standard and operations of the children's day care centres into consideration, many problems such as lack of proper registration process, lack of nationally recognized standards and absence of a regulatory methodology could be identified.

The "National Guidelines for Children's Day Care Centres" prepared by the initiative of the National Child Protection Authority under the guidance of the Ministry of Women's and Children's Affairs and Dry Zone Development introduces a formal registration procedure, minimum standards and a monitoring mechanism for the day care service. It will lay the foundation for establishing a child-friendly day care service in this country by enhancing the quality and standard of the day care service in this country.

Chandrani Bandara
Minister of Women's and Children's Affairs and
Dry Zone Development





Message from the Secretary

The government has identified developing of daycare services island-wide qualitatively and quantitatively in order to achieve full development of the child ensuring child protection and care as an essential and core requirement. Development of daycare services also encourages and provides opportunities for women in working age to engage in some productive income generating activity. Further, it paves the way for rescuing women from engaging in poverty-associated socio-economic activities, and for minimizing instances of child abuse as well.

Under these circumstances, being able to prepare a set of guidelines for daycare centres, which had long been a dire need in the present-day society, is a great accomplishment. Cabinet approval for preparing these guidelines was granted under Cabinet Paper No. CP/DEC/17 dated 25 July 2017, and the guidelines were prepared by the Child Protection Authority with the involvement of all relevant institutes under the guidance of the Ministry of Women and Child Affairs. It is pleasing to note that the cooperation extended by the Prime Minister's Office, Ministry of Health and Nutrition and Indigenous Medicine, Ministry of Justice, Department of Probation and Childcare Services, Children's Secretariat, and the relevant public institutes, and by national and international non-governmental organizations in preparing these guidelines is praiseworthy.

Public sector and the private sector are expected to direct their attention to these guidelines and to contribute towards establishing throughout Sri Lanka daycare services of higher quality and higher standards by adhering to these guidelines. That will brighten the future of not only the Sri Lankan Children, but of the Sri Lankan women as well.

Darshana Senanayake,
Secretary,
Ministry of Women and Child Affairs and
Dry Zone Development





Message from the Chairman

Children are undebatably the most crucial factor of the future of a country. It is also natural that the future is built up on the present. What we do for the child today determines the level of qualitiveness of the child tomorrow. The extent of physical and mental satisfaction of the child impacts his personality when he becomes an adult. It is based on the very things we, as adults, do for the child and give to the child in his childhood that qualities such as love, compassion, affection, feelings of safety, protection and accountability, and freedom get easily instilled in the child.

The dramatic transformation that was effected in the Sri Lankan society after 1978 in the context of economic, political, technical and legal environments has resulted in the traditional family transform from the extended family to a nuclear family. The mercantilist competition, competitive education, uneasy social environment as well as selfish lifestyles have already isolated the child.

The need for providing care for the child to address the problem of isolation has been established in the present-day society as child daycare centres. But, daycare centres seem to be focusing more on what can be received from children rather than on what children should receive. However, that daycare centres are engaged in the task of protecting children even under such conditions is commendable.

It is certain that these guidelines, that are published with the practical and active contribution of the National Child Protection Authority as a collective effort, will help create a better future for the children of the nation who seek the protection of daycare centres.

I would like to express my heartfelt thanks to all those who extended their contribution towards preparing these guidelines.

**H.M. Abayarathne, Attorney at Law,
Chairman
National Child Protection Authority**





Message from the Commissioner of Department of Probation and Child Care Services

I particularly believe that what we give today – what we will get tomorrow, as such providing better and safe environment for children in a Day Care Center where children are being outside from their loved ones is utmost important phase of their lives. Hence, I very much appreciated the great attempt for developing national guideline for day care centers which is waiting for long time. While I would offer my heartfelt gratitude for National Child Protection Authority for finalizing this important document, I cannot forget the Children Secretariat for identifying and taking initial steps in this process by producing Day Care Guideline in 2001.

The objectives cited in this guideline impressively say how much environment is important for better childhood. Achieving overall childhood development goals in a professional and safe child care services though-out the quality assured and standardized process with well-equipped space will help to create admired citizen. This guideline provides comprehensive details of registration procedure, staffing, physical environment of the child day care center facility, care, learning and play, health and safety, child rights and child protection, diversity and equal opportunity and children with disability. Type of day care, working in collaboration with parents/guardians, and monitoring mechanism and providing spaces for complaining are certain further segments descriptively discussed in this guideline. In the process of implementation, registering, monitoring and regularizing this guideline are assigned to the Provincial Department of Probation Child Care Services. Their continues support for this process would be possible in order to achieve the best interest of children in Sri Lanka.

I presume that, approximately 1500 Day Care Centers are available in Sri Lanka and directly intervene with the development of childhood but without any standardized process. This guideline will enable to full fill the requirement of aligning all those centers into accepted method and run it with minimum standards giving ultimate benefit to children in their early stage of lives.

My best wishes !
P.Chandima Sigera
Commissioner
Department of Probation and Child Care Services



Acknowledgment

We would like to extend our grateful thanks to Ms Chandrani Senaratne, Former Secretary to the Ministry of Women and Child Affairs, Natasha Balendra, Attorney-at-Law, Former Chairperson, National Child Protection Authority, and to Marini De Livera, Attorney-at-Law, who gave the initial guidance and advice for this vital task of preparing the National Guidelines for Childcare Centres in Sri Lanka.

National Child Protection Authority extends its heartfelt thanks to the Secretary to the Ministry of Women and Child Affairs and to the staff of the Ministry for the valuable guidance and cooperation extended to the Authority in preparing these guidelines.

Also, we would like to express our sincere gratitude to the National Commissioner and the staff of the Department of Probation and Childcare Services, to the Director and the staff of the Children's Secretariat, and to the Provincial Commissioners of the Department of Probation and Childcare Services for giving active cooperation in this collaborative effort.

Further, special thanks of the National Child Protection Authority is offered to all the government officials who gave their valuable participation and contribution representing the Prime Minister's Office, Department of Probation and Childcare Services, Children's Secretariat, Ministry of Health and Indigenous Medicine, Ministry of Education, Open University of Sri Lanka, Attorney General's Department and the Department of Social Services, and to Save the Children for providing financial and technical contribution in publishing these guidelines.

Moreover, our sincere thanks also go to all the non-governmental organizations including the World Health Organization, United Nations International Children's Fund, Child Fund Sri Lanka, Plan Sri Lanka, World Vision Sri Lanka, Plantation Human Development Trust and Leeds and to other independent experts for their cooperation. Apart from that, we also extend our gratitude to the members of staff of childcare institutions and parents who participated in the discussions that were held in relation to preparation of these guidelines.

Finally, we offer our special thanks to Ms Chathuri Jayasuriya, Project Consultant of this Project, to the staff of the Psychosocial Unit of the National Child Protection Authority, and to all the other members of the staff of the Authority who gave their contribution and cooperation in making this endeavor a great success.





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Printing Sponsors

Save the Children Sri Lanka

Publication

National Child Protection Authority



Executive Summary

Ensuring the safety, well being and overall development of the children of our nation is indeed a national service of immeasurable value. The need to formulate a National Guideline for Daycare Centers has been identified as one of the endeavors undertaken to realize this mission. Accordingly, the National Guidelines for Daycare Centers was prepared by the Department of Probation and Child Protection Services and the Children's Secretariat under the leadership of the National Child Protection Authority. The changes that have taken place in social systems with the lapse of time have resulted in childcare becoming one of the priority social problems. Changes that have occurred in the social role attributed to women, transformation of extended families into nuclear families, open economy of Sri Lanka and cultural proliferation that occurred with the introduction of the open economy have made obtaining the service of third party service providers for the purpose of caring for children a topical demand. As a result, daycare centers were introduced to the society to care for children.

According to the findings of the survey carried out by the Ministry of Women and Children's Affairs in 2010, many daycare centers operate privately and in association with various places of work. The main issue is the lack of a proper methodology for the operation of such daycare centers and the unavailability of proper monitoring and regulation for such centers.

As per the recommendations made by the 2016 budget, formulating a national guideline for daycare centers became a major task of the action plan of the National Child Protection Authority.

The main objectives of the formulation of a national guideline for Children's daycare centers were to provide guidelines to ensure the establishment of children's daycare centers which have the ability to achieve prescribed minimum standards and improve the standard of existing daycare centers; to ascertain that proper care is provided to children, overall child development needs are fulfilled and that they are in line with the child development objectives; to promote the provision of safe and professional daycare services for children between the ages of 04 months and 12 years; and to ensure that all daycare centers island wide are following the same quality assured procedure.

These guidelines are the outcome produced after studying local and international guidelines and drafts which have been published regarding children's daycare centers which are already in operation, discussions carried out with Heads of Departments representing state and non state sectors related to the subject matter and public officials and experts in the field as well as the results of focus group discussions carried out at provincial level in the field.

Principles that govern children's daycare centers, responsibilities of the authority in charge of categorizing and registering daycare centers and reports related to the matter, preparing the staff to care for children and arranging the premises to care for children are some of the topics covered by the Guidelines.

The content of these guidelines apply to all children's daycare centers currently in operation in the island as well as daycare centers which will be established anew. After two years of introducing these guidelines, it is expected to introduce a methodology to rank daycare centers based on the quality of services provided by them. Furthermore, it has been decided to introduce a mechanism through which the parents are able to check in on their children over the internet while they are at the daycare center.



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National Guidelines for Child Day Care Centers in Sri Lanka

1. Objectives

- i. To promote professional and safe child day care services for children between 4 months and 12 years.
- ii. To ensure a quality assured, standardized process among all Child Day Care Centers island wide.
- iii. To ensure that children's care and overall childhood development needs are met and are aligned with their developmental goals.
- iv. To provide guidance for the setting up of Child Day Care Centers equipped with the ability to reach the minimum standards specified, and for improving existing Centers.

2. Definitions

In these Guidelines:

'Child Day Care Center' is any type of child care facility mentioned in *section 4.1* of this document. Child care institutions operated by government and non-governmental organizations where children are being accommodated through judicial procedure and hostels which are attached to schools will not be considered as Child Day Care Centers.

'Department of Probation of Child Care Services' is a government department which is established to ensure child rights and best interest of all the children with specific attention on children have been orphaned, abandoned and destitute children as well as children in conflict with law.

'Provincial Department of Probation and Child Care Services (DPCCS)' is a government department based in provincial councils established through the decentralized process of the 13th amendment to the constitution of Sri Lanka where subject of probation was also decentralized. Providing children in conflict with law, care and protection, producing reports to courts, rehabilitation of child offenders, rehabilitation through institutionalizations, protection and institutionalized care for orphaned, abandoned and destitute children are duties of Provincial Department of Probation and Child Care Services.

'Probation Officer (PO)' is an government officer representing children in conflict with law, children in need of care and protection in courts and providing support to courts to make decisions in relate to these children. Rehabilitation of offenders through social work (probation work) is a primary duty of these officers.

'Child Rights Promotion Officer / Assistant' are officers recruited with ratification of convention on the rights of the child by Sri Lanka 1991 and with publication in 1992, to fulfill the duties mentioned on the convention effectively, where these officers were recruited for each divisional secretariat.

'Divisional Child Protection Officer' refers to the group of officers who work at divisional secretariat level attached to the National Child Protection Authority. They perform functions such as monitoring and improving the standard of child daycare centres.

Early Childhood Development Assistant (ECDA) is an government officer affiliated to the Child Secretariat

National Child Protection Authority is the institution established under Act, No. 50 of 1998, for the purpose of formulating a national policy on prevention of child abuse and protection and treatment of children who are victims of such abuse, for co-ordination and monitoring of action against all forms of child abuse.

Officers of the National Child Protection Authority refers to Divisional Child Protection Officers who are attached to Divisional Secretariats and District Child Protection Officers and District Psychosocial Officers who are attached to District Secretariats by the National Child Protection Authority.

Public Health Midwife (PHM) and **Public Health Inspector (PHI)** are government community-based primary health care officials, who are under the purview of the **Medical Officer of Health (MOH)**.

Registrant or **Registered Person** is an individual or organization which operates a facility functioning as a Child Day Care Center, offering child care for children up to 12 years of age .

Child Care Giver is a person engaged specifically in child care and development, supervision or operation of a facility. Center Manager, Assistant Center Manager, and Child Care Assistants belong to this category.

Qualified Person is a person who has satisfied the requirements and received qualifications necessary for the role from a course accredited by a government institution.

Staff are the Child Care Givers and Domestic Helpers mentioned above. Volunteers are not considered as Staff.

Domestic Helpers are the staff who attend to domestic tasks in the Centre, such as preparation of meals and maintenance of the premises and equipment. They are not considered Child Care Givers.

Volunteer is a person who volunteers to assist at a Child Day Care Center and works under the direction of a Qualified Person.

School-Aged Child (for the purpose of these Guidelines) is considered to be a child who is between 5 years and 12 years of age (4-year old's enrolled in pre-school who would become 5 years of age on or before 31st of January may also be considered as School-Aged Children from the 1st of January of the same year).

Children/Persons with Disabilities are children/persons with physical and/or psychological disabilities, with the ability to carry out their activities with support.

Drop-In Center is a facility which provides a protective environment for children temporarily from difficult family environment and socio-economic status. Child Rehabilitation Centers are considered under this category.

3. Main Principles Governing Child Day Care Centers

- i. Non-discrimination of children based on age, gender, ability, ethnicity, religion, socio-economic status, family background and circumstances, etc.
- ii. Ensuring the protection of children and preventing all forms of violence.
- iii. Ensuring the best interests of the child at all times.
- iv. Enabling meaningful participation of the child.
- v. Prioritizing holistic development of the child while promoting bonding with primary caregivers.
- vi. Ensuring accountability towards the child's well-being.
- vii. Undertaking social responsibility towards better realization of the rights of children.

4. Registration Procedure

- i. Registration of Child Day Care Centre is mandatory and all applications for registration and renewal of registration must be made to the Head-in-charged with the subject of Probation and Child Care services in the relevant province. The Day Care Centre registration is mandatory for the Business Registration (BR) of the Centre at the Divisional Secretariat.



- ii. The relevant forms (Annexe 01), which can be obtained on the internet (from the website of the Department of Probation and Childcare Services) or from the Probation Officers and Development Officers – Childcare, and the other documents specified in Paragraph 4.3 (I) or those requested by the provincial department in-charge-of the subject of Probation and Childcare Services should be submitted together with the application. The application, together with all necessary supplementary documents handed over to the relevant Divisional Secretariat office. After all necessary details have been furnished, the applicant will be issued a reference number. (When applying online, this number will be generated electronically and be issued to the applicant.) This reference number can be used to enquire about the progress of the process relating to the application. The registration will be given free of charge.
- iii. The applicant must provide information regarding their ability to sustain the Center for a minimum period of 6 months (e.g. financial statements or rent or lease agreements/title deeds), to prevent the premature closure of the Center.
- iv. The applicant will receive feedback, recommendations or approval from the Head-in-charged with the subject of Probation and Child Care services in the relevant province within 2 months from submitting the completed application forms. The Divisional Child Protection Officers (DCPO) of Child Care should submit their recommendations to the Head-in-charged with the subject of Probation and Child Care services in the relevant province within 4 weeks. Head-in-charged with the subject of Probation and Child Care services in the relevant province will present the progress of the registration of Child Day Care Centres in their respective provinces at periodic review meetings held at the national level.
- v. The applicant must comply with all the standards stipulated in this Guideline in order to obtain the registration¹. Once the Certificate of Registration is granted, a MoU will be signed between the Registrant and the Head-in-charged with the subject of Probation and Child Care services in the relevant province.
- vi. The Head-in-charged with the subject of Probation and Child Care services in the relevant province may issue to an applicant a provisional registration (Annexure -02) that expires within 6 months from the date of issue in order to enable a Centre to operate on a conditional basis, in instances where standards given in this Guideline have not been fully met by the applicant. A letter indicating that a provisional registration has been issued and a summary of the non-compliances will be sent to the Registrant to be made available to the parents² (Annexure – 03). Registration will be granted once the conditions are met.
- vii. Existing Centre may be provided with a grace period of 2 years to improve the physical environment, infrastructure and other facilities to a satisfactory level as per the Guidelines, before being issued the registration. During this period, the provisional registration that is granted to the applicant may be renewed every six months, subject to the improvements made.
- viii. Registration will be valid only for a period of 2 years, after which it must be renewed.
- ix. A Registrant seeking renewal of a registration (Annexure -01) must apply to the Head-in-charged with the subject of Probation and Child Care services in the relevant province 2 months prior to the expiry of the registration, outlining any alterations to the information given prior to its expiry. The Head-in-charged with the subject of Probation and Child Care services in the relevant province, if satisfied that the prescribed standards are met, will renew the registration free of charge.
- x. The registration is not transferable and a renewal of registration is required in case of sale, transfer of ownership, change of Registrant, change of location or any other significant alteration in the operation of the facility.

1. 2 years following the introduction of these Guidelines it is expected to introduce a grading system for the Child Day Care Centres based on the quality of care provided, based on which the maximum fee that can be charged per child will also be suggested.
2. The term 'parents' is used throughout this document to indicate either the biological/adoptive parents of the child or his/her guardian.

- xi. Only one Child Day Care Centre can be registered under one registration number and each branch of the Centre, if any, must obtain a separate registration.
- xii. Where the Head-in-charged with the subject of Probation and Child Care services in the relevant province intends to refuse to issue or renew a registration, or to suspend, revoke or impose a restrictive condition on a registration, it will inform the applicant in writing of the proposed decision and the reasons applicable, and will offer the applicant an opportunity to appear before it to challenge the proposed decision. Provincial Department of Probation and Child Care Services (PDPCCS) may provide a list of improvements required for such facilities to obtain their registration (Annexure-03).
- xiii. The Head-in-charged with the subject of Probation and Child Care services in the relevant province may revoke or refuse to issue or renew a registration if they have reasonable grounds to believe that:
 - A. Any facility described in the application does not function and is not maintained in compliance with the requirements or standards prescribed.
 - B. An applicant has made a false statement in the application or any documents submitted in support of the application.
 - C. Any person associated with the operation of the Centre is not suitable to provide child care.
 - D. The continued operation of the Centre would be hazardous to the health, safety or well-being of any child attending the Centre.
 - E. The Centre is used for any disreputable activities.
 - F. OR if a complaint has been made by a parent or a responsible officer which is being investigated, depending on the severity of the allegation (refer to section 16.2).
 - G. In the event the center is located in a unsafe environment which is hazardous for the safety of children (e.g. extremely noisy, polluted area, near a bar or etc.)
- xiv. In an instances where the Head-in-charged with the subject of Probation and Child Care services in the relevant province has refused registration to a Child Day Care Center in operation at the time these Guidelines are introduced, parents should transfer their children to an available registered Child Day Care Center in close proximity, within 2 months of the notice. The Head-in-charged with the subject of Probation and Child Care services in the relevant province should make a list of close-by Centre available to the parents.
- xv. All existing Child Day Care Centers with or without a registration in effect at the time these Guidelines come into force must obtain a new registration under the Head-in-charged with the subject of Probation and Child Care services in the relevant province within 6 months of the introduction of these Guidelines.
- xvi. From the date the this Guideline is approved by the Cabinet of the Ministers, all the new Child Day Care Centers must obtain a registration from the Head-in-charged with the subject of Probation and Child Care services in the relevant province in order to start functioning.
- xvii. The Certificate of Registration (Annexure -04) must be displayed at the Centre and all documents and advertising of the Centre must cite the registration number.
- xviii. The updated list of Child Day Care Centers and there status (e.g. registered, provisionally registered, terminated) should be published on newspapers every 2 years by the Head-in-charged with the subject of Probation and Child Care services in the relevant area to inform the public regarding suitable Child Day Care Centers. A copy of this notice should be available on the website.

4.1 Types of Child Day Care Centers

Under these Guidelines the following types of child care facilities can be maintained:

- A. **Type I –Day Care Centers**– which accommodate Infants, Toddlers, Pre-schoolers and School-Aged Children where the Centre may or may not function as a preschool for children between



7a.m. – 12 p.m. Operating hours may vary based on requirements of parents and capacity of Staff members, however, the Centre should close by 6 p.m. Drop-In Centers for children are also considered under this category (government or non-government).

- B. Type II –Workplace-based Child Day Care Centers** –Centers set up by employees or employers of an organization to operate within the working hours of employees. Centers may function during weekends based on the requirements of the employees and employers. Crèches for children are also considered under this category.
- C. Type III –Private Home Day Care for Children** –where only 2-5 no of children are looked after at a private residence other than the home of the parent or the guardian of the child for longer than 2 hours where the parents are required to make payments for the service provided.

4.2 Responsibilities of the Registered Person

Registered Person must ensure the following:

- i. All Staff members and Volunteers are properly screened, trained and supervised, and are deployed effectively to ensure the safety, well-being and development of children.
- ii. All Child Care Givers caring for infants are trained, qualified and experienced. In the absence of qualified Child Care Givers, take measures for at least 50% of Child Care Givers to undertake training in infant care. The Staff members should also be provided with at least basic training in working with Children with Disabilities, if the Centre provides care to such children as well.
- iii. Arrangements are in place to respond to emergencies, unexpected and planned Child Care Giver absences, ensuring that minimum Child Care Giver-ratios stated in *Section 5.2* are always met.
- iv. Ensure that the Centre is open during working days including during the school vacations.
- v. Develop and regularly review a basic operational plan which should be made available to parents on request. It could include how Staff will be deployed within the service provision, how and what activities will be done and how the continuing training needs of Staff will be met.
- vi. When intending to close down the Centre, provide a minimum of 2 month's prior written notification of closure to the parents of children receiving care and to the Head-in-charged with the subject of Probation and Child Care services in the relevant province.
- vii. When immediate closure is recommended by the Head-in-charged with the subject of Probation and Child Care services in the relevant province, the Center must terminate its functions within 48 hours. Parents may transfer their children to a Child Day Care Center of their choice.
- viii. Submit annual reports on the Centre to the Head-in-charged with the subject of Probation and Child Care services in the relevant province (Annexure-05).

4.3 Background Records

- i. Certified copies of the following documents must be submitted along with each application, for the Registrant, Staff members, Volunteers and for any adult living in or frequenting to the Center.
 - A. Minimum age of the registrant must be 18 years of age and a citizen of Sri Lanka
 - B. Report from the relevant GramaNiladhari (GN) of the area (D. S.4 form)
 - C. Police report for the Registrant.
 - D. Medical reports of a health check from a government hospital (Annexure – 06).
 - E. Two character certificates from a Justice of Peace (JP) and a recognized person in the area the Registrant/Staff/Volunteer is from.

Following documents should be certified copies of the original document

- F. If previously employed, service or recommendation letters from previous employer(s).
 - G. Photocopy of the National Identity Card (NIC) or Passport or Driving license .
 - H. Photocopies of Educational Certificates: e.g. Ordinary Level (O/L) and/or Advanced Level (A/L).
 - I. National Vocational Qualifications (NVQ) obtained from courses accredited by Tertiary and Vocational Education Commission (TVEC).
 - J. Degrees and post graduate degrees recognized by University Grant Commission (UGC) in Sri Lanka (if available).
- ii. All the individuals either living or frequenting the center must produce GN report
 - iii. Existing Staff members are allowed a grace period of 2 years to attain the required educational qualifications. All Staff recruited after the Guidelines come into effect should obtain the minimum education qualifications (see Sections 5.3-5.5) prior to recruitment.
 - iv. The Certificate of Registration will be provided for the Centre in the appropriate category by the Head-in-charged with the subject of Probation and Child Care services in the relevant province only if these records are satisfactory.

5. Staffing

5.1 Recruitment

- i. The Registrant, Staff and Volunteers must not have been convicted of an offence or subjected to an order which disqualifies them as per the regulations of the Head-in-charged with the subject of Probation and Child Care services in the relevant province.
- ii. All Staff and Volunteers must be recruited as per the minimum standards given below.
- iii. All newly recruited Staff must be under a probationary period of 6 months where they should receive quarterly evaluation reports (Annexure-07) from the Registrant or Center Manager regarding their performance. Annual reports (Annexure-05) submitted to the Head-in-charged with the subject of Probation and Child Care services in the relevant province should include an assessment of the newly recruited Staff.
- iv. All the staff members working at Child Day Care Center must be registered under the Head-in-charged with the subject of Probation and Child Care services in the relevant province (Annexure-08). In the event staff members service is considered unsatisfactory, the Head-in-charged with the subject of Probation and Child Care services in the relevant province has the authority to cancel the staff members registration.

5.2 Child Care Giver Ratios

- i. **The minimum Child Care Giver - children ratios should be as follows:**
 - A. Children below 2 years 1 caregiver for 3 children
 - B. Children aged 2 -3 years 1 caregiver for 4 children
 - C. Children aged 3-5 years 1 caregiver for 6 children
 - D. Children aged 6-8 years 1 caregiver for 10 children
 - E. Children aged 9-12 years 1 caregiver for 12 children
 - F. Children with Disabilities 1 caregiver for 4 children



- ii. The ratio for Children with Disabilities may vary depending on the severity of the physical and/or psychological disabilities of the children.
- iii. Minimum of 2 permanent Staff members (including at least 1 female Child Care Giver) must be on duty at all times.
- iv. Additional domestic and management staff may be required to support the work at the Centre. Such staff must not be considered as Child Care Givers.
- v. Volunteers can be considered in the ratio during absences of Child Care Givers but must not substitute more than 20% of the total Staff at any time.

5.3 Center Manager

There should be at least one Center Manager for a Child Day Care Center and the following are the minimum qualifications required. Please see Annexure 9 for The key functions and responsibilities of an Assistant Centre Manager.

- i. NVQ level 6³ in child care.
- ii. At least 5 years of experience in working with children. Priority should be given to those who have worked in the capacity of an Assistant Center Manager.
- iii. Minimum of 30 years of age.
- iv. Females are considered more suitable for this role.

5.4 Assistant Center Manager

There should be at least one Assistant Center Manager for every 15 children and the following are the minimum qualifications required. (Please see Annexure 9 for The key functions and responsibilities of an Assistant Centre Manager).

- i. NVQ level 5 at least
- ii. At least 2 years of experience in working with children. (Priority should be given to those who have worked in the capacity of a Child Care Assistant).
- iii. Minimum of 27 years of age.

5.5 Child Care Assistant

Following are the minimum qualifications required. (Please see Annexure 9 for The key functions and responsibilities of an Assistant Centre Manager).

- i. NVQ level 4 in child care.
- ii. Minimum age of 18 years.

5.6 Volunteers

- i. Volunteers must be at least 18 years of age.
- ii. Must be under the direct supervision (within sight and sound) of a Child Care Giver who is a permanent Staff member at the Center.
- iii. A maximum of 20% of the entire work force at the Centre may consist of Volunteers at any given time.

3. NVQ 4 is currently available and are delivered through accredited institutions while NVQ 5 and 6 are expected to be made available within 2 years following the introduction of the Guidelines.

5.7 Domestic Helpers

- i. Support of Domestic Helpers may be available in managing the domestic activities of the Center.
- ii. Must never be involved in the provision of child care for children at the Centre.
- iii. Must be screened for suitability to work at the Center by the Center Manager prior to recruitment.
- iv. Must be provided with necessary guidance on communicating appropriately with children.

5.8 Peer Support

- i. The Registrant should arrange monthly meetings among all Staff members to discuss any issues pertaining to child care at the Center.
- ii. DO-CCHead-in-charged with the subject of Probation and Child Care services in the relevant province should arrange biannual meetings for all Child Care Givers from Child Day Care Centers within the province to discuss any concerns, support or improvements required.

5.9 Capacity Building

- i. All Staff and Volunteers must be provided induction training which includes health, safety and child protection policies and procedures in their first week of employment.
- ii. A mandatory process will be put in place by the Head-in-charged with the subject of Probation and Child Care services in the relevant province to train Child Care Givers of Child Day Care Centers at least once a year where they receive at least 40 hours of training.
- iii. They should also attend seminars organized by the Head-in-charged with the subject of Probation and Child Care services in the relevant province, at least once a year.
- iv. The training will be provided by institutions recognized by the Head-in-charged with the subject of Probation and Child Care services in the relevant province and the quality of training should be reviewed by the Head-in-charged with the subject of Probation and Child Care services in the relevant province.

6. Physical Environment of the Child Day Care Center Facility

6.1 The Premises

- i. Must be a gated facility located in a safe, welcoming and child-friendly environment(e.g. away from garbage dumps, hazardous and polluted environments, bars, etc.) easily accessible to all children attending the Centre.
- ii. Must be free from hazards including unprotected wells, open pools, unprotected edges, drop-offs and cliffs, dangerous equipment, sharp objects, slippery areas and water leakages (e.g. roof, taps, etc.). It should have a safe roof, ceiling and paved floor.
- iii. Must be a permanent building that may be adjoining or in the premise of a private residence but is detached from its living space (other than Private Home Day Cares).
- iv. Must be equipped to maintain comfortable temperature.
- v. Should provide adequate space, and access to the necessary facilities for a range of age and gender appropriate and disability sensitive activities promoting child development.
- vi. Must have natural lighting and ventilation, and must be well-kept.
- vii. The environment should not be over-stimulating and extravagant.



- viii. Must be free of rodents, hazardous insects, vermin, and toxic plants. Mosquito and insect breeding sites should be detected and treated regularly.
- ix. Must always have a sufficient supply of hygienic drinking water.
- x. Must be for the sole use of the Child Day Care Center during the hours of operation.

6.2 Indoor Space

- i. The following indoor space requirements represent minimum required space per child to use within the facility (excluding washrooms, other facilities)

Age	Sq. Meters
Below 2 years	3.5 (approx.)
2 – 7 years	4.4 (approx.)
7 – 12 years	5.0 (approx.)

- ii. The Centre should consist of separate space for office work, toys and play items, keeping equipment, meal preparation, dining, sick children, babies, activities and studying, sleeping/resting and adequate bathrooms and toilets. The area for sleeping/resting may be converted from normal play space, provided that children can rest safely without disturbance.
- iii. Keep the baby room, rest/bedrooms and sick room away from external noises such as street traffic, parking lots, playgrounds, mechanical equipment, exhaust vents, etc., and at a comfortable temperature. Cribs must be arranged away from direct sunlight and breeze from windows.
- iv. Infants should have room for extensive movement (rolling, crawling, or walking) and exploration.
- v. Create separate or partitioned areas for school-aged boys and girls in the sick room and sleeping/resting areas, to ensure safety and privacy.
- vi. If parents require, make a separate space available to breast feed Infants during their stay at the Center.
- vii. The Centre must provide Staff and Volunteers with a room or area for breaks, away from areas being used by children.
- viii. It is encouraged to ensure accessibility for Children with Disabilities when designing the building according to Disabled Person (Accessibility) Regulations, No. 1 of 2008. Special facilities to accommodate needs of Children with Disabilities according to the type of disability should be available at the Centre.
- ix. Furniture, furnishings and equipment used should be safe, clean and kept in a good condition. For a list of suggested furniture (Annexure- 10).
- x. See Sections 6.1- 8.3 for safety measures to be considered when designing the indoor space.

6.3 Kitchen

- i. There must be an adequately equipped kitchen or a suitable alternative to provide meals and snacks for children and Staff on the premises.
- ii. Should be a safe and effective work environment that is easily kept clean and tidy, and where the quality of the food is maintained.
- iii. Kitchen utensils should be available to prepare cup feeding for babies, to collect water, and prepare and distribute meals among children. Plastic or disposable utensils should be avoided.
- iv. Facilities should be available to collect boiled water and/or water filter for drinking. Water heaters and other items with hot water should be kept covered or protected. Ensure that children do not have access to such items.

- v. Food must be kept in sealed containers at all time before consumption.
- vi. The Staff should conform to environmental health and food safety regulations⁴when storing, preparing and handling food. Infants' feeds must always be prepared using sterilized drinking water.
- vii. Dishes must be thoroughly washed.
- viii. All surfaces should be easy to disinfect and should be washed before and after use (e.g. table, utensils etc).
- ix. A clean place should be available to store plates, mugs and cutlery for children. Glassware and other utensils must be kept out of reach from children.
- x. Child refrigerator lock must be placed on the refrigerator or it must always be kept in a place which children cannot reach easily.
- xi. Children must not have access to the kitchen unless it is used solely for a supervised children's activity.

6.4 Water-Sanitation Facilities

- i. There must be at least one toilet with a bathroom-shower and one wash basin for every 10 children. Ideally there should be one potty per Toddler, but in the minimum one per 3 children.
- ii. Diapers may be used for children below 2 years.
- iii. Bathrooms and toilets must be built with the guidance of the Public Health Inspector (PHI). Refer to standards introduced by UNICEF (2012) in relate to bathrooms and washrooms⁵.
- iv. Adequate water must be available for bathing, washing, etc.
- v. Separate toilet facilities must be available for children and Staff (and other adults).
- vi. Toileting must take place based upon the individual needs of children.
- vii. Hand wash basins should be at height children can easily reach and all washing items such as liquid disinfectants should be stored safely.
- viii. Children must not take baths together or share the same bath water.
- ix. Adult supervision should be mandatory for children below the age of 5 years during baths, handwashing, toilet training, etc.
- x. Privacy should be ensured for School Aged Children.
- xi. Children with Disabilities and Infants must be provided with facilities and toiletry appropriate for their requirements.
- xii. Toilets including Potties must be clean at all times and sanitized after each use
- xiii. Mop the toilets and keep the floor dry to prevent slipping on wet floors.
- xiv. Provide children with fresh wash cloths and towels.
- xv. Racks or bars attached to walls should be provided to keep clothes and other items while showering.
- xvi. Water storage containers, bath tubs and water basins must be emptied after use or kept sealed.

6.5 Bedding and Linen

- i. An adequate supply of clean bedding, towels, spare clothes etc. must be available for each child.
- ii. All used bedding must be not be shared by child. Sufficient amount of beddings and clothing material for each child should be provided by their parents weekly.

4. Refer *Food Act no. 26 of 1980*

5. UNICEF (2012), Water, Sanitation and Hygiene (WASH) in schools.



- iii. Each child should have a specific place, labeled with child's name in the child day care to store weekly supply of bedding and spare cloths.
- iv. When laundry facilities are available on site, children must not be allowed to access laundry facilities.

6.6 Indoor and Outdoor Activities

- i. Designated activity areas should be available for each age group, with flexibility to accommodate a variety of activity settings.
- ii. A clean and safe garden for outdoor play consisting of grassy areas, shady trees and flower beds etc. providing both shade and sun may be provided.
- iii. An adequate number of toys, equipment and furnishings should be available for rotation as well as for gross-motor activity. They should be age and gender appropriate, disability-friendly and may include equipment for standing, jumping, crawling, swinging, cycle riding, dramatic play, group games, music and intensive small group activities such as singing. Toys and other equipment that are used daily should be cleaned and stored properly.
- iv. Outdoor play equipment must be free of rust, splinters and sharp edges. When necessary they should be secured strongly to the ground.
- v. Sandpits must be clean and protected from contamination.
- vi. Ideally, outdoor play spaces should adjoin the premises of the Child Day Care Center. If this is not possible, children may be safely escorted to local parks, playgrounds or the equivalent on a regular basis under the supervision of an adequate number of Staff members.

7. Care, Learning and Play

7.1 General Guidelines

- i. Select resources and provide activities, play opportunities and experiences for children to develop their gross and fine motor skills, language and cognitive skills, creativity, emotional intelligence and positive social relationships while learning moral, spiritual and cultural values.
- ii. Make available varied, flexible, age and gender appropriate and disability-friendly activities that include quiet and active play, nature-based play, and individual and group activities. Activities, sports and toys must not be harmful or promote violence.
- iii. Computers (except for learning purposes), mobile phones and smart phones must not be promoted at the Centre for entertainment purposes or as substitutes for play activities. Computers can be password protected and if internet access is available cyber safety precautions must be installed. For learning purpose, child can use computer for maximum duration of 45 minutes per day.
- iv. Children who attend the Child Day Care Center for 6 or more hours in a day should spend up to two hours outdoor daily, weather permitting. Required number of Child Care Givers must be available at all times for supervision.
- v. Centres providing snacks and meals for children should do this at a suitable time while others should facilitate the child to eat the food provided by parents in a clean place using clean utensils. Ensure that the food is not spoilt.
- vi. Encourage all children to engage in religious observances according to their religions while celebrating all the religious festivals at the Center to promote a multicultural environment.
- vii. Child Care Givers should be available at child day care center for each child to speak in the language they are able to communicate in.

- viii. Listen to, value and respect what children say, observe what they do and plan children's play, learning and development accordingly. Talk to children in a friendly manner with understanding at all times and take children's opinion to account with their evolving capacities.
- ix. Promote activities which encourage interaction among siblings, when they are present.
- x. Build positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances.
- xi. Request parents/guardians to provide clothes, nappies and other necessities required for daily use, as well as food and medicine, for each child on a daily basis. Maintain a record of the manner and times of day in which medication should be provided to the child and follow the directives (a training may be required for certain procedures). Discuss with them the activities they could do with their children daily.
- xii. Assign each child to a Child Care Giver within their key group who is mainly responsible for her/his wellbeing on a daily basis and ensuring that information about the child is exchanged with the parent.

7.2 Infants (4 months to 1 year)

- i. Infants must be cared for in groups of 2 Infants at most.
- ii. Keep infants outdoors for a short time in the mornings.
- iii. Infants should be held whilst feeding, preferably by the same Child Care Giver continuously for each infant and sleeping infants should be checked at least every thirty (30) minutes.
- iv. Each infant's position should be changed at least each half hour, when the infant is awake.
- v. Cuddle the child, talk to the child in a loving manner, lull and gently put the child to sleep.
- vi. Always sterilize or/ and clean infants' feeding equipment (based on the material of the equipment) in a proper manner.
- vii. Provide facilities to store and feed breast milk, which can be kept in normal room temperature (25°C) for 6 hours and up to 24 hours if kept in a refrigerator⁶. All attempts should be done to provide breast milk at all times.
- viii. Milk prepared must be temperature tested prior to feeding. The feeding schedule should meet the infant's needs and not only the recommended time intervals⁷. A cup should be used when feeding children.
- ix. Disclose significant changes in the child (if any) when handing over the child back to parents. (E.g. allergic reactions, changes in the pattern of eating or bladder/bowel functions, etc.).

7.3 Toddlers (1 year to 3 years)

- i. Provide children play equipment and an opportunity to play freely, with sufficient focus on nature-based play.
- ii. Provide required equipment/aids for climbing and walking.
- iii. Enable children's sensorimotor stimulation through singing and rhythmical actions.
- iv. Read stories with actions and movements and encourage children to participate in them.
- v. Allocate specific times for feeding, rest, sleep and outdoor sports activities.
- vi. Milk must be temperature tested prior to feeding⁷.
- vii. Each toddler's position should be changed at least each half hour, when the child is awake.

6. Refer *Sri Lanka Code for the Promotion, Protection and Support of Breast Feeding and Marketing of Designated Products 2002* (Ministry of Health)

7. Refer *Guidelines on Infant and Young Child Feeding* (Ministry of Health)



- viii. A toddler who is unable to sleep should not to be kept in a bed/cot for longer than one hour, after which the child should be allowed to get up and participate in other quiet activities.
- ix. Toileting practices should be developed collaboratively by the parents and Child Care Givers, and must be based on the individual needs of the child.

7.4 Pre-School-Aged Children (3 years to 5 years)

- i. Support, encourage and guide children to engage in group activities, nature-based activities and engage in religious observances according to their religions.
- ii. Allocate specific time for aesthetic activities including art and craft, thematic learning activities, outdoor sports activities, rest and sleep.
- iii. A child who is unable to sleep should not to be kept in a bed for longer than 30 minutes, after which the child should be allowed to get up and participate in other quiet activities.

7.5 School-Aged Children - Primary (6 years to 10 years)

- i. Engage children in creative learning, aesthetic activities, hobbies, leadership development activities and outdoor sports activities.
- ii. Encourage personal development among children through promoting activities that focus on developing their self-esteem, problem solving skills and interpersonal skills.
- iii. Support and encourage children to engage in group work, supplementary reading and with nature.
- iv. Support children to complete homework.
- v. Allocate specific times for rest or sleep, ensuring privacy for girls and boys.

7.6 School-aged children - Secondary (11 years to 12 years)

Constructively engage adolescents in:

- i. Creative/ aesthetic activities according to interest
- ii. Creative learning activities
- iii. Leisure activities
- iv. Media and communication work
- v. Individual hobbies
- vi. Sports and fitness activities
- vii. Activities that develop personality and life skills
- viii. Encourage personal development among children through promoting activities that focus on developing their self-esteem, problem solving skills and interpersonal skills.

7.7 Behavioral Management and Discipline

- i. Deliberate, harsh or degrading measures that would undermine a child's physical and emotional health including the following methods of discipline must not be allowed in the Center under any circumstances.
 - A. Deprivation of food, shelter, clothing or bedding.
 - B. Confinement of a child in a locked room/ locked building.
 - C. Lack of supervision or attention to the child's needs.
 - D. Corporal punishment.
 - E. Name calling, derogatory remarks to or about children or parents.

- F. Shaming or embarrassing including discriminating comparison between children.
- G. Any other form of emotional harassment or psychological manipulation.
- i. Age-appropriate positive disciplining methods and behavioral management techniques should be used and Staff should be adequately trained and skilled in the use of such methods.
- ii. Monitor and record behavior management practices of Staff and Volunteers.

8. Health and Safety

8.1 Risk Assessment

- i. Take steps to ensure that hazards to children in the premises, both inside and outside are minimized, and that health and safety standards are complied with. Staff must be trained in this regard.
- ii. The Center Manager must conduct a risk assessment at least once a month of the premises and relevant action must be taken with the Registrant to minimize identified risks. A risk mitigation plan should be made available.

8.2 General Safety

- i. Minimum glass must be used in the building and other materials used.
- ii. Doors and windows used for ventilation must be equipped with securely fastened screens.
- iii. Attach furniture such as cupboards to the wall to prevent them from falling. Cupboards must always be properly closed and locked when not used.
- iv. Enclose all stairs used by children with walls or solidly mounted child-height hand railings. All stairs used by infants, toddlers and preschool age children must be protected by a stair gate or door. All cots used by Infants and Toddlers must also have railings. The use of cloth cots is prohibited.
- v. Take precautions to prevent injuries when children from several age groups are accommodated at the Center. Infants and toddlers must always be separated from other children during active play.
- vi. The premises and outside play area should be safe and children must not be able to leave them unsupervised. Children must be supervised at all times and there must be a clearly defined procedure to be followed in the event a child is lost or not collected(see 9.1).
- vii. Ponds, drains, pools or any natural water sources must be made safe or inaccessible to children. Outdoor water activities must be closely supervised at all times.
- viii. Floor of the day care center should not be made out of slippery materials and should ensure to maintain surfaces in a hazardous free manner(e.g. clean spilled liquid on the surfaces immediately, fix damaged surfaces, etc.).
- ix. Keep all drugs, chemicals, other harmful substances and hazardous indoor and outdoor plants away from children.
- x. Strings and cords (e.g. parts of toys or window blinds) long enough to encircle a child's neck (6 inches or more) must not be accessible to children.
- xi. Curtains, table cloths etc. which toddlers may be able to pull down must be placed out of reach of children to prevent accidents (to prevent items kept on the tables from falling over).
- xii. Establish a system for managing access to the premises, and keep a record of visitors. Only one public entrance must be provided and children must not be accessed at any time by anyone except the assigned Child Care Giver or Volunteer(s) and parents or assigned guardians during the child's stay at the Centre. All entry/exit routes and corridors must be kept well-lit.
- xiii. The consumption of tobacco, alcohol, drugs and other stimulants by any party including parents and visitors must be prohibited at the Centre during hours of operation. No person under the influence of any of these substances must be granted permission to enter the premises.



8.3 Electrical Equipment

- i. Gas, electrical and other appliances and fittings must conform to safety regulations and do not pose a hazard to children. They must be made inaccessible to children at all times.
- ii. Electrical outlets in areas used by infants, toddlers and preschool children must be protected by safety caps, plugs or other means at all times.

8.4 Play Equipment

- i. Equipment should be child friendly, and must be free of rust, splinters and sharp edges.
- ii. Disinfect play equipment on a daily basis where disinfectant are health and safe to be used.
- iii. Prevent the use of lead-based paint on toys, furniture, and interior, exterior or other surfaces, to prevent lead poisoning among children.
- iv. Play/educational materials used by children of older age groups, e.g. pencils, small pieces of chalk or other play materials may become hazardous to Infants and Toddlers. Take necessary precautions in this regard by ensuring that Infants and Toddlers do not access such material.
- v. Fence playgrounds to a minimum height of 1.2m (4 feet) and place one or more gates that can be securely closed at all times.
- vi. Ensure the safety of fixed playground structures (i.e. climbing equipment, slides) and check safety through routine maintenance and inspections. Items must be developed in build in good quality and standards.

8.5 Emergency Procedures and Evacuation

- i. An evacuation procedure must be available in the event of an emergency (e.g. bomb threat, fire, tsunami, earth slip, weather related emergencies such as flood and health related emergencies). Drills must be conducted biannually. All exit points must be free from obstructions at all times and must be displayed clearly.
- ii. All facilities must have basic equipment that can be used in a fire.
- iii. Written records of drills, training and procedures must be maintained.
- iv. Drills must include:
 - A. Responding to threatening behavior by a person in the Centre or the property.
 - B. Evacuating the Centre.
 - C. Communicating in an emergency including contacting parents or guardians of children enrolled in the Centre.
 - D. Awareness of the roles of the Registered Person, Staff and others in the event of an emergency.

8.6 Health and Sanitation of Children

- i. Observe the child's health daily to detect any symptoms of ill health, when the child arrives at the Center.
- ii. Inform parents immediately when a child is found to be sick and make arrangements for the child to be taken home or for immediate medical attention, if required. Interim care for the child must be provided to the child at the Centre by trained Child Care Givers.
- iii. Close attention must be paid to the mental health of children, and appropriate action must be taken if a psycho-emotional issues are detected, for which the Child Care Givers must be trained.
- iv. Cats and dogs on the premises must be vaccinated against rabies (the vaccine cards should be on display) and no pet must pose any danger to children or guests including through infectious diseases. All indoor and outdoor areas used by children must be free from pet waste and odors.

- v. The premises and equipment must be clean. A proper waste-management system must be established in the Centre.
- vi. All Staff must be informed of and kept up to date with good hygiene practices.
- vii. Encourage children to learn about personal hygiene through their daily routine.
- viii. Care givers should have access to extra children's clothes and diapering supplies to be used when they become soiled or damaged during activities. Check children frequently for wet or soiled nappies and other clothing, and wash and change them immediately as soon as needed.

8.6.1 Food and Nutrition

- i. Boiled and cooled drinking water must be available to children at all times.
- ii. A meal plan must be available at the Center, if the Centre provides meals for children.
- iii. All food must be stored in a manner to prevent spoilage, and kept hot or cold, as required.
- iv. Request information from parents about any special dietary requirements, preferences or food allergies the child may have. Make a record and prepare the food for the child accordingly, if the Centre has taken this responsibility. If special meals are required, it should be the parents' responsibility to provide them. The Staff must direct parents/guardians to heal professional to obtain advice regarding the nutrition requirement of their children.
- v. Food and drink provided by parents/guardians must be labeled with the child's name and they must be informed of what can be stored safely.
- vi. Infants must be fed according to written parental instructions.
- vii. All food must be stored, prepared and served to maintain maximum nutritive value.
- viii. Nutrition of children below the age of 5 years must be supervised by the PHM relevant to the area. Information regarding underweight children should be informed to the PHM and Early Childhood Development Assistant (ECDA).
- ix. Staff must closely supervise children during mealtimes. Children should be encouraged to self-feed, with staff assisting if required.

8.6.2 First Aid

- i. There must be at least one first aid kit (Annexure - 11) and a manual which is well maintained and complete with the medication supplies, kept in a locked container. Expiry date of each medication must be mentioned on the list of medication available which should be replaced accordingly.
- ii. At least one Child Care Giver in attendance must have the basic training to provide first aid during an emergency for infants and young children and be aware of Cardio pulmonary Resuscitation (CPR) and rescue breathing.
- iii. There should be documented and understood procedures regarding the management of anaphylaxis (i.e. allergies). Precautions should be taken protect children with such conditions.

8.6.3 Medication Procedures

- i. Establish a medication procedure for the Centre which is understood by all Child Care Givers.
- ii. Identify a nearest medical professional/hospital as a point of reference for emergency medical needs.
- iii. Discuss with parents and request written instructions for the administration of routine medication for individual children.



- iv. Medicines must not usually be administered unless they have been prescribed for that child by a doctor, or is an emergency requirement.
- v. If administration of prescribed medicines requires technical/medical knowledge, training specific to the individual child concerned must be provided to Child Care Givers by a qualified health professional.
- vi. Written records (Annexure-11) must be kept of all medicines administered to children, and parents must sign the record book to acknowledge the entry.
- vii. Medicines must be stored in their original containers, clearly labeled and inaccessible to children.

8.6.4 Infectious Diseases

- i. Notify the closest Medical Officer of Health (MoH) and parents if it is suspected that there is an infectious disease among the children and/or Staff members.
- ii. Keep children suffering from infectious diseases separately from other children.
- iii. Take necessary precautions to prevent diseases from spreading further.
- iv. Child should not be allowed to attend the center if s/he has:
 - A. Temperature over 100°F/38°C
 - B. Recurrent vomiting and/or diarrhea
 - C. A rash
 - D. Persistent cough
 - E. Obvious contagious diseases (e.g. conjunctivitis)
 - F. Communicable diseases (e.g. chicken pox, meningitis)
- v. Children with head lice should be given treatment immediately.

8.7 Releasing Children

- i. At the point of admission of a child to a Child Day Care Centre, parents must sign a contract, stating details of the emergency contact, agreement to collect the child during an emergency and details of designated persons who are permitted to collect the child from the Centre in the absence of parents (Annexure - 12).
- ii. If parents are unable to collect the child from the center, the child must only be released to the persons who the parents (through written instructions) have permitted to collect the child.
- iii. If parents or designated persons fail to collect the child by the closing time of the Centre:
 - A. Attempt to contact parents/emergency contact.
 - B. Make a formal complaint to the Police if the child hasn't been collected within 2 hours after closing time, and it was not possible to contact parents/guardian/emergency contact.

9. Child Rights and Child Protection

- i. The protection of children receiving care at the Child Day Care Centre is the Registered Person's primary responsibility and priority.
- ii. The Center must have a child safeguarding policy or equivalent, which clearly states Staff responsibilities with regards to preventing abuse and neglect of children through their own conduct and conduct of others having formal or informal links with the Center, and the reporting of suspected child abuse or neglect. The child safeguarding policy must include contact details of the local Police, DO-CCs and

CRPOs of the DPCCS, ECDA and NCPA Officers. It should include procedures to be followed in the event of an allegation being made against the Registered Person, a member of Staff or Volunteer.

- iii. These procedures must be shared with parents before the child's admission to the Center.
- iv. Ensure that all Staff (including Domestic Helpers) and Volunteers are aware of the child safeguarding policy, are able to implement the policy and its procedures and that the policy is adhered to at all times without exception.

9.1 Reporting

- i. Ensure that all Staff and Volunteers are aware of possible signs and symptoms of children at risk and their responsibility to report concerns to the Police or child protection services in accordance with government rules and regulations without delay.
- ii. Keep concerns confidential and discuss with the DO-CC regarding these concerns.
- iii. After ensuring that a child is missing from the center without the knowledge of the staff members or parents or guardians, inform the nearest police station immediately.
- iv. Inform the Head-in-charged with the subject of Probation and Child Care services in the relevant province as soon as it is practical but not exceeding one working day with regards to the following incidents:
 - A. Death of a child while under the Center's supervision.
 - B. Contacted police when a child is missing from the center.

9.2 Code of Conduct

The Code of Conduct of a Centre must be in accordance with any regulations stipulated by the Head-in-charged with the subject of Probation and Child Care services in the relevant province and must include the following statements and the ethics and values given in Section 9.3:

- i. The Registered Person, Staff and Volunteers, children, parents/guardians of children and all others involved with the Centre must behave in a respectful manner and comply with the Code of Conduct.
- ii. Bullying, harassments, abuse and discrimination of any kind and any other behaviour that can put others at risk are completely unacceptable.
- iii. Persons referred to in (i) above must adhere to the Centre's policies on the appropriate use of ICT including the publication of children's pictures on websites, etc.
- iv. Consequences of violating the Code of Conduct.

9.3 Key Ethics and Values for Staff and Volunteers

- i. Must always maintain good character and integrity.
- ii. Must engage with children in a manner that is consistent and developmentally appropriate, respecting individual child's level of understanding and maturity.
- iii. Must never use physical punishments, the threat of them or emotional harassments and psychological manipulation to manage behaviors of children.
- iv. When there is evidence that the safety of children may be jeopardized by contact with a Staff member or Volunteer, the Registered Person must, at a minimum, prohibit the individual from contact with the children until a recognized health care provider confirms that any risk stemming from emotional and psychological incompetency has been reduced to an acceptable level.
- v. Must be awake during hours of operation.
- vi. Must not be under the influence of alcohol, drugs or any other stimulant during working hours.



9.4 Rights of Children

- i. In accordance with the UN Convention on the Rights of the Child, the Child Day Care Center must ensure that children are able to enjoy their rights during their stay at the Centre (Annexure- 13)
- ii. Make parents aware of the children's rights that the Center is required to protect.
- iii. If a child rights violation is reported to the authorities,
 - A. The Head-in-charged with the subject of Probation and Child Care services in the relevant province may investigate and take action depending on the severity and scale of the violation.
 - B. If the child rights violation has been committed by an individual at the Child Day Care Center, the Registered Person must ensure that such individuals no longer have access to/are able to work with the children in the Centre.
 - C. If the investigation finds that the rights violation has been committed by the Registered Person, the Head-in-charged with the subject of Probation and Child Care services in the relevant province may consider granting a period of 6 months to her/him to rectify the situation, at the end of which s/he must demonstrate how the situation has been remedied. Failing which and/or depending on the results of the investigation, the registration of the Centre as stated in *section 4.2.viii* may be revoked.
 - D. See section 16 on monitoring and complaints for further guidance.
- iv. Children attending the child day care center should not be used to carry out activities (e.g. caring for other children, cleaning the place, etc.) which should have been carried out by staff members.

10. Diversity and Equal Opportunities

- i. Treat all children and adults with equal concern and respect, without discrimination.
- ii. Promote equal opportunities with regards to employment, training, admission to child care and access to resources, activities and facilities available.

11. Children with Disabilities

- i. Registrant should endeavor to provide facilities for Children with Disabilities and be open to admitting such children to their Centre. They must not be discriminated or separate from other children while at the Centre.
- ii. Coordinate with relevant health services providers for the identification and assessment of disability and special educational needs of the child, if/when required.
- iii. Refer the parent to the relevant care providers to obtain information regarding caring for Children with Disabilities including both disabilities and special educational needs.
- iv. Draw up a developmental plan for each child in consultation with parents and where possible, with a professional trained in special education.
- v. Consult with parents about the need for any special services and assistive devices for the child, the child's level of general functioning in relation to physical, affective/emotional, cognitive and social skills required for participation, and any special medical procedures that have to be followed.
- vi. Child Care Giver arrangements should be designed to meet the needs of individual child with a disability.
- vii. As much as possible, reasonable modifications should be made to the physical environment to accommodate the needs of Children with Disabilities.

- viii. Children with Disabilities must have access, alongside their peers, to the facilities, activities and play opportunities provided whenever reasonable, in order to promote their wellbeing and development.
- ix. Ensure the privacy and dignity of Children with Disabilities when intimate care is being provided.

12. Private Home Day Care Centers

- i. The following combinations of the number of children from each of the following categories cannot be exceeded at any one time:
 - A. Children with Disability : 2 children
 - B. Children under 2 years : 2 children
 - C. Children between 2 - 3 years: 3 children
 - D. Combination of 1 child with Disability and 1 child under 2 years of age
 - E. Combination of 1 child with Disability and 2 children between 2-3 years of age
- ii. The Registered Person must have between 2 to 5 children attending the Center (in addition to her own) which includes children between 3-12years of age.
- iii. Such service providers must follow a 1-week training in child care, and periodic trainings provided by the Head-in-charged with the subject of Probation and Child Care services in the relevant province. Completion of General Child Care course (NVQ-4) for care givers will be an added qualification.
- iv. There must be no public access to or use of swimming pools and water wells at Private-Home Day Care locations.
- v. Private-Home Day Care locations must be free of tobacco products, alcohol, and any forms of recreational substances at all times.
- vi. The Head-in-charged with the subject of Probation and Child Care services in the relevant province must conduct criminal records checks for all Staff working with children, as well as for any Volunteers and other persons regularly visiting the premises where care is being provided. Every household member must be screened and character certificates should be obtained from the GN. Visitors to the house must also be monitored.
- vii. Suitable and adequate indoor and outdoor play equipment should be provided according to the developmental needs of the children.
- viii. Poisonous and hazardous materials must be inaccessible to children at all times.
- ix. The facility must not expose children to any age inappropriate content or violence during their stay.
- x. These Centre will also be monitored by the Department-in-charged with the subject of Probation and Child Care services in the relevant province.
- xi. All standards in this Guidelines are applicable to Private Home Day Care Centre.

13. Drop-In Centers

- i. Facilities that provide day care free of charge for children from difficult family environments and socioeconomic backgrounds must function under the category of Drop-In Centers.
- ii. Such Centers must adhere to all the guidelines stated in this document. The DO-CC should be considerate towards practical issues which are faced by the Centers when obtaining relevant information and documents from parents.
- iii. Drop-In Centers may provide children with meals if parents fail to provide necessary support.



14. Working in Collaboration with Parents/Guardians

- i. Encourage parents to visit the Child Day Care Center prior to admission.
- ii. Prior to admission, ask the parents about the child's needs and make a record of any special requirements or suggestions that may be helpful to the Child Care Givers in caring for the child.
- iii. Establish a system for the regular exchange of information between parents and Child Care Givers. Parent-care giver meetings could be conducted quarterly to facilitate this and to inform parents regarding their children's progress as well as to educate them on good parenting skills and good practices to be followed at the Centre, e.g. sharing with other children if they bring afternoon/evening snacks of their child. Provide regular information to parents about activities the children engage in, for example, through wall displays, photographs and examples of children's work.
- iv. Parents should have access to all written records about their children.
- v. Permit any parent/guardian access to their child at any time the child is receiving care at the Centre.
- vi. The following information must be provided to parents at the point of admission:
 - A. Basic written information about the setting (e.g. admissions policy, rules and regulations, hours, contact information, staffing, routines etc.)
 - B. Information about activities provided for children.
 - C. The expected role of parents, including any expectations of parent participation in the management committee or as Volunteers.
 - D. Details of all applicable policies and procedures.
 - E. A written complaints procedure which includes the address and telephone number of the Divisional Child Protection Officer / Provincial Probation and Child Care services in the relevant province.
- vii. Respect and acknowledge parents' views and concerns. Appropriate and prompt action must be taken on any concerns raised by parents and a record of all complaints must be maintained (Annexure-16)
- viii. Always consult the parents when referring a child in need of medical or psychosocial support to relevant service providers.

15. Record Keeping

The following records must be maintained at the Child Day Care Center:

15.1 Records of Children

- i. Up to date personal files for all children in attendance must be on site at all times. These records must include:
 - A. Information requested with child's application: birth certificate, photograph, health records, immunization records, mailing address, parents' or guardians' details and contact information.
 - B. Register of admissions and the waiting list.
 - C. Record book for each child.
 - D. Daily attendance records that indicate children's times of arrival, departure and absence.
 - E. Details of designated persons who are permitted by the parent(s) or legal guardians to collect the child from the Child Day Care Center.

- F. Name, address, and phone number of two designated people to call in an emergency if a parent cannot be reached.
 - G. Parental instructions regarding rest, diet or exercise, records of allergies and other medical conditions and actions to take in an emergency situation.
 - H. Chronic physical problems, pertinent developmental information and any special requirements.
 - I. Details of family doctor/child's pediatrician.
 - J. Records of injuries sustained while receiving care at the facility.
 - K. Any blanket permission slips and opt out requests for any activities that the child may or may not engage in due to reasons particular to the child.
 - L. Information of previous Child Day Care Centers and schools attended by the child.
- ii. Staff members' and children's records must be treated with confidentiality.
 - iii. The medical officer of health or Family health service officer must be permitted to inspect children's records to ensure that all required immunizations are up to date. In addition the Divisional Child Protection Officer, probation officers, Child rights Promotion officers, Early Childhood Development Assistant officer, National Child Protect Authority officer and the Police must be permitted to access the above reports if / when required.

15.2 Staff/Volunteer Records

The following records must be maintained:

- i. Staff and Volunteer Attendance Register.
- ii. Personal files of Staff/Volunteers, to include:
 - A. Name, address, job title, job description, and date of employment or volunteering.
 - B. Name, address and telephone number of a person to be notified in an emergency.
 - C. Details of two or more references as to the character and reputation as well as competency.
 - D. Background records mentioned in Section 4.3.i.
- iii. Child protection protocols and safeguarding policies signed by Staff and Volunteers.
- iv. Leave registers.

15.3 Other Records

- i. Time table/daily schedule of the Centre
- ii. Work/activity plans
- iii. Records of daily meal provisions
- iv. Contact details and supplier details for emergencies
- v. Store books/inventory
- vi. Log books
- vii. Daily budget records
- viii. Reports of inspections conducted by the Department-in-charged with the subject of Probation and Child Care services in the relevant province
- ix. Records of improvements or changes made to the buildings and materials of the Center



15.4 Notification of Changes

- i. The Head-in-charged with the subject of Probation and Child Care services in the relevant area must be informed of the following changes at the earliest opportunity:
 - A. Any changes in members of Staff and people living in the premises.
 - B. Any significant changes to the premises.
 - C. Any significant changes to the operational plan.
 - D. Allegations of abuse by a member of Staff or Volunteer, or any abuse which is alleged to have taken place in the premises.
 - E. Any other significant events including programmes organized by external parties, voluntary programmes and research work.
- ii. Changes in the records will be monitored by the inspecting Divisional Child Protection Officer.

16. Monitoring and Complaints

16.1 Monitoring and Inspection Process

Divisional Child Protection Officer/ Provincial Probation and Child Care services relevant officer will take the following steps.

- i. Registration of Child Care Centers with minimum requirements for registration.
- ii. Ensure Child Day Care Centers are maintained at standards specified in this Guideline. A grading system to improve the quality of Child Day Care Centers will be developed and implemented.
- iii. Inspect the place within which the Child Day Care Center is operated at any reasonable hour of the day with or without prior notice. Regular inspections will be carried out at least on a monthly basis (Annexure -15).
- iv. Provide instructions to the Registered Person in writing regarding improvements required, with a time duration specified for the necessary improvements to be carried out.
- v. Obtain information from the management of the Centre regarding records relevant to children and Staff and provide necessary guidance.
- vi. Introduce books, equipment, and teaching methods suitable for children.
- vii. Assess the quality of training provided by private organizations and provide recommendations to improve the quality of content being delivered.
- viii. In addition Divisional Child Protection Officer, Probation Officers, Child rights Promotion Officers, Early Childhood Development Assistant, National Child Protection Officers, Officers of the medical officer of health, Officers in the educational field and the Police are permitted to enter the Centre.
- ix. Divisional Secretary and the Head-in-charged with the subject of Probation and Child Care services from the relevant area has the responsibility to ensure the Day Care Center maintain the required standards. They have the authority to provide guidance and support during the monitoring process.

16.2 Complaint Mechanism

- i. An effective system must be put in place by the Registrant to receive complaints from children, parents and any other concerned party regarding the functioning of the Centre, and take appropriate action timely.
- ii. Serious Occurrence Forms (Annexure -16) must be made available for parents at the Child Day Care Center. A serious occurrence includes the death of a child, a serious injury, allegations of abuse/

mistreatment of a child, a missing child, a disaster on the premises (e.g. fire), complaint about the operation of the Center, etc.

- iii. Any complaint must be investigated in a transparent and accountable manner and the process should be informed to all the parties involved.

17. Web Based Information Center

- i. A search tool which allows parents to search for Child Day Care Centers by DS Division, age group, operator name, language of service delivery and grading will be available online. Those who have access to the relevant facilities are encouraged to use this tool. Website should be updated monthly.
- ii. The website provides the status and the terms and conditions of the registration of any Child Day Care Center parents might be considering or about which they might be concerned. It also includes:
 - A. The date of the last inspection, as well as overall compliance level at the inspection.
 - B. The inspection summary.
 - C. Detailed inspection findings.



Annexures

අලුණුම: 01
 இணைப்பு: 01
 ANNEX: 01

අයදුම්පත්‍රය අංකය
 விண்ணப்ப இல:
 Application No :

ලබා දීම සඳහා මධ්‍යස්ථාන ලියාපදිංචිය / ලියාපදිංචිය අලුත් කිරීමේ අයදුම් පත්‍රය

சிறுவர் பகல் நேர பராமரிப்பு நிலையங்களை பதிவு செய்வதற்கும்
 பதிவினை புதுப்பிப்பதற்குமான விண்ணப்பம்

Application to Registration / Renewal Registration of Child Day Care Centre

පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව

மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்

Provincial Department of Probation and Child Care Services

කාර්යාලීය ප්‍රයෝජනය සඳහා පමණි		அலுவலக உபயோகத்திற்காக மாத்திரம்		For office use only	
දිනය திகதி Date		ලියාපදිංචි අංකය பதிவு இலக்கம் Registration No:		බල පැවැත්වෙන දිනය நடைமுறையாகும் திகதி Effective date	

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1. දිවා සුරැකුම් මධ්‍යස්ථානය පිළිබඳ තොරතුරු பகல் நேர பராமரிப்பு நிலையத்தின் தகவல்கள் Day Care Center Information :

1.1	දිවා සුරැකුම් මධ්‍යස්ථානයේ නම பகல் நேர பராமரிப்பு நிலையத்தின் பெயர் Name of the Day Care Center				
1.2	දිවා සුරැකුම් මධ්‍යස්ථානයේ ලිපිනය பகல் நேர பராமரிப்பு நிலையத்தின் முகவரி Address of the Day Care Center				
1.3	දිස්ත්‍රික්කය மாவட்டம் District	1.4	ප්‍රා: ලේ: කො: பிரதேச செயலக பிரிவு Division	1.5	ග්‍රාම. නී. කො கிராம.சே.பிரிவு GN Division

1.6	<p>ශාඛා (වෙනත් ශාඛා තිබේ නම් ඒවායේ ලිපිනයන් සඳහන් කරන්න)</p> <p>கிளைகள் (வேறு கிளைகள் இருக்குமாயின் அமைவிடங்களை தயவு செய்து குறிப்பிடுக)</p> <p>Branches (if there are other branches, please mention the locations)</p>				
1.7	<p>දුරකථන අංකය</p> <p>தொலைபேசி இலக்கம்</p> <p>Telephone No</p>		<p>ජංගම දුරකථන අංකය</p> <p>கைப்பேசி இலக்கம்</p> <p>Mobile No</p>		
	<p>ෆැක්ස් අංකය</p> <p>தொலைநகல் இலக்கம்</p> <p>Fax No</p>				
1.8	<p>විද්‍යුත් තැපෑල</p> <p>மின்னஞ்சல் முகவரி</p> <p>E-mail Address</p>				
1.9	<p>වෙබ් අඩවිය</p> <p>இணையத் தளம்</p> <p>Web site</p>				
1.10	<p>පෙර ලියාපදිංචි අංකය (තිබේ නම්)</p> <p>முன்னைய பதிவு இலக்கம் (ஏற்புடையதாயின்)</p> <p>Previous registration no (If applicable)</p>	<p>ලියාපදිංචි අංකය</p> <p>பதிவு இலக்கம்</p> <p>Registration Number</p>			
		<p>සංවිධානය</p> <p>Organization</p>	<p>ශාඛාව</p> <p>Branch</p>		
1.11	<p>දිනකට සේවාවන් සපයන කාල සීමාව</p> <p>நாளொன்றிற்கு சேவை வழங்கப்படும் காலம்</p> <p>Duration of service provided per day</p>				
1.12	<p>ආධාර ලබාදෙන ආයතන, සංවිධාන හෝ පුද්ගලයන්</p> <p>நிதியிடல் நிறுவனம்</p> <p>Funding Source</p>				
1.13	<p>පාලන අධිකාරිය</p> <p>நிர்வாகம்</p> <p>Administration</p>	<p>රාජ්‍ය</p> <p>அரச</p> <p>Government</p>		<p>රාජ්‍ය නොවන</p> <p>அரச சார்பற்ற</p> <p>Non-Government</p>	
		<p>පුද්ගලික</p> <p>தனியார்</p> <p>Private</p>		<p>වෙනත්</p> <p>வேறு</p> <p>Other</p>	

1.14	දිවා සුරැකුම් මධ්‍යස්ථාන වර්ග පகல்நேர பராமரிப்பு நிலையத்தின் வகை Type of Child Day Care Centre	දිවා සුරැකුම් මධ්‍යස්ථාන පகல் நேர பராமரிப்பு நிலையம் Day Care Centre	
		සේවා ස්ථාන පදනම් කරගත් දිවා සුරැකුම් මධ්‍යස්ථාන தொழில் நிலையத்தை அடிப்படையாகக் கொண்ட பகல்நேர பராமரிப்பு நிலையம் Work place based Child Day Care Centre	
		පුද්ගලික නිවාස දිවා සුරැකුම් මධ්‍යස්ථාන தனியார் பகல்நேர பராமரிப்பு நிலையம் Private Child Day Care Centre	
1.15	දිවා සුරැකුම් මධ්‍යස්ථානය පිහිටා තිබෙන ස්ථානය பகல்நேர பராமரிப்பு நிலையம் அமைந்துள்ள இடம் Location of the Day Care Centre	රජයේ ගොඩනැගිල්ලක அரச கட்டிடம் Government building	
		පුද්ගලික ගොඩනැගිල්ලක තනිභාර් කட்டிடம் Private building	
		නිවසක වීදොන්හීල Home	
		කර්මාන්තපුරයක කෙත්තොழිල පේදද Industrial Zone	
		පොදු ස්ථානයක පොතු இடம் Public Place	
		වෙනත් වෙනු Other (නිශ්චිතව සඳහන් කරන්න) (திட்டவட்டமாக குறிப்பிடுக) (Please Specify)	
1.16	වයස් කාණ්ඩය வயது பிரிவுகள் Age category (Select all categories if applicable)	ළමුන් සංඛ්‍යාව பிள்ளைகளின் எண்ணிக்கை Number of Children	
	<ul style="list-style-type: none"> මාස 04 - අවු: 02 04 மாதம் முதல் 02 வயது வரை 04 Month - 02 Years අවු: 03 - අවු: 05 03 வயது முதல் 05 வயது வரை 03 Years - 05 Years අවු: 06 - අවු: 08 06 வயது முதல் 08 வயது வரை 06 Years - 08 Years අවු: 09 - අවු: 12 09 வயது முதல் 12 வயது வரை 09 Years - 12 Years අවු: 12 ට වැඩි 12 வயதுக்கு மேல் Above 12 Years 		
1.17	ස්ත්‍රී - පුරුෂභාවය பால் Gender	ගැහැණු ළමයින් පමණකි சிறுமிகள் மட்டும் Girls only	
		පිරිමි ළමයින් පමණකි சிறுவர்கள் மட்டும் Boys only	
		ගැහැණු හා පිරිමි ළමයින් இரூபாலாரும் Mixed	

1.18	ජන වර්ගය இனம் Ethnicity	සිංහල சிங்களவர் Sinhalese		
		දෙමළ தமிழ் Tamils		
		මුස්ලිම් முஸ்லீம் Muslim		
		මලේ මலாயர் Malays		
		බර්ගර් புறங்கியர் Burghers		
		වෙනත් வேறு Other (නිශ්චිතව සඳහන් කරන්න) (திட்டவட்டமாக குறிப்பிடுக) (Please Specify)		
1.19	ආගම மதம் Religion	බෞද්ධ பௌத்தம் Buddhist		
		ක්‍රිස්තියානි கிறிஸ்தவம் Christian		
		හින්දු இந்து Hindu		
		ඉස්ලාම් இஸ்லாம் Islamic		
		වෙනත් வேறு Other (නිශ්චිතව සඳහන් කරන්න) (திட்டவட்டமாக குறிப்பிடுக) (Please Specify)		
1.20	ආබාධ සහිත දරුවන් மாற்றுத்திறனாளி பிள்ளைகள் Children with disabilities	ඔව් ஆம் Yes		නැත இல்லை No
		ලමයින් සංඛ්‍යාව பிள்ளைகளின் எண்ணிக்கை Number of children		
1.21	දැනට මධ්‍යස්ථානය තුළ සිටින ලමයින් සංඛ්‍යාව தற்போது நிலையத்திலுள்ள பிள்ளைகளின் எண்ணிக்கை Number of children accommodated currently			

2. අයදුම්කරුගේ තොරතුරු
விண்ணப்பதாரரின் விபரங்கள்
Application Information :

2.1	සම්පූර්ණ නම முழுப்பெயர் Full Name	
2.2	ස්ථිර ලිපිනය நிரந்தர முகவரி Permanent Address	
2.3	පුරවැසිභාවය குடியரிமை Citizenship	
2.4	ආගම மதம் Religion	
2.5	ජන වර්ගය இனம் Ethnicity	
2.6	ස්ත්‍රී - පුරුෂභාවය பால் Gender	
2.7	ජාතික හැඳුනුම්පත් අංකය தே.அ.அ.இலக்கம் National Identity Card No	

2.8	விடேஷ் நென் லெபரூ அஃகை கடவுச்சீட்டு இலக்கம் Passport No			
2.9	ஓபன் டேயை பிறந்த திகதி Date of Birth		லர்கலான லகை தற்போதைய வயது Age at present	
2.10	ஓரகலான அஃகை தொலைபேசி இலக்கம் Telephone No	கிவகை வீடு Home	சுஃகல கைப்பேசி Mobile	
2.11	லான்கிச தலாழில் Profession			
2.12	ஓலா ஓரஃகலுதி ஃலாசுலானசு ஓலுல கிஃகலான்கிவகை (கலகிகை கலரன ஓலு சலாசு சிவகை அலுலகலன) பகலநேர பராமரிப்பு நலையக கட்டுட ஃகலித்துடைமைப் பற்றிய விலரம் (தயவு செய்து பரதிககை இணைக்கவும்) Day Care Centre Property ownership	ஃலுல பரகலானகை (பஃகலிச ஃகை 03 கலுல) நிதிக் கலற்றுக்கல் (கடந்த ஃகலன்று ஃகலதங்கல்) Financial Statements (for past three months) கிஃகலு ஃகலுல ஃகலித்துறுதி Title Deeds கலு/ ஃகலு கிஃகலு வலடகை/ குத்தகை ஃகலுபந்தம் Rent / Lease Agreements லான்கி வேறு Others (கிஃகலிவகை கலுலகலன) (திட்டவட்டஃகல குறிப்பிடுக) (Please Specify)		

3. கலரீச ஃகலுலகலசு தலானகல (அலஃகலுதி 9கி லகலிஃகலுலகல அஃகல கலுலகல கலரன்கல)
பணியலட்டுகலியினலின் தகவல்கல் (இணைப்பு 9 இல் குறிப்பிடப்பட்டுள்ளவலு குறிப்பிடவும்)
Staff Information (Please specify according to the responsibilities mention on the Annex 9)

3.1.1	கலுலகலகலரலுலன் கலஃகலுல ஃகலலஃகலயலாள்கலின் ஃகலணிககை Number of Managers		3.1.2	கலகலர கலுலகலகலரலுலன் கலஃகலுல ஃகலலஃகலயலாள்கலின் ஃகலணிககை Number of Assistant Managers	
3.1.3	ஃகலல ஃகலலகலரகல கலுலகலன்கலன் கலஃகலுல பராமரிப்பாள்கலின் ஃகலணிககை Number of Care Givers		3.1.4	அலுலகலன்கல கலுலகல கலஃகலுல ஃகலலஃகலயலாள்கலின் ஃகலணிககை Number of Domestic Staff	
3.1.5	கலுலகலுல கலுலகல கலஃகலுல தன்னார்வ ஃகலுலகலகலின் ஃகலணிககை Number of Volunteers		3.1.6	லான்கி வேறு Others (கிஃகலிவகை கலுலகலன) (திட்டவட்டஃகல குறிப்பிடுக) (Please Specify)	

3.2 மொசூலா கார்ட்ஸ் ஒன்டிமென்ட் வகையியல் க்கு சமூகசேவை ஊடகங்களை சிபிடிடா ஸ்டா஫் மெம்பர்ஸ்
பணியாட் டொகுதியினிதும் பராமரிப்பாளர்களினதும் கல்வித் தகைமைகள் பற்றிய விபரங்கள்
Quality of Caregiver and Staff Members

எண் இல No	பெயர் Name	பதிவு இலக்கம் (மாகாண நன்மாதாதி திணைக்களத்தின் கீழ்) Registration No (Under the Provincial Probation Department)	தலைப்பு பதவியின் பெயர் Title of the position at the Day Care Centre	சமூகசேவை கல்வித் தகைமை Education Qualification	புல்தகைமை சம்பந்தப்பட்ட கடந்தகால அனுபவம் (வருடங்களின் எண்ணிக்கை) Relevant Past Experience (Number of Years)	புல்தகைமை பெறும் பயிற்சி நிகழ்ச்சித் திட்டங்களின் எண்ணிக்கை Number of Training Programmes Attended Last Year	புல்தகைமை பெறும் கடந்த ஆண்டில் முறைப்பாடுகளின் எண்ணிக்கை Number of Complaints Received During Last Year
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

இப் பதிவுகளில் புகள் சேரும் பின்னர் அப்பகுதி பணியாளர்களுக்கு மாத்திரம் ஏற்படையதாகும்.
 This section is relevant only for recruited staff after the previous registration.

4. පසුබිම් වාර්තා

பின்னணி அறிக்கை Background Records

සෑම අයදුම් ප්‍රනයක් සමඟම ලියාපදිංචිකරු/කාර්ය මණ්ඩල සාමාජිකයන් සහ සේවිච්ඡා සේවකයන් සඳහා පහත සඳහන් ලිපි ලේඛනවල සහතික කළ පිටපත් මධ්‍යස්ථාන ලියාපදිංචියේදී ඉදිරිපත් කළ යුතුය.

பதிவு பெற்றவர் அல்லது நிலையத்தில் வதியும் அல்லது அடிக்கடி வந்து போகும் வயதுவந்தவர்கள் சம்பந்தப்பட்ட அனைத்து விண்ணப்பங்களுடனும் பின்வரும் ஆவணங்களின் ஊறுதிப்படுத்தப்பட்ட பிரதிகள் இணைக்கப்படுதல் வேண்டும்.

Provide certified copies of the following documents must be submitted along with each application, for the Registrant, Staff members, Volunteers and for any adult living in or frequenting the Centre.

	<p style="text-align: center;">අදාළ පසුබිම් වාර්තාවන් சம்பந்தப்பட்ட பின்னணி அறிக்கைகள் Relevant Background Records</p>	<p style="text-align: center;">අදාළ කාණ්ඩය ලකුණු කරන්න பொருத்தமான பிரிவினை அடையாளமிடுக Mark the relevant category</p>
4.1	<p>ප්‍රදේශයේ ග්‍රාම නිලධාරීවරයාගෙන් ලබාගත් වාර්තාව (ඩී.එස්. 4 පොර්මය) பிரதேசத்தின் கிராமசேவை உத்தியோகத்தரின் அறிக்கை (D.S. 4 படிவம்) Report from the relevant Grama Niladhari (GN) of the area. (D.S.4 form)</p>	
4.2	<p>ලියාපදිංචිකරු සඳහා ලබාගත් පොලිස් වාර්තාව பதிவு பெற்றவருக்காக பெற்றுக்கொள்ளப்பட்ட பொலிஸ் அறிக்கை Police report for the Registrant</p>	
4.3	<p>සෞඛ්‍ය පරීක්ෂාවක් සිදුකර ලබාගත් වෛද්‍ය වාර්තාව (ඇමුණුම 06) மருந்து பரிசோதனை மேற்கொண்டு பெற்றுக்கொள்ளப்பட்ட அறிக்கை (06 இணைப்பு) Medical Report of a health check. (Annex 06)</p>	
4.4	<p>සාමදාන විනිශ්චයකාරවරයෙකුගෙන් සහ ලියාපදිංචිකරු/කාර්ය මණ්ඩල සාමාජික/සේවිච්ඡා සේවක පදිංචි ප්‍රදේශයේ පිළිගත් වෙනත් පුද්ගලයෙකුගෙන් ලබා ගන්නා ලද වර්ත සහතික 02ක් பிரதேசத்தில் அங்கீகாரம் பெற்ற ஒருவரிடமிருந்தும் சமாதான நீதவான் ஒருவரிடமிருந்தும் பெற்றுக் கொள்ளப்பட்ட இரண்டு நற்சான்று பத்திரங்கள். Two character certificates from a Justice of Peace (JP) and a Recognized person in the area the Registrant/Staff/Volunteer is from</p>	
4.5	<p>මින් පෙර රැකියාවක නියුක්ත වූයේ නම් අදාළ ආයතනයේ ප්‍රධානියාගෙන් ලබා ගන්නා ලද සේවා සහතිකයක් හෝ නිර්දේශ ලිපියක් இதற்கு முன்னர் தொழில் புரிந்திருப்பின் முன்னைய தொழில் வழங்குனரிடமிருந்து பெற்றுக் கொள்ளப்பட்ட சேவை அல்லது சிபாரிசு கடிதம். If Previously employed, service or recommendation letters from previous employer(s).</p>	
4.6	<p>ජාතික හැඳුනුම්පත/විදේශ ගමන් බලපත්‍රය/රියදුරු බලපත්‍රයෙහි ඡායා පිටපතක් தேசிய அடையாள அட்டை/சாரதி அனுமதிப்பத்திரம்/கடவுச்சீட்டு நிழற்பிரதிகள் Photocopy of the National Identity Card (NIC)/Passport/Driving License.</p>	
4.7	<p>අධ්‍යාපන සහතිකවල ඡායා පිටපත් கல்வித் தகைமை சான்றிதழ்களின் நிழற்பிரதிகள் (க.பொ.த சா/த - க.பொ.த உ/த) Photocopies of Educational Certificates: e.g. Ordinary Level (O/L) and/or Advanced Level (A/L)</p>	
4.8	<p>වෘත්තීය සුදුසුකම්වලට අදාළ ඡායා පිටපත් மூன்றாம் நிலைக்கல்வி மற்றும் தொழில் ஆணைக்குழுவின் (TVEC) அங்கீகாரம் பெற்ற பாடநெறிகளின் நிழற்பிரதி National Vocational Qualifications (NVQ) obtained from courses accredited by Tertiary and Vocational Education Commission (TVEC).</p>	

4.9	විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන සභාව විසින් පිළිගත් උපාධි සහ පශ්චාත් උපාධි සහතිකවල ජායාපිටපත් (කිබේනම්) பல்கலைக்கழக மாணியங்கள் ஆணைக்குழுவினால் அங்கீகரிக்கப்பட்ட பட்டங்கள் அல்லது பட்டப்பின்படிப்பு பட்டங்கள் (இருந்தால்) Degrees and post graduate degrees recognized by University Grant Commission (UGC) in Sri Lanka (if available).	
4.10	නව පත්වීම් ලද සාමාජිකයින්ගේ සහ කාර්ය මණ්ඩල සාමාජිකයින්ගේ අයදුම් පත්‍රය பணியாட்டொகுதியினர் மற்றும் புதிதாக ஆட்சேர்ப்பு செய்யப்பட்டவர்களுக்கான விண்ணப்பப்படிவம் Application form of the staff members and new recruits.	

5. මධ්‍යස්ථානයට නිතර පැමිණෙන හෝ ජීවත්වන පුද්ගලයන් පිළිබඳ තොරතුරු

நிலையத்தில் வசித்தல் அல்லது நிலையத்திற்கு அடிக்கடி வந்து போக்தல் பற்றிய விபரங்கள்
Information about frequently either living or visiting the Centre.

මධ්‍යස්ථාන පරිශ්‍රය තුළ ජීවත් වන හෝ නිතර බාහිරින් පැමිණෙන (දෙමාපියන්/භාරකරුවන් සහ කාර්ය මණ්ඩල සාමාජිකයන් නොවන) පුද්ගලයන් පිළිබඳ තොරතුරු.

அலுவலக நேரத்திற்குப் பின்னர் நிலையத்தில் வதிபவர்கள் அல்லது அலுவலக நேரத்தில் நிலையத்திற்கு அடிக்கடி வருகைத்தருபவர்கள் பற்றிய விபரம் (பெற்றோர்/பாதுகாவலர்கள் பணியாட்கள் தவிர்த்த)

Information about the people who are living at the location after operating hours or frequently visiting during operating hours (this excludes parents/guardians of children and staff members).

5.1	සම්පූර්ණ නම முழுப்பெயர் Full Name		
5.2	ස්ථිර ලිපිනය நிரந்தர முகவரி Permanent Address		
5.3	ජාතික හැඳුනුම්පත් අංකය / විදේශ ගමන් බලපත්‍ර අංකය தே.அ.அ.இல./தேசிய கடவுச்சீட்டு NIC/Passport		
5.4	උපන්දිනය பிறந்த திகதி Date of Birth		
5.5	වයස வயது Age		
5.6	දුරකථන අංකය தொலைபேசி இல Telephone No		
5.7	ස්ත්‍රී - පුරුෂභාවය பால் Gender		
5.8	මධ්‍යස්ථාන සමඟ ඇති සම්බන්ධතාවය நிலையத்துடன் உள்ள தொடர்பு Relationship with the Centre		
5.9	ඔබ යම් මානසික ආබාධයක් සඳහා ප්‍රතිකාර ලබාගෙන තිබේද? நீங்கள் எப்போதாவது மனநலன் தொடர்பான நோய்களுக்கு மருந்து எடுத்துள்ளீர்களா? அல்லது தற்போது எடுக்கிறீர்களா? Have you ever taken/under medication for mental illness	ඔව් ஆம் Yes	නැත இல்லை No
5.10	කායික රෝග සඳහා ඖෂධ භාවිත කරන්නේද? நோய்களுக்கு மருந்து பயன்படுத்துபவரா? Usage drugs for illness	ඔව් ஆம் Yes	නැත இல்லை No
5.11	යම් අපරාධ ක්‍රියාවක් සම්බන්ධයෙන් නීතිය ඉදිරියෙන් වැරදිකරුවෙකු වී තිබේද? நீங்கள் எப்போதாவது குற்றவியல் தவறுக்கு குற்றவாளியாகியுள்ளீரா? Have been convicted for a criminal offence	ඔව් ஆம் Yes	නැත இல்லை No
5.12	ප්‍රදේශයේ ග්‍රාම නිලධාරීවරයාගෙන් ලබාගත් වාර්තාව கிராமசேவை உத்தியோகத்தரிடமிருந்து பெற்ற அறிக்கை (GN) of the area (D.S. 4 from)		

මුල් ලියාපදිංචියට පසුව සිදුකරන ලද වෙනස්කම් පවතින්නේ නම්, ඒ පිළිබඳ තොරතුරු සඳහන් කරන්න.

උදාහරණ: භෞතික හා යටිතල පහසුකම්, පුහුණු ක්‍රියා පටිපාටීන්, නව බඳවා ගැනීම් ආදිය (කාර්ය මණ්ඩලයට එක් වූ නම සාමාජිකයන්ගේ ජීව දත්ත පත්‍රිකාව සමඟ සහතිකවල සහතිකකළ ඡායා පිටපත් ඉදිරිපත් කරන්න.)

முன்னைய பதிவின் பின்னர் நிலையத்தில் ஏதேனும் முக்கியமான மாற்றங்கள் செய்யப்பட்டிருந்தால் தயவு செய்து குறிப்பிடவும் உதாரணம்: உட்கட்டமைப்பு மாற்றம், பயிற்சி நடைமுறை, புதிய ஆட்சேர்ப்பு

(புதிதாக நியமனம் பெற்ற பணியாளர்களின் சான்றிதழ்கள் மற்றும் சுயவிபரக்கோவையை இணைக்கவும்)

Please mention any significant change made to the Day Care Centre following the previous registration.

E.g. : Infrastructure Changes. Training Procedures, New staff recruits etc.

(Please provide certified copies of certificates of new staff members with their CVs)

6. අධීක්ෂණ

මேற்பාරාව

Inspection.

1. සිදුකර ඇති අධීක්ෂණ සංඛ්‍යාව
මேற்பාරාවේ සිදුකරන ලද තවකම්
Number of inspection:
2. නාවකාලික ලියාපදිංචියෙන් පසුව සිදුකර ඇති අධීක්ෂණ සංඛ්‍යාව
තර්කාලිකව ප්‍රතිවිචාරයක් ලෙසින් පිළිගත් මෙහෙයුම් සම්බන්ධව මෙහෙයුම් සම්බන්ධව විචාරයන්ගේ සංඛ්‍යාව
Number of supervision visits conducted since obtaining provisional registration:
3. අවසන්වරට අධීක්ෂණය කළ දිනය
කடைසි මෙහෙයුමේ තිකති
Last supervision date:

මා විසින් සපයන ලද තොරතුරු මාගේ දැනුම පරිදි සත්‍ය සහ නිවැරදි බවට සහතික කරමි

என்னால் சமர்ப்பிக்கப்பட்டுள்ள அனைத்து தகவல்களும் உண்மையானதும் சரியானதெனவும் இத்தால் உறுதிப்படுத்துகின்றேன்

I have certify that the information provide by me is true and correct to the best of my knowledge.

.....

අයදුම්කරුගේ අත්සන
விண்ணப்பதாரியின் கையொப்பம்
Signature of the applicant

.....

දිනය
திகதி
Date

7. சூடேயிச லூ னாரணிக விடாரீ - சூகிக லூ னாரணிக னடிகாரீச னனனூன் லூ கிமிகமீ சூலர்஢ன விடாரீ - சர்லாச னா லூலாரணிக சூலா ஡ூசூர்னனூன்னுல னனனூன் மூலூ லூலாவிச சூர்லர்஢ன விடாரீ - லூ லூகமீ கார்ட்டிசு விசின னனூல கிர்ல

பிரதேச சிறுவர் பாதுகாப்பு அதிகாரி - தேசிய சிறுவர் பாதுகாப்பு அதிகாரி அல்லது சிறுவர் உரிமை மேம்படுத்தல் அதிகாரி
 - நன்னடத்தை மற்றும் சிறுவர் பாதுகாப்பு சேவை திணைக்களம் அல்லது முன் பிள்ளைப்பருவ அபிவிருத்தி உத்தியோகத்தர்
 - சிறுவர் செயலக காரியாலத்தின் ஊடாக அங்கீகாரம் பெறல்

Recommendation by Divisional Child Protection Officer - National Child Protection Authority or Child Rights Promotive Officer - Department of Probation and Child Care services or Early Childhood Development Officer - Child Secretariat

- | | |
|---|--------------------------|
| 1. லூசடூலீச சடனா ஐடூஐஐ
பதிவுக்கு பொருத்தமானது
Suitable for Registration | <input type="checkbox"/> |
| 2. னாலகாலிக லூசடூலீச சடனா ஐடூஐஐ
தற்காலிக பதிவுக்கு பொருத்தமானது
Suitable for provisional Registration | <input type="checkbox"/> |
| 3. லூசடூலீச சடனா ஐடூஐஐ னூன
பதிவுக்கு பொருத்தமற்றது
Unsuitable | <input type="checkbox"/> |

(லூ ஡ீலா ஐடூஐஐ னடிகாரீச சூயேச்சனச - னூலூஐஐ 15 மூ சூமல ஡ூலூ கிர்னின)
 (பகல்நேர சிறுவர் பராமரிப்பு கண்காணிப்பு பட்டியல் - பின் இணைப்பு 15 ஐ இணைக்கவும்)
 (Child Day Care Monitoring Sheet - Annex 15)

..... கிர்லாரீலர்஡ூ னம உத்தியோகத்தரின் பெயர் Name of the officer னினீசன கையொப்பம் Signature
..... னனனூர் (கிர் ஡ூடூலூ) பதவி (உத்தியோகபூர்வ முத்திரை) Position (Official Seal) ஡ீனச திகதி Date

8. சர்ணீச கலூ (சர்லாச விடாரீ)
 சரிபார்த்தவர் (நன்னடத்தை உத்தியோகத்தர்)
Checked by (Probation Officer)

..... னினீசன கையொப்பம் Signature ஡ீனச திகதி Date னனனூர் (கிர் ஡ூடூலூ) பதவி (உத்தியோகபூர்வ முத்திரை) Position (Official Seal)
---	--------------------------------	--

9. பூர்த்தியடைந்த பின்புள்ள

பிரதேச செயலாளரின் விதப்புரை

Recommendation of Divisional Secretary

பரிந்துரைக்கின்றேன் / பரிந்துரைக்க மாட்டேன்
Recommended / Not recommended

.....
අත්සන
கையொப்பம்
Signature

.....
දිනය
திகதி
Date

.....
නිල මුද්‍රාව
உத்தியோகபூர்வ முத்திரை
Official Seal

10. அனுமதி (பலாண்மை ஆணையர்)

அங்கீகாரம் (மாகாண நன்னடத்தை ஆணையர்)

Approved by (Provincial Probation Commissioner)

அனுமதி / அனுமதி
அங்கீகரிக்கப்பட்டது / அங்கீகரிக்கப்படவில்லை
Approved / Not Approved.

.....
අත්සන
கையொப்பம்
Signature

.....
දිනය
திகதி
Date

.....
නිල මුද්‍රාව
உத்தியோகபூர்வ முத்திரை
Official Seal

புறநூல்: 02

நாவகாலிக லியாபடிவீ சபநிகய

(பலாத் பரீவாச னா லுமாரக்சக ஸீவா டேபார்குமேந்ருவெநி - லிபி டீர்ப்ப)

டயடூமீபந் டுங்கய,
டயடூமீகரூடு நல,
டயடூமீகரூடு லிபிநய,

நாவகாலிக லியாபடிவீ சபநிகய

..... யந லிபிநயெநி பவநிந நூலநி லுமா டீவா ஸூடகூமி
மடாஸீலாநய பலாத் பரீவாச னா லுமாரக்சக டேபார்குமேந்ருவெநி (லியாபடிவீ டுங்கய)
யபநே டீந ஸிப டீந டுக்லா நாவகாலிக லியாபடிவீயக் லுலா டுகநி லவ
மெடிந் சபநிகய கரமி. ஸீரீர் லியாபடிவீய ஸடா மீ ஸமல ஓடிரீபந் கர டுகநி ஸூடூகூமி நியமீந டீநப பர ஸபூராதந்நா மெந்
வூடீடூரபந் டுக்லா ஸிபிமி.

.....
கூலாஸாரீஸீவரயாடு டுந்ஸந னா நில லூடூவ டீநய

இணைப்பு 02

தற்காலிக பதிவுச் சான்றிதழ்

(மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைத்திணைக்களக் கடிதத் தலைப்பு)

விண்ணப்பப்படிவ இலக்கம்
விண்ணப்பதாரியின் பெயர்
விண்ணப்பதாரியின் முகவரி

தற்காலிக பதிவுச் சான்றிதழ்

..... எனும் முகவரியில் அமைந்துள்ள எனும்
பெயருடைய பகல்நேர சிறுவர் பராமரிப்பு நிலையம் மாகாண நன்னடத்தை மற்றும் சிறுவர் பாதுகாப்புச் சேவை திணைக்களத்தின்
..... (பதிவு இலக்கம்) இன் கீழ் ஆம் திகதி முதல்
ஆம் திகதி வரை தற்காலிக பதிவொன்றை பெற்றுள்ளதை இத்தால் உறுதிப்படுத்துகிறேன். நிரந்தர பதிவிற்காக இங்கு குறிப்பிட்டுள்ள தகுதி
சான்றுகளை உரிய திகதிக்கு முன்னர் பூர்த்தி செய்யுமாறு மேலும் அறியத்தருகின்றேன்.

.....
ஆணையாளர் கையொப்பம் மற்றும் உத்தியோகபூர்வ முத்திரை திகதி

ANNEX: 02

Provisional Registration Certificate

(Provincial Department of Probation & Child Care Services-Letter head)

Application No
Applicant's Name
Address of Applicant,

Provisional Registration Certificate

This is to certify that <name of the DCD>, <Address> has been given a provisional registration under the <Province> Department of probation & child care registration no <no> for a period of 6 months effective from <start date> valid till <end date> The conditions that need to be met in order to obtain full registration to be granted attached herewith.

.....

Signature of the Commissioner and seal

.....

Date

නිර්දේශ ඉදිරිපත් කිරීමේ ලිපිය

பரிந்துரைக் கடிதம்

Recommendation Letter

(පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුවෙහි - ලිපි ශීර්ෂ)

(மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு திணைக்களத்தின் கடிதத் தலைப்பு)

(Provincial Probation & Child Care Department-Letter Head)

අයදුම්කරුගේ නම, விண்ணப்பதாரியின் பெயர், Name of Applicant

අයදුම්කරුගේ ලිපිනය, விண்ணப்பதாரியின் முகவரி, Address of Applicant,

නිර්දේශයන් පரிந்துரைகள் Recommendations

ඔබ විසින් ඉදිරිපත් කළ ළමා දිවා සුරැකුම් මධ්‍යස්ථාන ලියාපදිංචි කිරීමේ අයදුම් පත්‍රයට අදාළ අධීක්ෂණ කටයුතු (දිනය) දින සිදුකරන ලදී. එයට අදාළව අප විසින් ඉදිරිපත් කරන නිර්දේශයන් පහත පරිදි වේ.

பகல்நேர பராமரிப்பு நிலையத்தை பதிவு செய்வதற்கான உங்கள் விண்ணப்பத்திற்கமைவாக திகதி நாடாத்தப்பட்ட மேற்பார்வைக்கேற்ப நாம் சமர்ப்பிக்கும் பரிந்துரைகள் பின்வருமாறு.

According to your application of Day Care Registration conducted supervision on (Date>. Base on that we consider following recommendations.

නිර්දේශයන්

பரிந்துரைகள்

Recommendations:

1.
2.

සම්පූර්ණ ලියාපදිංචිය ලබා ගැනීම සඳහා මිලඟ අධීක්ෂණ දිනට පෙර (දිනය) ඉහත සඳහන් අවශ්‍යතාවයන් / නිර්දේශයන් සම්පූර්ණ කිරීමට කටයුතු කරන මෙන් දන්වමි.

முழுமையான பதிவினைப் பெற்றுக்கொள்வதற்காக அடுத்த மேற்பார்வைக்கான திகதிக்கு முன்னராக மேற்படி விடயங்களை பூர்த்தி செய்தல் வேண்டுமென அறியுத்தருகின்றேன்.

You should complete those things before the next supervision <Date> to obtain full registration.

.....
කොමසාරිස් (අත්සන සහ නිල මුද්‍රාව)
ஆணையாளர் (ஒப்பமும் முத்திரையும்)
Commissioner (Signature and Seal)

.....
දිනය
திகதி
Date

புறநூல்: 04

பிரயாசனீ சபதிகம்

(பலாநீ பரீவாச னா லமாரக்ஷக ஷேவா டேபார்கமேந்ருவேதி - லிபி டீர்ஷ)

அயடூமீபநீ அங்கம்,
அயடூமீகரூரே நம,
அயடூமீகரூரே லிபிநம்,

பிரயாசனீ சபதிகம்

..... யந லிபிநயேதி பவதிந நாமுதி லமோ டீவா ஸூயகூமீ
மடாஸீலாநம் பலாநீ பரீவாச னா லமாரக்ஷக டேபார்கமேந்ருவேதி (பிரயாசனீ அங்கம்) யடுவே
..... டீந ஷிடு டீந டீவா பிரயாசனீயக் லமோ அடீதி லப லேயிநீ ஷபதிக கரமீ.

**ANNEX
04**

.....
கோமஸாரீஸீவரயாஸே அநீஸன னா நில லூடூவ டீநம்

இணைப்பு 04

பதிவுச் சான்றிதழ்

(மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு திணைக்களத்தின் கடிதத் தலைப்பு)

பதிவு இலக்கம்
விண்ணப்பதாரியின் பெயர்
விண்ணப்பதாரியின் முகவரி

பதிவுச் சான்றிதழ்

..... எனும் முகவரியில் அமைந்துள்ள
எனும் பெயரிலான பகல்நேர சிறுவர் பராமரிப்பு நிலையமானது மாகாணத்தின் நன்னடத்தை சிறுவர் பராமரிப்பு திணைக்களத்தின் பதிவு இலக்கம்
..... கீழ் ஆம் திகதி தொடக்கம் இரண்டு வருட காலப்பகுதிக்கு
..... திகதி முதல் பதிவு வழங்கப்பட்டுள்ளதென இத்தால் உறுதிப்படுத்துகின்றேன்.

.....
ஆணையாளரின் கையொப்பம், உத்தியோகபூர்வ முத்திரை திகதி

ANNEX: 04

Registration Certificate

(Provincial Department of Probation & Child Care Services-Letter head)

Application No
Applicant's Name
Address of Applicant,

Registration Certificate

This is to certify that <name of the DCD>, <Address> has been given a provisional registration under the <Province> Department of probation & child care registration no <no> for a period of 2 years effective from <start date> valid till <end date>.

.....

Signature of the Commissioner and seal

.....

Date

ළමා දිවා සුරැකුම් මධ්‍යස්ථාන වාර්ෂික වාර්තාව

சிறுவர் பகல்நேர பராமரிப்பு நிலையத்தின் வருடாந்த அறிக்கை

Annual Report on Child Day Care Centre

පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව

மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்

Provincial Department of Probation and Child Care Services

1. ළමා දිවා සුරැකුම් මධ්‍යස්ථානය පිළිබඳ තොරතුරු
பராமரிப்பு நிலையத்தைப் பற்றிய தகவல்கள்
Information about Child Care Centre

- 1.1 ලියාපදිංචි අංකය
பதிவு இலக்கம்
Registration No
- 1.2 දිවා සුරැකුම් මධ්‍යස්ථානයේ නම
பகல்நேர பராமரிப்பு நிலையத்தின் பெயர்
Name of the Day Care Centre
- 1.3 ලිපිනය
முகவரி
Address
- 1.4 දිස්ත්‍රික්කය/ප්‍රාදේශීය ලේකම් කොට්ඨාසය
மாவட்டம்/பிரதேச செயலக பிரிவு
District / Division

2. හැඳින්වීම
அறிமுகம்
Introduction

- 2.1 දිවා සුරැකුම් මධ්‍යස්ථානයේ පසුබිම සහ ඉතිහාසය
பகல்நேர பராமரிப்பு நிலையத்தின் பின்னணி மற்றும் வரலாறு
Background and History of the Day Care Centre
- 2.2 දක්ෂ / මෙහෙවර
நோக்கு/இலக்கு
Vision / Mission
- 2.3 කළමනාකරණය
முகாமைத்துவம்
Management
- 2.4 ප්‍රමිතීන් සහ කාර්ය පටිපාටිය කෙටියෙන් දක්වන්න
நியமங்களும் நடைமுறைகளும் (தயவு செய்து சுருக்கமாக குறிப்பிடுக)
Standards and Procedures (Please mention briefly)
- 2.5 ළමයින් පිළිබඳ තොරතුරු (ළමයින් සංඛ්‍යාව, වයස, ස්ත්‍රී - පුරුෂභාවය)
பிள்ளைகளைப் பற்றிய தகவல்கள் (பிள்ளைகளின் எண்ணிக்கை பால், வயது)
Information about Children (No of Children, Age, Gender)
- 2.6 කාර්ය මණ්ඩල තොරතුරු
பணியாட்டொகுதியைப் பற்றிய தகவல்கள்
Information about the Staff
- කාර්ය මණ්ඩලයේ සංඛ්‍යාව ඉහළින් අර්ථ දැක්වීම
No of Staff
 - සුදුසුකම් තகைமை
Qualification
 - පුහුණු වැඩ සටහන් පැවැත්වීම්
Training

- 2.7 රැස්වීම්
கூட்டங்கள்
Meetings
3. දිවා සුරැකුම් මධ්‍යස්ථානයේ යටිතල පහසුකම් සහ අනෙක් පහසුකම්
பகல்நேர பராமரிப்பு நிலையத்தின் உட்கட்டமைப்பு வசதிகள் மற்றும் ஏனைய வசதிகள்
Infrastructures and facilities of the Day Care Centre
4. පැමිණිලි විමර්ශන ක්‍රියාවලිය
முறைப்பாடுகளை கையாளும் நடைமுறை Complaint handling process
5. මූල්‍යමය දත්ත / විගණන තොරතුරු
நிதி விவரங்கள்/கணக்காய்வு தகவல்கள்
Financial Details / Audit Information
6. දෙමාපියන් සමඟ ඇති සම්බන්ධතාවය
பெற்றோருக்கிடையிலான உறவுகள்
Relationship between Parents

අරමුණ: 06
 இணைப்பு: 06
 ANNEX: 06

වෛද්‍ය පරීක්ෂකගේ වාර්තාව
 மருத்துவ பரிசோதகரின் அறிக்கை
 Medical Examiner's Report

අයදුම්කරුගේ නම:
 விண்ணப்பதாரியின் பெயர்
 Name of the candidate

පරීක්ෂණය පැවැත්වෙන දිනය හෝ දිනයන්:
 பரிசோதனை திகதி அல்லது திகதிகள்
 Date or Dates of Examination

අත්සන හෝ මාපටුගිලි සලකුණ හෝ උපන් ලපය:
 பெருவிரல் அடையாளம் அல்லது பிறவிக்க குறி
 Signature of Thumb Mark or Birth Mark

ඔහුගේ / ඇයගේ අනන්‍යතාවය පිළිබඳව ඔබ සෑහීමකට පත් වෙන්නවාද?
 நீங்கள் அவரின் அடையாளத்தைப் பற்றி திருப்தியடைகின்றீர்களா?
 Have you satisfied yourself of his / her identity

ANNEX
 06

අයදුම්කරු පිළිබඳ කොරකුරු விண்ணப்பதாரியின் விபரம் Description of the Candidate	උස உயரம் Height		
	බර நிறை Weight		
	නාභි මට්ටමේදී උදරයේ ප්‍රමාණය தொப்புள் மட்டத்தில் அடிவயிற்றுப் பாகத்தின் அளவு Abdominal Measurement at level of Naval		
	පපුවෙහි වට ප්‍රමාණය நெஞ்சின் சுற்றளவு Circumference of Chest	සම්පූර්ණයෙන් ආශ්වාස කළ විට முழு உட்சுவாசத்தின் போது Full inspiration	සම්පූර්ණයෙන් ප්‍රශ්වාස කළ විට முழு வெளிசுவாசத்தின் போது Full Expiration
	ප්‍රශ්න கேள்வி Question		පිළිතුරු பதில் Answer
	උස ප්‍රමාණය உயரத்தைப் பற்றிய குறிப்புகள் Remark on stature		
	බර අනුපාතික ද? நிறைக்கும் உயரத்திற்கும் விகிதப்பொருத்தம் Is the weight in proportion		
	ශරීරයේ හැඩය සම්බන්ධයෙන් යම් විශේෂතාවක් හෝ විරූපිතාවයක් තිබේද? உடல்வாகு சம்பந்தமாக சில விசேடமான அல்லது அவலட்சணமான தன்மைகள் உள்ளதா? Is there and peculiarity or deformity in conformation		
	හෘදයේ ස්වභාවය සාමාන්‍ය තත්වයේ පවතීද? / අසාමාන්‍ය ස්වභාවයක් පවතී ද? இருதயத்தின் நிலை ஆரோக்கியமிக்க சாதாரண நிலையா அல்லது வழமைக்கு மாறானதா? Is the Condition of heart healthy and normal or Abnormal Condition?		
	නාඩි ප්‍රමාණය සහ ස්වභාවය කවරේ ද? நாடித்துடிப்பின் இயல்பு மற்றும் வீதம் என்ன? What is rate and character of the puls?		

<p>லாகுணம் சுழற்சி Circulation</p>	<p>ஓமனின் ஈதலிமக் கிழலின்னே டு? தமனி தடிப்பாக்கம் ஏதும் நிகழ்ந்துள்ளதா? Is there any thickening of the arteries?</p> <p>ஈமிக பிவின ப்ரமணம்? இரத்த அழுத்தம் Blood pressures?</p>	
<p>ஓவணம் கவாசம் Respiration</p>	<p>பெணலிவல சிவாணம் நுரையீரலின் நிலை எவ்வாறுள்ளது? Condition of the lungs?</p> <p>பிடிவகலுலிசியாவ சமீலன்மென் லு பிசெஷ பரிசீலணம் காசநோய் விசேட பரிசோதனை Special Test for tuberculosis (மரன்டு / ரசீமீபிவினசாவ ஊடுகதிர் மாணடுகல் Mantoux / X-Ray)</p>	
<p>சீரணம் சமிபாடு Digesti</p>	<p>டீல, டுன், பிடுரூமசீ, காகம் சப நாகிக மார்ட யனாடீமெகி தன்விலம் நாவு, பல், முரக, முகம் மற்றும் நாகிப்பாதை ஆகியவற்றின் நிலை State of toungue, teeth, gums, face and nasal Passages? ஈன்மாவ, பிலாவ சப வெனன் டுடீய ஓன்டீயன்ன் தன்விலம் ஈரல் மண்ணீரல் மற்றும் ஏனைய அடிவயிற்று உறுப்புகளின் நிலை State of liver, spleen and other abdominal organs? ரன்வகிதாவமென் பௌலன்னே டு? மூலநோயினால் பாதிக்கப்பட்டுள்ளாரா? Whether subject to haemorroid?</p>	
<p>மூதா பரிசீலணம் சிறுநீர் பரிசோதனை Examination of Urine</p>	<p>புதிதியா எதிர்வினைவு Reaction பிசெஷ்ட ஓரூவிலம் தனி ஈப்பாற்றல் Specific Gravity ஈரூவீசுமீன் அல்பியுமின் Albumin சினி சர்க்கரை Suger நிசீயாபிவினசின் படிவு Diposit</p>	
<p>(ஓவ பிசின டுமாவனா மூதா, ஈயடூமீகரூமெ ஓவ ஓவ பிசிலன்னே டு?) (நிங்கள் பெற்றுக்கொண்ட சிறுநீர் விண்ணப்பதாரியினுடையதென உறுதிப்படுத்துகின்றீர்களா?)) (Are you acknowledge that the urine you are taking is from the applicant?))</p>		

ප්‍රශ්න කේள்විකள் Questions		පිළිතුරු පත්විකள் Answers
ප්‍රාන්ත සහ මතුපිට முனைப்புள்ளிகள் மற்றும் மேற்பரப்பு Extremities and Surface	අයදුම් සාර්ථක ලෙස එන්නත් කර තිබේද? விண்ணப்பதாரிக்கு உரிய முறையில் தடுப்பூசி ஏற்றப்பட்டுள்ளதா? Has the candidate been successfully vaccinated?	
	ගලාකර්ම, කුලාල හෝ රෝග ආදියක් නිසා ඇති වූ කැලැල් කිසිවක් තිබේද? அறுவைச் சிகிச்சை, காயங்கள் அல்லது நோய்கள், அறுவைச் சிகிச்சைகளினால் ஏற்பட்டுள்ள வடுக்கள் உள்ளனவா? Are there any scars from operations, injuries or disease?	
	ගිරා ඉදිමකින් හෝ යම්කිසි දරුණු වර්ම ආසාදනයකින් පෙළෙන්නෙහි ද? சருள் சிறை நாளங்களில் வீக்கம் அல்லது ஏதேனும் பாரதூரமான சரும நோய்கள் உள்ளதா? Are there varicose veins or any severe affection of the skin	
	වර්ධමය, ජල පුණ්ජය, අපස්චිතපුණ්ජය යනාදී රෝගයන්ගෙන් පෙළෙන්නෙහි ද? குடலிறக்கம், நீரம் விரை வீக்கம் (ஹைட்ரஸில்) சருள் சிறைப் பிதுக்கம் (வெரிகோஸ்) தற்போது உள்ளதா? Are hernia, hydrocele, varicocele present	
	කාම රෝග ලක්ෂණ කිසිවක් දක්නට ලැබේද? ஏதேனும் பாலுறுவு சார்ந்த நோய் அறிகுறிகள் உள்ளதா? Any trace of any venereal disease?	

සෞඛ්‍ය සේවා අධිකාරී

මහතා/මහත්මිය/මෙනෙවිය පහත දැක්වෙන හේතුව නිසා, දිවයිනේ ඕනෑම ප්‍රදේශයක සේවය කිරීමට සුදුසු බව/නුසුදුසු බව මගේ අදහසයි.

சுகாதார சேவைகள் பணிப்பாளர்

තිරු/திருமதி/செல்வி பின்வரும் காரணங்களினால், நாட்டில் எந்தவொரு பிரதேசத்திலும் பணியாற்றுவதற்கு தகைமையுடையவர்/தகைமையற்றவர் என நான் கருதுகின்றேன்.

Director of health Services

I am of opinion that Mr./Mrs./Miss.

Is fit/ not fit for service in any part of the island for the following reason:-

පරීක්ෂකගේ අත්සන/ பரிசோதகரின் கையொப்பம் / Signature of Examiner
වෛද්‍ය නිලධාරියා/ மருத்துவ அதிகாரி / Medical Officer

දිනය திகதி Date

සේවා ස්ථානය நிலையம் Station

සැ. ය - වෛද්‍ය නිලධාරීන් විසින් සිත් තබාගත යුත්තක් නම් දිවා සුදකුම් මධ්‍යස්ථාන අයදුම්කරුවන් රාජකාරී කටයුතු සිදුකිරීමේ නිපුණත්වය සහ ඒ සඳහා අවශ්‍ය ශාරීරික සුදුසුකම්වලින් යුක්ත බවත් ඒ පිළිබඳ යුක්ති සහගත සැක සිතක් තම සිත්හි පහළ වුවහොත් එබඳු අයදුම්කරුවන් ප්‍රතික්ෂේපකරනු ලැබිය යුතු බවත් දැනුවත් විය යුතුයි.

பகல் நேர சிறுவர் பராமரிப்பு பணியாளர்கள் என்ற வகையில் மேற்கொள்ளப்பட வேண்டிய பணிகள் சார்ந்ததாக விண்ணப்பதாரியின் உடல் தகுதி சம்பந்தமாக ஏதேனும் நியாயமான சந்தேகங்கள் இருக்குமாயின் மருத்துவ அதிகாரிகள் அவர்களின் உடல் தகுதி சம்பந்தமான தீர்ப்பினை அவர்களுக்கு எதிராகவே வழங்க வேண்டுமென மனதில் இருத்திக் கொள்ளுதல் வேண்டும்.

N.B. Regrading their competence the medical officer will bear in mind that if a reasonable doubt exists as to the Fitness of the candidate for the duties which we may have to perform as child care workers the decision should be given against him/her.

අරමුණ: 07
 இணைப்பு: 07
 ANNEX: 07

ලමා දිවා සුරැකුම් මධ්‍යස්ථාන කාර්ය මණ්ඩල වාර්ෂික / අර්ධ වාර්ෂික අධීක්ෂණ පෝරමය
 சிறுவர் பகல்நேர பராமரிப்பு நிலையத்தின் பணியாட்டொகுதியினருக்கான ஆண்டு/காலாண்டு மதிப்பீட்டுப் படிவம்
Annual / Quarterly Evaluation Form for Child Day Care Centre Staff

පළාත් පරිවහන හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව
 மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்
Provincial Department of Probation and Child Care Services

I. ලමා දිවා සුරැකුම් මධ්‍යස්ථානය පිළිබඳ තොරතුරු
 பகல்நேர பராமரிப்பு நிலையம் பற்றிய தகவல்கள்
 Information about Child Care Centre

1.1	ලියාපදිංචි අංකය பதிவு இலக்கம் Registration No		
1.2	දිවා සුරැකුම් මධ්‍යස්ථානයේ නම பகல்நேர சிறுவர் பராமரிப்பு நிலையத்தின் பெயர் Name of the Day Care Centre		
1.3	ලිපිනය விலாசம் Address		
1.4	දුරකථන අංකය தொடர்பு இலக்கம் Contact Number	ස්ථාවර නිලධාරී අංකය Permanent Number	
		ජංගම කෛම්ප් අංකය Mobile Number	
1.5	විද්‍යුත් තැපෑල மின்னஞ்சல் முகவரி E-mail		
1.6	වෙබ් අඩවිය இணையம் Website		
1.7	කාර්ය මණ්ඩල සාමාජික ප්‍රමාණය பணியாட்டொகுதியினர் எண்ணிக்கை Number of Staff:		
1.8	අධීක්ෂණ කාල සීමාව மதிப்பீட்டுக் காலம் Evaluation Period	වාර්ෂික වරුදාම Annual	
		කාර්තුව කාලාණ්ඩු Quarterly	
1.9	ළමයින් ප්‍රමාණය பிள்ளைகளின் எண்ணிக்கை Number of Children		
1.10	ලමා දිවා සුරැකුම් මධ්‍යස්ථානයේ සිටින ළමයින්ගේ වයස් කාණ්ඩ பகல்நேர பராமரிப்பு நிலையத்திலுள்ள பிள்ளைகளின் வயது மட்டம் Child Day Care Age Level	බිලින්නන් கைக்குழந்தைகள் Infants	
		ළදරුවන් நடைக்குழந்தைகள் Toddlers	
		පෙර පාසල් යන වයසේ ළමයින් முன்பள்ளி வயது பிள்ளைகள் Pre Schoolers	
		පාසල් යන වයසේ ළමයින් பாடசாலை செல்லும் வயது பிள்ளைகள் Schoolers	

**ANNEX
07**

2.2	ලමයින් සමඟ කටයුතු කිරීමේ කුසලතා சிறுவர்களுடன் பணியாற்றுவதற்கான திறன்கள் Skills working with children	ඉතා හොඳයි மிகநன்று Very Good	හොඳයි நன்று Good	සාමාන්‍ය சராசரி Average	දුර්වලයි குறைவு Weak
2.2.1	මිතුම්පිටිය හා සුභද්‍රවය நட்புறவும் அன்பும் கொண்டதொரு நடத்தையை வெளிப்படுத்துவார் Parents a friendly and warm demeanor				
2.2.2	ක්‍රියාකාරීව ලමයින් සමඟ සම්බන්ධවීම சிறுவர்களுடன் செயலூக்கத்தடன் ஈடுபடுவார் Actively engage with children				
2.2.3	ලමයින්ට ඇහුම්කන්දීම சிறுவர்களைப் பற்றி விழிப்புடன் இருப்பார் Attentive to children				
2.2.4	සහභාගීත්වය සඳහා ලමයින් දිරිමත් කිරීම சிறுவர்களின் பங்கேற்பினை ஊக்கப்படுத்துவார் Encourage participation of children				
2.2.5	සියලු ලමයින්ට එක හා සමානව සැලකීම தனிநபர்களுக்கு மரியாதைக் காட்டுவார் Shows respect for individuals				
2.2.6	ස්වාධීනව නැගී සිටීමට ලමයින් දිරිමත් කිරීම சுயாதீனத்தன்மையுடன் கருமமாற்றுவதை பிள்ளைகளுக்கு ஊக்குவிப்பார் Encourages independence/self help				
2.2.7	ලමයින් ලේබල් කිරීමෙන් වැළකීම பிள்ளைகளை வகைப்படுத்துவதைத் தவிர்ப்பார் Avoids labelling of children				
2.2.8	ධනාත්මක වර්තමාන සඳහා දිරිමත් කිරීම ஆக்கப்பூர்வமான நடத்தைகளை வலுப்படுத்துவார் Reinforces positive behaviour				
2.2.9	ලමයින් සමඟ කටයුතු කිරීමේදී උචිත වචන හා හඩක් භාවිතය சிறந்த மொழியையும் தொனியையும் பயன்படுத்தி பிள்ளைகளுடன் உரையாடுவார் Speaks to children regularly using positive phrases and tone				
2.2.10	ලමයින් සමඟ හොඳින් සන්නිවේදනය කිරීමේ හැකියාව பிள்ளைகளுடன் சிறந்த முறையில் தொடர்புடலில் ஈடுபடுவதற்கான ஆற்றலைக் கொண்டிருப்பார் Able to communicate with children properly				
2.2.11	ක්‍රියාකාරකම් නිර්මාණය කිරීමේදී ලමයින්ගේ අදහස් யோදා ගැනීම செயற்பாடுகளை வடிவமைக்கும் போது சிறுவர்களின் கருத்துக்களை வினவுவார் Seeks children's opinion when designing activities				
2.3	දෙමාපියන් සමඟ කටයුතු කිරීමේ හැකියාව பெற்றோருடன் பணியாற்றுவதற்கான திறன்கள் Skills working with Parents	ඉතා හොඳයි மிகநன்று Very Good	හොඳයි நன்று Good	සාමාන්‍ය சராசரி Average	දුර්වලයි குறைவு Weak
2.3.1	දෙමාපියන් කෙරෙහි ඇහුම්කන්දීම හා හොඳින් ප්‍රතිචාර දැක්වීම பெற்றோருக்கு நன்றாக செவிமடுத்து பதிலளிப்பார் Listens and responds well to parents				
2.3.3	දෙමාපියන් සමඟ යහපත් සම්බන්ධතාවයක් පවත්වා ගැනීම பெற்றோருடன் சிறந்த உறவுகளை பேணுவார் Has good relationship with parents				

2.3.4	<p>දෙමාපියන් සමඟ සුභදැයිලීව ගනුදෙනු කිරීම பெற்றோரை பெயர் கூறி அழைத்து புன்முறுவலுடன் வணக்கம் தெரிவிப்பார் Greets parents by name with a smile</p>				
2.3.5	<p>අවශ්‍යකාලය අනුව දෙමාපියන් සමඟ වාචිකව හෝ ලිඛිතව සන්නිවේදන කටයුතු කිරීම தேவையான சந்தர்ப்பங்களில் பெற்றோருடன் எழுத்து மூலமாகவும் வாய்மூலமாகவும் தொடர்பு கொள்வார் Regularly communicates with parents verbally and in writing as needed</p>				
2.3.6	<p>සියලු ක්‍රියාකාරකම් සඳහා ක්‍රියාශීලීව සම්බන්ධ වීම அனைத்து செயற்பாடுகளிலும் செயலூக்கத்துடன் ஈடுபடுவார் Engage in all activities actively</p>				
2.3.7	<p>සංවිධානාත්මක කුසලතා ஒழுங்குபடுத்தும் திறன்கள் Organising Skills</p>				
2.4	<p>දිවා සැරැකුම් මධ්‍යස්ථානයන්හි කටයුතු කිරීමේ කුසලතාව பகல்நேர பராமரிப்பு நிலையத்தில் வேலை செய்யும் திறன் Skills working in Day Care Centre</p>	<p>ඉතා හොඳයි மிகநன்று Very Good</p>	<p>හොඳයි நன்று Good</p>	<p>සාමාන්‍ය சராசரி Average</p>	<p>දුර්වලයි குறைவு Weak</p>
2.4.1	<p>ලමා වර්ධනයට හිතකාමී උචිත ක්‍රියාමාර්ග පවතී அபிவிருத்திக்கு பொருத்தமான செயற்பாடுகளை வழங்குவார் Provides developmentally appropriate activities</p>				
2.4.2	<p>ලමා හිතකාමී ඉගෙනුම් පරිසරයක් නිර්මාණය කිරීම ஆக்கபூர்வமானதும் அழைப்புவிடுப்பதுமானதொரு கற்றல் சூழலை வழங்குவார் Provides a creative and inviting learning environment</p>				
2.4.3	<p>ලමයින් පැමිණීමට පෙර ස්ථානය සුදානම් කර තැබීම பிள்ளைகள் வருவதற்கு முன்னர் அறைகளை ஒழுங்குபடுத்துவார் Sets up room before children arrive</p>				
2.4.4	<p>මධ්‍යස්ථාන පරිසරය පිරිසිදුව සහ ක්‍රමවත්ව පවත්වාගෙන යාම சுத்தமானதும் ஒழுங்குமுறையானதுமான சூழலொன்றை பேணுவார் Maintains a clean and orderly environment</p>				
2.5	<p>වෘත්තීය සංවර්ධනය தொழில்வாண்மைச்சார் அபிவிருத்தி Professional Development</p>	<p>ඉතා හොඳයි மிகநன்று Very Good</p>	<p>හොඳයි நன்று Good</p>	<p>සාමාන්‍ය சராசரி Average</p>	<p>දුර්වලයි குறைவு Weak</p>
2.5.1	<p>කාර්ය මණ්ඩල සංවර්ධන රැස්වීම සඳහා සහභාගී වීම அனைத்து பணியாளர்களோடு அபிவிருத்தி கூட்டங்களிலும் பங்கேற்பார் Attends all staff development meeting</p>				
2.5.2	<p>කෂේත්‍රය තුළ අමතර අධ්‍යාපන සුදුසුකම් සොයයි துறைசார் மேலதிக கல்வித் தகைமைகளை நாடுவார் Seeks additional Educational qualifications in the field</p>				
2.5.3	<p>අනුමත අධ්‍යාපනික සුදුසුකම් සපුරා ඇත கல்வித் தகைமைகளுக்கான தரங்களை பூர்த்தி செய்து கொள்வார் Meet standards for Educational qualifications</p>				
2.5.4	<p>මෙම වර්ෂය තුළ පුහුණු වැඩසටහන් සඳහා සහභාගී වී ඇත இந்த ஆண்டில் பங்கேற்ற பயிற்சி நிகழ்ச்சித்திட்டங்கள் Attended training programmes this year</p>				

2.6	සුදුසුකම් (අධ්‍යාපන/වෘත්තීයමය) தகைமைகள் (தொழில்சார்/கல்வி) Qualifications (Educational/Professional)	ඔව් Yes	නැත No
	සාමාන්‍ය පෙළ சாதாரண தரம் Ordinary Level		
	උසස් පෙළ உயர் தரம் Advance Level		
	ජාතික වෘත්තීය සුදුසුකම් මට්ටම 4 தேசிய தொழில் தகைமை மட்டம் 4 NVQ Level 4		
	ජාතික වෘත්තීය සුදුසුකම් මට්ටම 5 தேசிய தொழில் தகைமை மட்டம் 5 NVQ Level 5		
	ජාතික වෘත්තීය සුදුසුකම් මට්ටම 6 தேசிய தொழில் தகைமை மட்டம் 6 NVQ Level 6		

3. **පැමිණිලි**
முறைப்பாடுகள்
Complaint

පැමිණිලි ලැබීම් கிடைத்த முறைப்பாடுகள் Received Complaints	ඔව් ඉඹ් Yes	නැත இல்லை No
පැමිණිලි සංඛ්‍යාව முறைப்பாடுகளின் எண்ணிக்கை Number of Complaints		
පැමිණිලිලේ ස්වභාවය முறைப்பாட்டின் தன்மை Nature of Complaint		

4. **නිවාඩු ලබා ගැනීම**
பெற்றுக் கொண்டுள்ள விடுப்பு (லீவு)
Leave Taken

ලබාගත් නිවාඩු ප්‍රමාණය பெற்றுக்கொண்ட விடுப்பு (லீவு) எண்ணிக்கை Number of Leave Taken	පසුගිය මාස 6 තුළ கடந்த 6 மாதங்களில் Past 6 Months	පසුගිය අවුරුද්ද තුළ கடந்த 1 வருடத்தில் 1 Past 1 Year

ලියාපදිංචි කරු/මධ්‍යස්ථාන කළමනාකරුගේ අදහස්
பதிவாளர் / நிலைய முகாமையாளர் கருத்துக்கள்
Comments by Registrant/Centre Manager

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.....

ඉහත තොරතුරු සම්බන්ධයෙන් කාර්ය මණ්ඩල සාමාජිකයන් හා සාකච්ඡා කර ඔවුන්ගේ එකඟතාවය මත ඉදිරිපත් කර ඇත.

மேற்படி விடயம் சம்பந்தப்பட்ட பணியாட்டொகுதி அங்கத்தவருடன் கலந்துரையாடப்பட்டு இணங்கிக் கொள்ளப்பட்டது
The above has been discussed with and agreed staff member concerned.

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ලියාපදිංචිකරු/මධ්‍යස්ථාන කළමනාකරුගේ අත්සන
பதிவாளர்/நிலைய முகாமையாளர் கையொப்பம்
Registrant/Centre Manager Signature

.....
දිනය
திகதி
Date

கார்ட்டு மனுவிலு சாமுதிகளே டிஃபு பணியாட்டொகுதி அங்கத்தவரின் குறிப்பு Comments by Staff Member

.....
.....

.....
கார்ட்டு மனுவிலு சாமுதிகளே டிஃபு
பணியாட்டொகுதி அங்கத்தவரின் ஓபபம்
Signature of the staff member

.....
ஃபு திகதி Date

අරමුණු: 08
 இணைப்பு: 08
 ANNEX: 08

පාස්පෝට් ප්‍රමාණයේ
 ඡායාරූපය
 பாஸ்போட் அளவு புகைப்படம்
 Passport Size Photograph

ළමා දිවා සුරැකුම් මධ්‍යස්ථාන කාර්ය මණ්ඩල ලියාපදිංචි කිරීමේ අයදුම් පත්‍රය
 சிறுவர் பகல்நேர பராமரிப்பு நிலைய பணியாட்டொகுதி பதிவுப் படிவம்
Child Day Care Centre Staff Member Registration Form

පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව
 மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்
Provincial Department of Probation and Child Care Services

දිනය திகதி Date	D	D	M	M	Y	Y	Y	Y	ලියාපදිංචි අංකය பதிவு இலக்கம் Registration No								
සම්පූර්ණ නම முழுப்பெயர் Full Name																	
ස්ථිර ලිපිනය நிரந்தர முகவரி Permanent Address																	
දුරකථන අංකය (ස්ථාවර/ජංගම) தொலைபேசி இலக்கம் (நிலையான/கையடக்க) Telephone No: (Fixed/Mobile)																	
ජා.හැ.අ./විදේශ ගමන් බලපත්‍ර අංකය தே.அ.அ/கடவுச்சீட்டு இலக்கம் NIC/Passport No:																	
උපන් දිනය பிறந்த திகதி Date of Birth																	
පුරවැසිභාවය தேசியம் Nationality																	
ජාතිය இனம் Ethnicity																	
ආගම மதம் Religion																	
තනතුරු නාමය பகல்நேர சிறுவர் பராமரிப்பு நிலையத்தில் வகிக்கும் பதவியின் பதவிப் பெயர் Title of the Job at the Child Day Care Centre:																	

ANNEX
08

පහත සඳහන් තොරතුරු සපයන්න

தயவு செய்து பின்வரும் தகவல்களை வழங்குங்கள்

Please provide following information

<p>අයුදුම් පත්‍රය සමඟ ඉදිරිපත් කළ යුතු ලියවිලි தங்களின் விண்ணப்பத்துடன் பின்வரும் ஆவணங்களை சமர்ப்பித்தல் வேண்டும் All the staff members should produce following documents with the application</p>	<p>ලකුණු කරන්න இங்கே சரி அடையாளத்தை இடவும் Tick Hear (√)</p>
<p>උප්පැන්න සහතිකය பிறப்புச் சான்றிதழ் Birth Certificate</p>	
<p>ජාතික හැඳුනුම්පතේ ඡායා පිටපතක් தே.அ.அட்டையின் நிறுப்பிரதி Copy of the NIC</p>	
<p>පොලිස් වාර්තාවක් பொலிஸ் அறிக்கை Police Report</p>	
<p>ග්‍රාම නිලධාරී සහතිකය கிராம சேவை உத்தியோகத்தரின் அறிக்கை Grama Niladari Report</p>	
<p>ශාරීරික යෝග්‍යතාවය පිළිබඳ වාර්තාවක් உடல்சார் தகைமை அறிக்கை Physical Competency Report</p>	
<p>මානසික යෝග්‍යතාවය පිළිබඳ වාර්තාවක් உளவியல் ரீதியிலான தகைமை அறிக்கை Psychological Competency Report</p>	
<p>වර්ත සහතික 02ක් (සාමාන්‍ය චිකිත්සාචාර්යවරයෙකුගෙන් සහ වෙනත් ප්‍රදේශයේ පිළිගත් පුද්ගලයෙකුගෙන් ලබාගන්නා ලද) நற்சான்றுப் பத்திரம் (2) (சமாதான நீதவான் ஒருவரிடமும் சமூக அங்கீகாரமுடைய ஒருவரிடமும் பெற்றவை) Character Referencences (2) (From a Justice of Peace and a recognized person in the area)</p>	
<p>අධ්‍යාපනික සුදුසුකම් கல்வித் தகைமை Educational Qualification</p>	
<p>ඩිප්ලෝමා සහතික டிப்ளோமா சான்றிதழ் Diploma Certificate</p>	
<p>අ.පො.ස. සා.පෙළ සහතික පත්‍රය சாதாரண தர சான்றிதழ் Ordinary Level Certificate</p>	
<p>අ.පො.ස. උ.පෙළ සහතික පත්‍රය உயர் தர சான்றிதழ் Advance Level Certificate</p>	
<p>වෘත්තීය සුදුසුකම් (සාමාන්‍ය ළමා ආරක්ෂක පාඨමාලාව) தொழில்வாண்மை தகைமை (பொது பராமரிப்பு பாடநெறி மட்டம் 4) Professional Qualification (General Child Care Course NVQ Level 4)</p>	
<p>පළපුරුද්ද පිළිබඳ සහතික கடந்தகால அனுபவம் பற்றிய சான்றிதழ் Certificate of Past Experiences</p>	
<p>විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාව විසින් පිළිගත් උපාධි සහ පශ්චාත් උපාධියට අදාළ සහතිකවල පිටපත් (තිබේනම්) பல்கலைக்கழக மாணிய ஆணைக்குழுவினால் அங்கீகரிக்கப்பட்ட பட்டங்கள் பட்டப்படிப்பின் பாடநெறிகள் (இருந்தால்) Degree/PGC recognized by UGC (If available)</p>	

ஓதன ஸடதன் தைரதூர் ஸதஃ தஃ திவர்டி லவவ ஸததிக கர்஢ி.

இவ்விண்ணப்பத்தில் சமர்ப்பிக்கப்பட்டுள்ள அனைத்து தகவல்களும் ஆவணங்களும் உண்மையானவையென நான் உறுதிப்படுத்துகின்றேன்.
I Certify that all of the documents and information provided along with this application is true to my knowledge.

.....
கார்ட்டு ஢னீவில ஸஃதரீக தன்ஸத
ஊழியர் உறுப்பினர் கையொப்பம்
Signature of the Staff Member

.....
தினஃ
திகதி
Date

ஸலாத் ஸரீவஃஸ கஃதஃஸரீஸீவர்ட்டாதே தனுதூர்திஃ/ ஢ாகாண நன்னடத்தை ஆணையாளரின் அங்கீகாரம்
Approved of the Provincial Probation Commissioner:

தனுதூர்தி கர்஢ி/தஃகர்஢ி
அங்கீகரிக்கப்பட்டது/அங்கீகரிக்கப்படவில்லை
Approved / Not Approved.

.....
தன்ஸத தஃ திஃ ஢ிஃவ
கையொப்பம் ஢ுத்திரையும்
Signature & Seal

.....
தினஃ
திகதி
Date

ලමා දිවා සුරැකුම් මධ්‍යස්ථානවල ලමා රැකවරණ සපයන්නන්ගේ මූලික කාර්යභාරය හා වගකීම
 பகல் நேர பராமரிப்பு நிலையங்களின் பராமரிப்பாளர்களின் பிரதான பணிகளும் பொறுப்புகளும்
Key Function and Responsibilities of Child Care Givers in Day Care Centres

පළාත් පරිවෘත්ත හා ලමාරක්ෂක සේවා දෙපාර්තමේන්තුව

மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்
Provincial Department of Probation and Child Care Services

1. **මධ්‍යස්ථාන කළමනාකරුගේ කාර්යභාරය හා වගකීම**

நிலைய முகாமையாளரொருவரின் பிரதான பணிகளும் பொறுப்புகளும்
Key Function and Responsibilities of a Centre Manager

- i. දිනපතා නියමිත කාලපරිච්ඡේදය තුළ මධ්‍යස්ථානය විවෘතව තැබීම.
 நிலையத்தின் அன்றாட பொது முகாமைத்துவம் மற்றும் நிச்சயிக்கப்பட்டுள்ள நேரத்தில் நிலையத்தை திறந்து வைத்திருத்தல்
 Overall day-today management of the Centre and keeping the Centre open during specific hours.
- ii. සැලසුම්කරණය, අය වැය සැකසීම, මානවවිකරණය, අධීක්ෂණය ආදී කළමනාකරණ කාර්යයන් ඉටුකිරීම.
 திட்டமிடல் செலவுப் பாதிப்பினை தயாரித்தல், பணியாளர் நியமனம் மேற்பார்வை செய்தல் போன்ற முகாமைத்துவ பணிகளை மேற்கொள்ளுதல்.
 Carry out management functions such as planning, budgeting, staffing and monitoring.
- iii. සෑම ලමයෙකුට, වයස මාස 04 ට වඩා වැඩි ද යන බව උප්පැන්න සහතිකය මගින් තහවුරු කරගැනීම (අනෙකුත් නීතිමය ලියවිලි).
 நிலையத்திற்கு பொறுப்பேற்கப்பட்டுள்ள அனைத்து சிறுவர்களும் பிறப்புச் சான்றிதழ் ஊடாக மெய்ப்பித்துக் கொண்டுள்ளவாறு ஆகக் குறைந்தது 04 மாதத்திற்கு அதிகமான வயதுடையவர்கள் என்பதை உறுதிப்படுத்துதல்.
 Ensure that any child accepted to the Centre is at least above 4 months old, as verified by a Birth Certificate (or other legitimate document), and that ratios and other requirements maintained.
- iv. මෙම ලේඛනයේ 15 කාණ්ඩයේ සඳහන් පරිදි ලමයින්ගේ තොරතුරු සහ වාර්තා පවත්වාගෙන යාම.
 இந்த ஆவணத்தின் 15 ஆம் பிரிவில் குறிப்பிட்டுள்ளவாறு பிள்ளைகளின் தகவல்களையும் பதிவேடுகளையும் பேணிவருதல்.
 Maintanance of records of children and information mentioned in Section 15 this document.
- v. මධ්‍යස්ථානයේ සිටින දරුවන්ගේ සමස්ත සංවර්ධනය සඳහා සුදුසු වයසට ගැලපෙන පරිදි ක්‍රියාකාරකම් සැලසුම් කිරීම.
 நிலையத்தில் உள்ள சிறுவர்களின் ஓட்டுமொத்த அபிவிருத்தியின் பொருட்டு வயதுக்கேற்ற செயற்பாடுகளை திட்டமிடுதல்
 Plan age appropriate activities required for the overall development of children at the Centre.
- vi. මධ්‍යස්ථානයට පැමිණෙන දරුවන්ගේ ආරක්ෂාව හා රැකවරණය තහවුරු කිරීම, මධ්‍යස්ථානය නිසි තත්වයේ පවතින බව තහවුරු කිරීම, හඳුනාගත් ගැටලු සඳහා සුදුසු ක්‍රියාමාර්ග ගැනීම.
 நிலையத்திலுள்ள சகல பிள்ளைகளினதும் பாதுகாப்பு மற்றும் பராமரிப்பினை உறுதிப்படுத்துதல் மற்றும் நிலையத்தின் ஓட்டுமொத்த நிலையினை மதிப்பீடு செய்து ஏதேனும் பிரச்சினைகள் இருக்குமாயின் அவற்றை தீர்த்தல்.
 Ensure the care and safety of all children attending the Centre, assess the overall condition of the Centre and take necessary action to address any issues.
- vii. බිලිඳුන්ගේ සහ ලදරුවන්ගේ වයස් සීමාවන්වලට අදාළව දෙමාපියන් සමඟ රැස්වීම් පැවැත්වීම. (වයස මාස 4 සිට අවු. 3 දක්වා)
 கைக்குழந்தைகள் மற்றும் நடைக்குழந்தைகளின் பெற்றோருக்கான விசேட கூட்டங்களை நடாத்துதல் (04 மாதம் முதல் 3 வயது வரை)
 Conduct special meetings for the parents of children in the age group of infants and Toddlers (4 months to 3 years old)
- viii. හදිසි අවස්ථාවලදී ප්‍රතිචාර දැක්වීම සඳහා අවශ්‍ය කටයුතු සම්පාදනය කිරීම.
 அவசர நிலைமைகளுக்கு முகம்கொடுப்பதற்கு ஏற்பாடுகளை மேற்கொள்ளுதல்.
 Make arrangements to respond to emergencies.
- ix. ගිවිසුම් නීති, නියෝග, ප්‍රතිපත්තිවලට අනුකූලව කාර්ය මණ්ඩලය අධීක්ෂණය කිරීම සහ අභිප්‍රේණය කිරීම, ස්වේච්ඡා සේවකයින්, කළමනාකරණ ආදේශක නිලධාරීන් සමඟ සම්පව කටයුතු කිරීම.
 பணியாட்டொகுதி உறுப்பினர்கள் தன்னார்வ ஊழியர்கள் மற்றும் பதிலாளிகள் விதிகள் அதன் ஒருங்கு விதிகள் போன்ற அனைவரும் நிலையத்தின் தொழிற்பாடு கொள்கைகள் மற்றும் மரபொழுங்கு முறை ஆகியவற்றைப் பற்றி பரிச்சயமாக இருக்கின்றார்கள் என்பதை உறுதிப்படுத்தும் அதேவேளை அவர்களை ஊக்குவித்தலும் மேற்பார்வை செய்தலும்.
 Supervise and motive staff while ensuring that all staff, Volunteers and substitutes are familiar with the operation of the Centre, and its rules, regulations, policies and protocols.

- x. දෙමාපියන් සහ භාරකරුවන් විසින් ළමයා රැගෙන යාමේදී භාරකාරීත්වය තහවුරු කරගැනීම සහ ඔවුන් සමඟ නිරතුරු සබඳතාවය පවත්වාගෙන යාම.
பெற்றோருடன் இடையறாத தொடர்புகளை பேணி பிள்ளைகள் அவர்களின் பெற்றோர் அல்லது நியமிக்கப்பட்டுள்ள பாதுகாவுலர்களினால் அழைத்துச் செல்லப்படுகின்றார்கள் என்பதனை உறுதிப்படுத்துதல்.
Maintain regular contact with parents and ensure children are accompanied by their parents or appointed guardians.
- xi. මධ්‍යස්ථානයේ නීති, නියෝග ප්‍රදර්ශනය කිරීම සහ ළමුන්ට ඇතිවිය හැකි සෞඛ්‍ය හා ආරක්ෂණ ගැටලු පිළිබඳව දෙමාපියන් දැනුවත් කිරීම.
நிலையத்தின் விதிகள் மற்றும் ஒழுங்கு விதிகளை காட்சிப்படுத்துவதுடன் நிலையத்தில் சுகாதாரம் மற்றும் பாதுகாப்பு சம்பந்தமான விடயங்களை பெற்றோருக்கு அறிவித்தல்.
Display rules and regulations of the Centre and inform parents regarding health and safety issues that have occurred at the Centre.

2. **සහකාර මධ්‍යස්ථාන කළමනාකරුගේ කාර්යභාරය සහ වගකීම්**
நிலையத்தின் உதவி முகாமையாளர்களின் பிரதான பணிகளும் கடமைகளும்
Key Function and Responsibilities of an Assistant Centre Manager

- i. අවශ්‍ය වූ විට මධ්‍යස්ථාන කළමනාකරුගේ රාජකාරී කටයුතුවලදී අවශ්‍ය සහාය ලබාදීම.
நிலையத்தின் முகாமையாளருக்கு அவரின் பணிகள் மற்றும் கடமைகளின் போது உதவியளித்தல் மற்றும் தேவையான போது அவரின் பணிகளை ஈடுநிறுத்தல்.
Assist Centre Manager in her/his duties/functions and carry out these in her/his place when necessary.
- ii. හදිසි වෛද්‍ය ප්‍රතිකාර සඳහා අවශ්‍ය කටයුතු සම්පාදනය කිරීම.
அவசர மருத்துவ சிகிச்சைகள் தேவைப்படுமித்து அதற்கான ஏற்பாடுகளை மேற்கொள்ளுதல்.
Make arrangements when emergency medical treatments are required.
- iii. මධ්‍යස්ථාන කටයුතුවලදී, මධ්‍යස්ථාන කළමනාකරු විසින් පවරන ලද අනෙකුත් කාර්යයන් ක්‍රියාවේ යෙදවීම.
நிலையத்தின் தொழிற்பாடுடன் தொடர்புடையதாக நிலைய முகாமையாளரினால் பணிக்கப்படுகின்ற ஏனைய கடமைகளை நிறைவேற்றுதல்.
Carry out any other duties assigned by the Centre Manager relevant to the operation of the Centre.

3. **ළමා රැකවරණ සහයකරුගේ කාර්යභාරය සහ වගකීම්**
சிறுவர் பராமரிப்பு உதவியாளரொருவரின் பிரதான பணிகளும் கடமைகளும்
Key Function and Responsibilities of a Child Care Assistant

- i. මධ්‍යස්ථාන කළමනාකරු සහ සහකාර කළමනාකරු විසින් දරුවන් සඳහා නියම කරන ලද ක්‍රියාකාරකම් පවත්වාගෙන යාම.
நிலையத்தின் முகாமையாளர் மற்றும் உதவி முகாமையாளரினால் அறிவுறுத்தப்பட்டுள்ளவாறு சிறுவர்களுடன் செயற்பாடுகளை மேற்கொள்ளுதல்.
Conduct activities with children as instructed by the Centre Managers and Assistant Managers.
- ii. අවට පරිසරයේ පිරිසිදු කිරීමේ කටයුතුවලදී අවශ්‍ය සහයෝගය ලබාදීම.
நிலையத்தினையும் அதனைச் சுற்றியுள்ள சூழலையும் சுத்தம் செய்வதற்கு உதவி வழங்குதல்.
Provide support in cleaning the Centre and the surrounding environment.
- iii. ළමයින්ගේ පෞද්ගලික සනීපාරක්ෂාව/පිරිසිදුකම පවත්වාගැනීම සහතික කිරීම.
பிள்ளைகளின் தனிப்பட்ட சுகாதாரம் சுத்தம் ஆகியவை பேணப்படுகின்றதென்பதை உறுதிப்படுத்துதல்.
Assure personal hygiene/cleanliness of children.
- iv. ආහාර පිළියෙළ කිරීම, බෙදා දීම සහ ආහාර ගැනීමෙන් පසු පිරිසිදු කිරීම.
உணவு தயாரித்தல் பரிமாறுதல் மற்றும் உணவு வேளைக்குப் பின்னர் துப்பரவு செய்தல் ஆகியவற்றிற்கு உதவுதல்.
Assist in the preparation of food, serving and cleaning after meals.
- v. ළමුන්ගේ ප්‍රත්‍යක්ෂ වෙනස්කම් පිළිබඳව මධ්‍යස්ථාන කළමනාකරු දැනුවත් කිරීම.
பிள்ளைகளில் குறிப்பிடத்தக்க மாற்றம் அவதானிக்கப்படும் போது நிலைய முகாமையாளருக்கு அறிவித்தல்.
Inform Centre Manager when there are noticeable changes in children.
- vi. මධ්‍යස්ථාන කළමනාකරු සහ සහාය කළමනාකරුට සහය ලබාදීමේ දී ඔවුන්ගේ උපදෙස් පරිදි කටයුතු කිරීම.
நிலைய முகாமையாளர் மற்றும் உதவி முகாமையாளர்களுக்கு அவர்களுக்கு தேவையான சந்தர்ப்பங்களில் அவர்களின் அறிவுறுத்தல்க்கேற்ப உதவுதல்.
Assist the Centre Managers and Assist Centre Managers where necessary as per their instructions.

ගෞණාණ්ඩ හා අනෙකුත් උපකරණ
தளபாடங்கள் மற்றும் ஏனைய உபகரணங்கள்
Suggested Furniture and Equipment
පළාත් පරිවෘතය හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව
மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்
Provincial Department of Probation and Child Care Services

I. කාර්යාලය
அலுவலகம்
Office Room

- i. මේසය.
மேசை
A table.
- ii. පුටු.
கதிரைகள்
Chairs.
- iii. දුරකථන හෝ හදිසි අවස්ථාවලදී භාවිතයට අවශ්‍ය උපකරණ.
தொலைபேசி அல்லது அவசர சந்தர்ப்பங்களின் போது பயன்படுத்துவதற்கு தேவையான உபகரணங்கள்.
A telephone or an alternative means of obtaining emergency assistance.
- iv. නිසි පරිදි අගුළු දැමීමට හැකි බිත්ති අල්මාරි.
உரிய முறையில் பூட்டி வைக்கக்கூடிய சுவர் அலுமாரிகள்
Wall cupboard(s) that can be properly locked.
- v. කසළ බඳුන (බිළින්දන්ට සහ ළදරුවන්ට ළඟාවිය නොහැකි පරිදි තැබීම).
குப்பைத் தொட்டிகள் (குழந்தைகளுக்கும் பிள்ளைகளுக்கும் நெருங்க முடியாதவாறு வைத்தல் வேண்டும்.)
A dust bin (must be kept out of reach for infants and toddlers).
- vi. බර කිරුම් උපකරණ.
நிறை அளவீட்டு உபகரணங்கள்
Weighing instruments for children.

2. ළමා කාමරය
குழந்தை அறை
Baby Room

- i. තොටිල්ල : සෑම ළමයෙක් සඳහා ඇඳ, පැදුරු, තොටිලි අතර ඇවිදීම සඳහා ප්‍රමාණවත් ඉඩක් පැවතීම.
தொட்டில்: அனைத்துப் பிள்ளைகளுக்கும் கட்டில், பாய் இவைகளுக்கிடையில் அனைத்து பிள்ளைகளுக்கும் நடப்பதற்கான இடவசதி காணப்படுதல்.
Cradles (one for each child). There should be adequate walking space between beds, mats and cribs.
Cradles made with clothes should not be used.
- ii. ළමයින්ට උචිත මතුපිට සහිත මෙට්ටි භාවිතය (රෙක්සින්).
பிள்ளைகளுக்கு உகந்த மேற்புறத்தைக் கொண்ட மெத்தைகளை பயன்படுத்துதல் (ரெக்සின்)
Mattresses with wax cloth or Rexene covers.
- iii. ළමයින් සඳහා වඩා උචිත, සුව පහසු කොට්ටි සහ ඇඳ ඇතිරිලි භාවිතය (කපු).
பிள்ளைகளுக்கு மிகவும் உகந்த செளகரியமான தலையணைகள் மற்றும் கட்டில் விரிப்புகளை பயன்படுத்துதல் (பஞ்சு)
Cotton bed spreads and pillows.
- iv. මදුරු දූලි සහ ළමයින් සඳහා භාවිතා කරන මදුරු දූලි.
குழந்தைகளுக்கான நுளம்பு வலை மற்றும் பிள்ளைகளின் பாவனைக்கான நுளம்பு வலை
Mosquito nets and baby nets.
- v. උචිත සෞඛ්‍ය තත්ත්වයන්ගෙන් යුත් ඉඩකඩ මාරු කිරීමේ පහසුකම්.
உசிதமான சுகாதார நிலைமைகளின் கீழ் நெப்பிக்களை மாற்றுவதற்கான வசதிகள்
Nappy changing facilities which meet environmental health standards.

- vi. බිත්ති අල්මාරි
அலுவலகங்கள்
Wall Cupboard(s).
- vii. සැම කාමරයක් තුළම සවිකර ඇති කැබිනට්ටු අගුළු දැමිය හැකි විය යුතුය.
அனைத்து அறைகளுக்குள்ளும் பொருத்தப்பட்டுள்ள நிலைப்பெட்டிகள் (கெபினட்) பூட்டி வைக்கக் கூடியதாக இருத்தல் வேண்டும்.
Lockable cabinets for all in-room storage. Any upper cabinets must be enclosed.
- viii. ලදරු ඇඳුම් ඇසුරුම් කිරීමේ අල්මාරිය
பிள்ளைகளின் உடைகளை அடுக்கி வைக்கக்கூடிய அலுவலகம்
cupboard for storing childrens clothes
- ix. කසල බඳුන (බිලින්දන්ට සහ ලදරුවන්ට ළඟාවිය නොහැකි පරිදි තැබීම).
குப்பைத் தொட்டிகள் (குழந்தைகளுக்கும் பிள்ளைகளுக்கு நெருங்க முடியாதவாறு வைத்தல் வேண்டும்.)
A dust bin (must be kept out of reach for infants and toddlers).
- x. බිත්ති මත එල්ලීම සඳහා ළමා සංවර්ධනයට උචිත වර්ණවත් පින්තූර
பிள்ளைகளின் விருத்திக்கு உகந்த சுவர்களில் தொங்கவிடுவதற்காக உகந்த வர்ணத்திலான படங்கள்
Colourful pictures to be hung on the walls suitable for children's sensory stimulation.
- xi. සිට ගැනීමේ හා ඇවිදීමේ ආධාරක
நிற்கல் மற்றும் நடத்தலுக்கான உதவிச் சாதனங்கள்
Standing and walking aids.
- xii. ලදරුවන් සඳහා ජීවානුහරණය කළ පිරිසිදු සෙල්ලම් බඩු
பிள்ளைகளுக்கான கிருமிநீக்கம் செய்யப்பட்ட சுத்தமான விளையாட்டு உபகரணங்கள்
Soft toys with safety measures which should be sterilized daily.

3. ගිලන් කාමරය

நோயுற்றவர்களுக்கான அறை
Sick Room

- i. ඇද (ළමයින් සඳහා ප්‍රමාණවත් ඇදන්) අවම වශයෙන් ළමයින් 20ක් සඳහා එක් ඇදක්
கட்டில் (பிள்ளைகளுக்கு போதுமானளவு கட்டில்கள்) குறைந்த பட்சம் 20 பிள்ளைகளுக்கு ஒரு கட்டில்
Bed (the number of beds to increase with the number of children) with a minimum ratio of 1 bed per 20 children.
- ii. ඇද ඇතිරිලි සහ කොට්ට
படுக்கை விரிப்புகள் மற்றும் தலையணைகள்
Bed sheets and pillows.
- iii. පුටු
கதிரைகள்
Chairs.
- iv. ප්‍රථමාධාර පෙට්ටිය
முதலுதவிப் பெட்டிகள்
A first aid box.
- v. බිත්ති අල්මාරි
சுவர் அலுவலகம்
Wall cupboard(s).
- vi. ආවරණයක් සහිත කසල බඳුන්
முடியுடன் கூடிய குப்பைத்தொட்டி
A dust bin with a cover.
- vii. ජෝගුවක් සහ කෝප්ප කිහිපයක්
ஒரு நீர்க்கலமும் சில கோப்பைகளும் (கூஜா)
A jug and a few mugs
- viii. තුවා
துவாய்கள்
Towels.

4. விசேஷ அலுவலக சடனா
குழந்தைகளின் தேவைகளுக்காக
Infant Serve

- i. இலகர்ணய
குளிருட்டி
Refrigerator
- ii. மடிக்கோலீலி டுடன
மைக்ரோவேவ் அடுப்பு
Microwave
- iii. ஡ெர்வல் டுஔுஔுதீகர்ணய
போத்தல் வெப்பமாக்கி
Bottle warmer
- iv. ஑ுடா ஁மூய் ஁டனா ஑ும பிஸீயெல ஑ர்ன ஓர்ன
சிறிய பிள்ளைகளுக்கு ஁ணவு தயாரிக்கும் பாத்திரங்கள்
Kitchen utensils should be available to prepare cup feeding for babies
- v. ஁மடின்டு ப்ரவீலதீ வீய னுகி டு஁கின் ஁ன் ஁஁டீதே ஡ெ஁தீ ஁஁ ஁ன் ஁஁டூதீ
பிள்ளைகளுக்கு ஁ட்டக்கூடிய ஁யரத்தில் அமைக்கப்பட்டுள்ள கைக்கழுவுவதற்கான தொட்டிகள் மற்றும்
நீர்த்தொட்டிகள்
Provide a single hand wash sink. A wall mounted sink may be preferred in lieu of a child height server.

5. த்ரியாகாரகதீ ஁டனா டு஁கர்ணய
஁யற்பாடுகளுக்கான ஁பகரணங்கள்
Equipment for Activites

- i. ஁மடின் ஁டனா ப்ரமாணவன் பூபு ஁஁ தே஁஁. ஁மடின் ஁டனா ஁஁வ ஁஁லீலதீ ஑ிரீமடு ஁஁ ஁஁஁ர் ஁ுகிமடு
஁லலா பரீடீ, வெ஁஁஁஁ ஁஁஁஁஁஁ ஁ுகி, ப்ரமாணவன் பூபு ஁஁ தே஁஁ ஁஁஁஁஁஁஁ ஁ி஁஁.
பிள்ளைகளுக்கு போதியளவு மேசைகள் மற்றும் கதிரைகள். பிள்ளைகளுக்கு ஒன்றாக ஁ணவு ஁ண்஁஁஁஁
விளையாடுவதற்கும் ஏற்ப மாற்றியமைக்கக்கூடியவாறு மேசைகள் மற்றும் கதிரைகளை ஁ாண்டிருத்தல்.
Sufficient chairs and tables for children. There should be sufficient numbers of child sized chairs and
tables to allow flexible arrangements for groups of children to play and eat together.
- ii. ஁ி஁஁ ஑஁ டு஁ ஁஁ ஁஁஁ ஁ெர்஁
஁வரில் பொருத்தப்பட்டுள்ள வெண்பலகை அல்லது கரும்பலகைகள்
Wall-mounted black or white boards
- iii. பீ஁஁஁ ஁஁ ஁஁஁ ஁ா஁஁ ஁ுகி஁஁ ஁டனா ஁஁஁஁஁஁஁஁
படங்களையும் சிறுவர் புத்தகங்களையும் வைப்பதற்காக ஁வரில் பொருத்தப்பட்டுள்ள அடுக்குச்சட்டங்கள்.
Wall mounted shelving to keep pictures and children's books
- iv. ஁ி஁஁ ஁஁஁஁஁஁ ஁஁ ஁஁஁஁஁
஁வர் அலு஁ாரிகள் மற்றும் அடுக்குச் சட்டங்கள்
wall cupboards and racks
- v. ஁மடின்஁஁ ஁ி஁஁஁஁஁ ப்ரடீ஁஁஁஁ ஑ிரீமடு, ஁஁஁஁஁஁஁஁ - ஁ி஁஁஁஁஁஁ ஁஁஁஁஁஁ டு஁ ப஁
பிள்ளைகளின் ஆக்கங்களை காட்சிப்படுத்துவதற்காக (தொங்க விடுவதற்கான) ஁வரில் பொருத்தப்பட்டுள்ள பட்டைகள்.
Bars in walls for exhibiting children's work
- vi. த்ரியாகாரகதீ ஁டனா ஁ா஁஁஁ ஑ிரீமடு ஁஁஁஁஁஁஁஁஁
஁யற்பாடுகளுக்கு பயன்படுத்துவதற்கான ஒரு பெட்டி
A box to be used for activities
- vii. ஁஁஁஁஁஁஁ ஑ர்ன டு஁ ஑஁஁஁ ஁஁஁஁஁஁஁
஁ுடிபுடன் கூடிய குப்பைத் தொட்டிகள்
Dust bins with covers (must kept out of reach of infants and toddlers)
- viii. ஑஁஁஁஁஁஁ ஁ா஁஁஁
கதைப் புத்தகங்கள்
Story books

- ix. මූලික සංගීත භාණ්ඩ
அடிப்படை சங்கீத உபகரணங்கள்
Basic musical instruments
- x. බ්ලോක්ස් සහ අනෙකුත් සෙල්ලම් බඩු
கட்டிடக் கட்டங்கள் மற்றும் ஏனைய விளையாட்டு உபகரணங்கள்
Blocks and other toys
- xi. විත්‍ර සහ අත්වැඩවලට අවශ්‍ය ද්‍රව්‍ය
சித்திரம் மற்றும் கைப்பணிகளுக்கான பொருட்கள்
Art and craft supplies
- xii. ප්‍රචේලිකා, ක්‍රීඩා සහ අනෙකුත් මෙහෙයවිය හැකි ද්‍රව්‍ය
புதிர் சட்டங்கள் விளையாட்டு மற்றும் ஏனைய கையாளக்கூடிய பொருட்கள்
Puzzles, games and other manipulatives
- xiii. සංවේදක ක්‍රියාකාරකම් (වැලි සහ ජලය වැනි)
உணர்நிறன் செயற்பாடுகளுக்கான பொருட்கள் (நீர், மணல் போன்றவை)
Sensory activity material (Such as sand and water)
- xiv. ස්වාභාවික වාක්ෂලතාවලින් යුත් ගෙවත්තක්
இயற்கைத் தாவரங்களைக் கொண்டதொரு தோட்டம்
Environment corner with a garden and natural trees
- xv. ස්වාභාවික හා විද්‍යාත්මක ක්‍රියාකාරකම් සඳහා අවශ්‍ය සම්පත්
இயற்கை மற்றும் விஞ்ஞான ரீதியிலான செயற்பாடுகளுக்குத் தேவையான வளங்கள்
Resources for science and nature focused activities
- xvi. විශේෂ අවශ්‍යතා සහිත දරුවන්ට අදාළ සැපයුම්
இயலாமையுடன் கூடிய பிள்ளைகளின் செயற்பாடுகளுக்கு தேவையான பொருட்கள்
Supplies required for activities with children with disability
- xvii. පාසල් යන වයසේ ළමයින් සඳහා පොත්, කැරම් සහ වෙස් ආදී ක්‍රීඩා
பாடசாலை செல்லும் வயதிலுள்ள மாணவர்களுக்கான புத்தகங்கள் செஸ், கெரம், விளையாட்டுகளுக்குத் தேவையான பொருட்கள்
Carom boards, chess boards, other board games and books for school-aged children

ඇමුණුම: II

**ලමා දිවා සුරැකුම් මධ්‍යස්ථාන සඳහා ප්‍රථමාධාර කට්ටලය
පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව**

ක්ෂේත්‍ර වර්තා, එළිමහන් ක්‍රීඩා ක්‍රියාකාරකම් සහ ප්‍රවාහනය සපයාදීම අතරතුර ද ඇතුළුව ළමයින්ට රැකවරණය ලබාදෙන සෑම අවස්ථාවකදී ම අවශ්‍ය වූ විට භාවිතයට ගැනීම පිණිස ප්‍රථමාධාර කට්ටලයක් සුදානම් කර තිබිය යුතු වේ.

- ප්‍රථමාධාර ලබාදීම සඳහා අවශ්‍ය වන ද්‍රව්‍ය පැහැදිලිව ලකුණු කර, ආවරණය කර ඇති භාජනයක ගබඩාකර තැබිය යුතු වේ.
- ප්‍රථමාධාර කට්ටලය ලමා රැකවරණය සලසන්නන්ට ප්‍රවේශ විය හැකි පරිදි, එහෙත් ළමයින්ට ළඟා විය නොහැකි ස්ථානයක තැබිය යුතු වේ.
- භාවිතයට ගත් සෑම අවස්ථාවකදීම ප්‍රථමාධාර කට්ටලයෙහි අඩුපාඩු නැවත සම්පූර්ණ කළ යුතු වේ.
- ප්‍රථමාධාර කට්ටලයෙහි තිබිය යුතු ද්‍රව්‍යවල පිරික්සුම් ලැයිස්තුවක් සකස් කර මාසිකව තොග ලේඛන පරීක්ෂා කරන්න. හිඟ ද්‍රව්‍ය හෝ භාවිතයට ගත නොහැකි ද්‍රව්‍ය වෙනුවට අලුතින් ද්‍රව්‍ය එකතු කරන්න.
- විශේෂිතව යම් ළමයෙකු සඳහා නිර්දේශ කර නොමැති නම්, කිසිදු බෙහෙත් වර්ගයක් ඇතුළත් නොකරන්න.
- උණුසුම් වාහනයක් ඇතුළත හෝ උණුසුමට සෘජුව නිරාවරණය වන ස්ථානයක නොතබන්න.

නිර්දේශ කරනු ලබන ද්‍රව්‍ය:

- ඇලෙන සුළු බැන්ඩේජ් පටි
- ජීවාණුහරණය කළ ගෝස් කැබලි, අගල් 2 -4 පමණ
- ජීවාණුහරණය කළ ගෝස් රෝල්
- ප්ලාස්ටර්
- ඇදෙනසුළු බැන්ඩේජ් (ඒස් බැන්ඩේජ්)
- උෂ්ණත්වමානය
- කතුරු, කුඩා අඬුව (ටීටීසර්)
- ත්‍රිකෝණ වෙළුම්පටි (තනි පුද්ගලයෙකු සඳහා සෘජුකෝණාශ්‍රකාර රෙදි කැබැල්ලක්)
- යතුරු කටු
- කුඩා ප්ලාස්ටික් හෝ ලෝහ පතුරු
- විශේෂිත ළමයින් සඳහා හදිසි අවස්ථාවකදී අවශ්‍ය වන, නිර්දේශ කර ඇති බෙහෙත්
- සේලයින් දියරය වැනි ජීවාණුහරණය කර ඇති ඇස් සෝදන දියර
- පිරිසිදු රෙදි කැබැලි, අත් සෝදන සබන් දියර
- කපු පුළුන් කුඩ සහිත තෙත මාත්තු කරන කුරු
- හයිඩ්‍රජන් පෙරොක්සයිඩ් වැනි විෂබීජනාශක දියර හෝ ටවලටස්
- තද ස්ථානයක සිරවුණු ශරීර කොටස් සඳහා පෙට්‍රෝලියම් ජෙලි හෝ වෙනත් ස්නේහකයක්
- කුඩා ප්ලාස්ටික් කෝප්ප
- ජලය
- බැන්ඩේජ් කතුරු
- අයිස් සඳහා ප්ලාස්ටික් බැග් හෝ විකිණීමට ඇති සිසිල් ඇසුරුම
- වර්තමාන සම්මත ප්‍රථමාධාර සටහන හෝ ප්‍රථමාධාර මාර්ගෝපදේශය
- දෙමව්පියන්ගේ හෝ හදිසි අවස්ථාවකදී සම්බන්ධ කර ගත යුතු පුද්ගලයන්ගේ නිවසේ දුරකථන අංකය, ජංගම දුරකථන අංකය සහ ඔවුන්ගේ සේවා ස්ථානවල දුරකථන අංක.

ANNEX II

**சிறுவர் பகல் நேர பராமரிப்பு நிலையத்திற்கான முதலுதவி கருவிகலப் பெட்டி
மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்**

சிறுவர்கள் கள விஜயங்கள், வெளிக்கள விளையாட்டுக்கள் மற்றும் கூட்டிச்செல்லப்படுதல் போன்ற எவ்விடத்தில் சிறுவர்கள் பராமரிப்பில் இருப்பினும் அவ்விடத்தில் முதலுதவி கருவிகலப் பெட்டியொன்று இருத்தல் வேண்டும்.

- தெளிவாக பெயரிடப்பட்டு நன்றாக முடிவைகப்பட்டுள்ள கொள்கலன் ஒன்றில் முதலுதவிக்கான பொருட்கள் வைக்கப்பட்டிருத்தல் வேண்டும்.
- முதலுதவி கருவிகலப் பெட்டி சிறுவர் பராமரிப்பாளர்களுக்கு அடைந்துக் கொள்ளக்கூடியவாறு இருத்தல் வேண்டுமென்னும் பிள்ளைகள் நெருங்க முடியாதவாறு இருத்தல் வேண்டும்.
- பயன்படுத்திய பின்னர் மீள்நிரப்பிட வேண்டும்.
- மாதாந்தம் பொருள் இருப்பு பதிவேட்டினை சரிபார்ப்பதற்காக சரிபார்த்தல் பட்டியலொன்றை உள்ளடக்க வேண்டுமென்பதுடன் காணாமலுள்ள அல்லது பயன்படுத்த முடியாத நிலையிலுள்ள பொருட்களை மீள் நிரப்புதல் வேண்டும்.
- குறிப்பிட்டதொரு பிள்ளைக்கு எழுதிக்கொடுக்கப்பட்டாலே தவிர வேறெந்த மருந்துகளையும் உள்ளடக்க வேண்டாம்.
- இதனை சூடானதொரு வாகனத்திலேயோ அல்லது நேரடி சூரிய ஒளிப்படும் வகையிலேயோ வைத்தல் கூடாது.

விதைந்துரைக்கப்படும் பொருட்கள்

- ஒட்டுப்பசையுடன் கீற்று கட்டுத்துணி
- கிருமிநீக்கம் செய்யப்பட்ட மெந்துணி சதுரங்கள்
- சுருட்டப்பட்ட கிருமிநீக்கம் செய்யப்பட்ட மெந்துணி
- பிளாஸ்டர்
- மீள் கட்டு
- வெப்பமானி
- கத்தரிக்கோள், இடுக்கி முள்
- முக்கோண வடிவிலான கட்டுத்துணி
- பூட்டுசி
- சிறிய பிளாஸ்டிக் அல்லது உலோக சிம்புகள்
- மாற்றுத்திறனாளி பிள்ளைகளுக்கு அவசர நேரத்தில் கொடுக்க வேண்டிய மருந்து
- கிருமிநீக்கம் செய்யப்பட்ட சேலைன் கரைசல் போன்ற ஏதேனும் கண் கழுவின்கள்
- சுத்தமான துணி மற்றும் கை கழுவுவதற்கான திரவ சவர்க்காரம்
- பஞ்சு துடைப்புத்துணிகள்
- ஹைடரஜன் பெரொக்சைட் போன்ற நச்சுக்கொல்லி
- இறுக்கமான உராய்வுக்குள்ளாகும் உடற் பாகங்களுக்கான பெற்றோலியப் பாகு அல்லது உராய்வு நீக்கிகள்
- சிறிய பிளாஸ்டிக் கோப்பைகள்
- தண்ணீர்
- கட்டுத்துணிகள் கத்தரிக்கோல்
- ஐஸ் கட்டிகளுக்கான பிளாஸ்டிக் பைகள் அல்லது விற்பனைக்குள்ள குளிர் பொதியுரைகள்
- நடப்பு தரத்திலுள்ள முதலுதவி அட்டவணை அல்லது முதலுதவி வழிகாட்டி
- அவசர சந்தர்ப்பங்களில் தொடர்பு ஏற்படுத்திக் கொள்வதற்காக பெற்றோரின் அல்லது குடும்பத்தின் வீட்டு செல்லிட அல்லது தொழில் நிலை தொலைபேசி இலக்கங்கள்.

ANNEX: 11

First Aid Kit for Child Day Care Centre Provincial Department of Probation and Child Care Services

A first aid kit should be readily available wherever children are in care, including during field trips, outdoor play and transportation.

- First aid supplies must be stored in a clear marked closed container.
- First aid kit must be accessible to child caregivers but, out of children's reach
- Restock kit after each use
- Include a check list of items check inventory monthly; replace missing or unusable items
- Do not include any medication, unless prescribed for a specific child
- Do not store in a hot vehicle or leave in direct heat

Recommended items;

- Adhesive strip bandages
- Sterile gauze squares, 2 to 4 inches
- Rolled sterile gauze
- Plasters
- Elastic wrap (Ace bandage)
- Thermometer
- Scissor, Tweezers
- Triangular bandage (Rectangle Cloth for single)
- Safety pins
- Small plastic or metal splints
- Any prescribe emergency medication needed for specific child
- Sterile eye wash such as a saline solution
- Clean cloth liquid hand soap
- Cotton tipped swabs
- Antiseptic solution such as a hydrogen peroxide or towelettes
- Petroleum jelly or other lubricant for body parts stuck in tight places
- Small plastic cups
- Water
- Bandage scissor
- Plastic bags for ice or a commercial cold pack
- Current standard first aid chart or first aid guide
- List of home, cell and work phone numbers for parents, Family or emergency contact

ළමුන් අනුදන් කිරීමේ අයදුම් පත්‍රය
 சிறுவர் ஒப்படைப்பு படிவம் (மாதிரி)
 Child Submission Form (Sample).

01. දරුවා පිළිබඳ තොරතුරු பிள்ளையைப் பற்றிய தகவல்கள் Information about child	
1.1	ළමයාගේ නම பிள்ளையின் பெயர் Name of the child
1.2	උපන් දිනය பிறந்த திகதி Date of birth
1.3	ලේ වර්ගය குருதி வகை Blood type
1.4	අසාත්මිකතාවයන් ஒவ்வாமை Allergies
1.5	සෞඛ්‍ය තත්වයන් පිළිබඳ තොරතුරු (කායික මානසික) மருத்துவ நிலவரம் (உள ரீதியில், உடல்) Medical condition (Physical, Psychology)
1.6	ඖෂධ ලබාගැනීම மருந்துகள் (மருத்துவரின் மருந்து குறிப்பு) Medication (Prescribe by the doctor)
02. දෙමාපියන් පිළිබඳ තොරතුරු பெற்றோரைப் பற்றிய தகவல்கள் Information about parents	
2.1	නම பெயர் Name
2.2	ලිපිනය முகவரி Address
2.3	දුරකථන අංක: නිවස පෞද්ගලික කාර්යාල தொடர்பு இலக்கங்கள்: வீடு தனிப்பட்ட அலுவலகம் Contact No: Home Personal Office
2.4	තනතුර பதவி நிலை Position
2.5	රැකියා ස්ථානය தொழில் நிலையம் Work Place:

03. හදිසි අවස්ථාවකදී දැනුම් දිය යුතු පුද්ගලයින්
 அவசர தொடர்புகள்
Emergency Contact

අංකය இல No	නම பெயர் Name	හැඳුනුම්පත් අංකය தே.அ.அ.இல. ID / NIC	දුරකථන අංකය தொடர்பு இலக்கங்கள் Contact No	දරුවා සමඟ අති සම්බන්ධතාවය பிள்ளையுடன் உள்ள உறவு Relation to the child
01.				
02.				
03.				
04.				
05.				

මෙම දිවා සුරැකුම් මධ්‍යස්ථානය විසින් පවත්වාගෙන යනු ලබන සියලුම නීති රීති හා කොන්දේසිවලට එකඟවන බවත්, හදිසි අවස්ථාවක දී මගේ දරුවා අනු කොටස් අංක 03 හි සඳහන් පුද්ගලයින් වෙත ලබාදීමට අනුමැතිය ලබාදෙන බවත් මෙයින් ප්‍රකාශ කර සිටිමි.

சிறுவர் பகல் நேர பராமரிப்பு நிலையத்தினால் பின்பற்றப்படும் விதிகளுக்கும் ஒழுங்குவிதிகளுக்கும் இசைந்தொழுகுவதற்கு நான் இத்தால் எனது இணக்கத்தை தெரிவிப்பதுடன் அவசர சந்தர்ப்பத்தின் போது பிரிவு 3 இல் குறிப்பிடப்பட்டவர்களிடம் மாத்திரம் எனது பிள்ளையை ஒப்படைப்பதற்கு சிறுவர் பராமரிப்பு நிலையத்திற்கு நான் அனுமதியளிக்கிறேன்.

I agree to add hire to rules and regulations followed by the child day care centre and in emergency I am giving permission for the child day care centre to release my child to only the individuals mention on the section No 3 (Emergency Contact)

.....
 අත්සන
 விண்ணப்பதாரியின் ஒப்பம்
 Signature of the applicant

.....
 දිනය
 திகதி
 Date

ලමා දිවා සුරැකුම් මධ්‍යස්ථානවල ළමයින් සඳහා වන අයිතිවාසිකම්

பகல்நேர சிறுவர் பராமரிப்பு நிலையத்தில் உறுதிப்படுத்தப்பட வேண்டிய பிள்ளையொன்றின் உரிமைகள்

Right of the Child to be Ensured at the Child Day Care Centre

පළාත් පරිවහන හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව

மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்

Provincial Department of Probation and Child Care Services

1. පැවැත්මට සහ සංවර්ධනයට ඇති අයිතිය
 இருப்புக்கும் அபிவிருத்திக்குமான உரிமை
 Right to survival and development
2. සියලුම ආකාරයේ අපයෝජනයන් සහ නොසලකා හැරීමේදීන් ආරක්ෂාවීමට ඇති අයිතිය
 சகல விதமான துஷ்பிரயோகங்களிலிருந்தும் புறக்கணிப்பிலிருந்தும் பாதுகாக்கப்படுவதற்கான உரிமை
 Right to be protect from all forms of abuse and neglect
3. කෘර හෝ අමානුෂික සැලකිලි හෝ පහරදීම්වලින් ආරක්ෂාවීමට ඇති අයිතිය
 கொடு அல்லது இழிவான நடாத்துகை அல்லது தண்டனைகளிலிருந்து பாதுகாக்கப்படுவதற்கான உரிமை
 Right to protection from cruel or degrading treatment or punishment
4. ආරක්ෂිත සහ හිතකර පරිසරයකට ඇති අයිතිය
 பாதுகாப்பான மற்றும் ஆரோக்கியமான சூழலுக்கான உரிமை
 Right to a safe and healthy environment
5. පෞද්ගලිකත්වයට ඇති අයිතිය
 அந்தரங்கத்தன்மையான உரிமை
 Right to privacy
6. වෙනස් ලෙස සැලකීමෙන් ආරක්ෂාවීමට ඇති අයිතිය
 பாரபட்சம் காட்டப்படாமலிருப்பதற்கான உரிமை
 Right to be free from discrimination
7. මත දැරීමට සහ ගෞරව ලැබීමට ඇති අයිතිය
 கருத்து தெரிவிப்பதற்கும் வயது வந்தவர்களினால் மரியாதை வழங்கப்படுவதற்குமான உரிமை
 Right to opinion and respect from adults
8. සහභාගීවීමට ඇති අයිතිය
 அர்த்தமிக்க பங்கேற்பிற்கான உரிமை
 Right to meaningfully participate
9. මධ්‍යස්ථානයෙන් සපයන සේවාව පිළිබඳ දැනගැනීමට ඇති අයිතිය
 நிலையத்தினால் வழங்கப்படும் சேவைகளைப் பற்றி அறிந்திருப்பதற்கான உரிமை
 Right to be informed of service provided by the Centre
10. ගුණාත්මක අධ්‍යාපනයක් ලැබීමට ඇති අයිතිය
 தரமிக்க கல்வியை அடைந்து கொள்வதற்கான உரிமை
 Right to access quality education
11. විශේෂිත අවශ්‍යතා ඇති දරුවන් සඳහා අධ්‍යාපනය හා රැකවරණය සඳහා ඇති අයිතිය
 மாற்றுத்திறனாளி பிள்ளைகளுக்கு கல்வி, பாதுகாப்பு தொடர்பில் உள்ள உரிமை
 Right to special education and care (for Children with Disabilities)
12. විවිධ ක්‍රියාකාරකම් සහ උපකරණ හා මෙවලම් භාවිත කිරීමෙන් ක්‍රීඩාවන්හි නිරතවීමට ඇති අයිතිය
 பொருத்தமான பல்வேறுபட்ட செயற்பாடுகள் சாதனங்கள் மற்றும் உபகரணங்களைக் கொண்டு விளையாடுவதற்கான உரிமை
 Right to play through a variety of appropriate activities, materials and equipment
13. තමන්ගේ භාෂාව භාවිත කිරීම, ආගමික සහ සංස්කෘතික කටයුතුවල නිරතවීමට ඇති අයිතිය
 தனக்குரிய கலாச்சார மொழி மற்றும் மதம் ஆகியவற்றை நடைமுறையில் பயன்படுத்துவதற்கான உரிமை
 Right to practice own culture, language and religion

පැමිණිලි පත්‍රය - ළමා දිවා සුරැකුම් මධ්‍යස්ථාන
 முறைப்பாட்டு படிவம் - சிறுவர் பகல் நேர பராமரிப்பு நிலையம்
Complaint Form - Child Day Care Centre

1. දිවා සුරැකුම් මධ්‍යස්ථානය පිළිබඳ තොරතුරු
 சிறுவர் பகல் நேர பராமரிப்பு நிலையம் பற்றிய தகவல்கள்
 Information about Child Care Centre

1.1 දිනය திகதி Date	D	D	M	M	Y	Y	Y	Y
1.2 ලියාපදිංචි අංකය பதிவு இலக்கம் Register No								
1.3 ළමා දිවා සුරැකුම් මධ්‍යස්ථානයේ නම சிறுவர் பகல் நேர பராமரிப்பு நிலையத்தின் பெயர் Name of the Child Day Care Centre								
1.4 ලිපිනය முகவரி Address								

2. පැමිණිල්ල කුමක් සම්බන්ධවද?
 எதற்கு எதிராக?
 Complaint Against

2.1 කළමනාකරණය/කාර්යමණ්ඩලය பணியாளர்கள்/முகாமைத்துவம் Mangement/Staff	<input type="checkbox"/>
2.2 ළමයින් பிள்ளைகள் Children	<input type="checkbox"/>
2.3 මධ්‍යස්ථානය පිහිටි ස්ථානය நிலையத்தின் அமைவிட சூழல் Location of the Centre Environment	<input type="checkbox"/>
2.4 පහසුකම් வசதிகள் Facilities	<input type="checkbox"/>
2.5 වෙනත් வேறு Other	<input type="checkbox"/>

3. පැමිණිල්ලේ ස්වභාවය
 முறைப்பாட்டின் வகை
 Nature of the complaint

4. புகார்/புகாரை பற்றிய தகவல்கள் (புகாரின் ரகசியத்தைப் பேரகாக்கப்படும்)
முறைப்பாடு பற்றிய தகவல்கள் (முறைப்பாடு செய்பவரின் அந்தரங்கத்தன்மை பாதுகாக்கப்படும்)
Information about complaint (Confidentiality of the complaint will be maintained)

4.1 நாம
பெயர்
Name

4.2 ලිපිනය
முகவரி
Address

4.3 දුරකථන අංකය
தொடர்பு இலக்கம்
Contact No

4.4 ස්ත්‍රී/පුරුෂභාවය
பால்
Gender

ස්ත්‍රී
பெண்
Female

පුරුෂ
ஆண்
Male

4.5 சமூக சேவை மையத்தின் சம்பந்தம்/பங்கு
சிறுவர் நலையத்திடம் கொண்டுள்ள வகிபாகம்/உறவு
Relationship to the Child Day Care Centre / Role:

.....

.....

අමුණුම: 15
 இணைப்பு: 15
 ANNEX: 15

ලමා දිවා සුරැකුම් මධ්‍යස්ථාන අධීක්ෂණ පත්‍රය

சிறுவர் பகல் நேர பராமரிப்பு நிலையங்களை பதிவு செய்வதற்கும் பதிவினை புதிப்பிப்பதற்குமான விண்ணப்பம்

Inspection Check List on Child Day Care Centre

පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව

மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்

Provincial Department of Probation and Child Care Services

දිනය
 திகதி
 Date

D	D	M	M	Y	Y	Y	Y
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අයදුම් කිරීමේ අරමුණ	விண்ணப்பிப்பதன் நோக்கம்	Apply for purpose of the application
ලියාපදිංචිය සඳහා பதிவு செய்வதற்காக Registration		ලියාපදිංචිය අලුත් කිරීම සඳහා பதிவை புதுப்பிப்பதற்காக Renewal registration

I. ළමා දිවා සුරැකුම් මධ්‍යස්ථානය පිළිබඳ තොරතුරු

பகல் நேர பராமரிப்பு நிலையத்தின் தகவல்கள்

Information of the Child Day Care Centre :

1.1	ලියාපදිංචි අංකය பகல் நேர பராமரிப்பு நிலையத்தின் பதிவு இல. Registration Number	
1.2	දිවා සුරැකුම් මධ්‍යස්ථානයේ නම பகல் நேர பராமரிப்பு நிலையத்தின் பெயர் Name of the day care centre	
1.3	ලියාපදිංචිකරුගේ සම්පූර්ණ නම பதிவு செய்தவரின் முழுப்பெயர் Full Name of the Registrant	
1.4	ලිපිනය பகல் நேர பராமரிப்பு நிலையத்தின் முகவரி Address	
1.5	දිස්ත්‍රික්කය மாவட்டம் District	1.6 ප්‍රා: ලේ: කො: පිරිව பிரதேச செயலக பிரிவு Division
1.7	පරිවාස බල ප්‍රදේශය நன்னடத்தை ஆளுமைப் பிரதேசம் Probation Zone	

1.8	ශාඛා (වෙනත් ශාඛා තිබේ නම් ඒවායේ ලිපිනයන් සඳහන් කරන්න) கிளைகள் (கிளைகள் ஏதேனும் இருப்பின் அமைவிடத்தை தயவு செய்து குறிப்பிடவும்) Branches (if there are branches, please mention the locations)		
1.9	දුරකථන අංකය தொலைபேசி இலக்கம் Telephone	ස්ථාව நிரந்தரம் Land No	
		ජංගම கைப்பேசி Mobile No	
1.10	ෆැක්ස් අංකය தொலைநகல் இலக்கம் Fax No		
1.11	විද්‍යුත් ලිපිනය மின்னஞ்சல் முகவரி E-Mail Address		
1.12	වෙබ් අඩවිය இணையம் Website		

2. බලපත්‍රය සහ ලියාපදිංචිය පිළිබඳ තොරතුරු
அனுமதி பத்திரம் மற்றும் பதிவு
License and Registration

අංකය இல No	තත්වය வழிகாட்டல்களும் தரங்களும் Guidelines and Standards	පවතින්නේ ද යන වග நடைமுறைத்தன்மை Availability		දිනය திகதி Date	අදහස குறிப்புகள் Comments				
		ඔව් ஆம் Yes	නැත இல்லை No						
2.1	ලියාපදිංචිය ලබා ඇත சிறுவர் பகல் நேர பராமரிப்பு நிலையத்திற்கான பதிவு பெற்றுக்கொள்ளப்பட்டுள்ளதா ? Has obtained Registration for child Day Care Centre								
2.2	තාවකාලික ලියාපදිංචිය ලබා ඇත தற்காலிக பதிவு பெற்றுக் கொள்ளப்பட்டுள்ளது Has obtained Provisional Registration								
2.3	ලියාපදිංචි ලබා ගැනීම හෝ ලියාපදිංචිය අලුත් கிரීම් සඳහා අයදුම්කර ඇත பதிவுக்காக அல்லது பதிவினை புதுப்பிப்பதற்காக Has applied for Registration or renewal of registration								
2.4	ලියාපදිංචි හෝ ලියාපදිංචිය අලුත් කිරීම අවලංගු වී ඇත பதிவு அல்லது தற்காலிகள பதிவு இரத்து செய்யப்பட்டுள்ளது Registration or Provisional Registration had been revoked								
2.5	ප්‍රාදේශීය ළමා ආරක්ෂක නිලධාරී හෝ වෙනත් අදාළ නිලධාරීවරයෙක් අවසන් වරට අධීක්ෂණය කළ දිනය பிரதேச சிறுவர் பாதுகாப்பு அதிகாரி அல்லது வேறு சம்பந்தப்பட்ட அதிகாரியொருவர் கடைசியாக பரிசீலித்த திகதி Last inspection by the Divisional child protection officer) or any other relevant officer	D	D	M	M	Y	Y	Y	Y

4.1.1.6	<p>தெளிவான கட்டுப்பாடுகளைப் பேணிவருவார் Maintaining Accountability</p>				
4.1.1.7	<p>சமையல்களைப் போதுமான அளவில் உடைகளை அணிவார் Dresses appropriately for working with children</p>				
4.1.1.8	<p>கார்ப்புற உறவுகளைப் பேணிவருவார் Maintain good working relationship with other staff members</p>				
4.1.1.9	<p>சமையல்கள் சார்ந்த விடயங்களில் அந்தரங்கத்தன்மையை பேணிவார் maintains confidentiality concerning children</p>				
4.1.1.10	<p>தகுந்த நடவடிக்கைகளை மேற்கொள்வார் Take suitable actions in emergency situations</p>				
4.1.1.11	<p>நம்பத்தகுந்த பேணிவார் Maintain Integrity</p>				
4.1.1.12	<p>அறநெறிக்கோவைக்கு இசைந்தொழுகுவார் Adheres to Code of Conducts</p>				
4.1.2	<p>சமையல்களுடன் பணியாற்றுவதற்கான திறன்கள் Skills Working With Children</p>	<p>மிகநன்று Very Good</p>	<p>நன்று Good</p>	<p>சராசரி Average</p>	<p>ஒவ்வொரு Week</p>
4.1.2.1	<p>நட்புறவும் அன்பும் கொண்டதொரு நடத்தையை வெளிப்படுத்துவார் Presents a friendly and warm demeanor</p>				
4.1.2.2	<p>சமையல்களுடன் செயலாக்கத்துடன் ஈடுபடுவார் Actively engage with children</p>				
4.1.2.3	<p>சமையல்களில் செவிமடுப்பதன் இருப்பார் Attentive to children</p>				
4.1.2.4	<p>சமையல்களின் பங்கேற்பினை ஊக்கப்படுத்துவார் Encourage participation of children</p>				
4.1.2.5	<p>ஒவ்வொரு நபர்களுக்கும் மரியாதைக் காட்டுவார் Shows respect for individuals</p>				
4.1.2.6	<p>சமையல்கள் தன்மையுடன் கருமமாற்றுவதற்கு பிள்ளைகளை ஊக்குவிப்பார் Encourages independence/self help</p>				
4.1.2.7	<p>பிள்ளைகளை வகைப்படுத்துவதைத் தவிர்ப்பார் Avoid labeling of children</p>				
4.1.2.8	<p>நம்பத்தகுந்த நடவடிக்கைகளை வலுப்படுத்துவார் Reinforces positive behaviour</p>				

4.1.2.9	<p>ලමයින් සමඟ කටයුතු කිරීමේදී උචිත වචන හා හඩක් භාවිතය சிறந்த மொழியையும் தொனியையும் பயன்படுத்தி பிள்ளைகளுடன் உரையாடுவார்</p> <p>Speaks to children regularly using positive phrases and tone</p>				
4.1.2.10	<p>ලමයින් සමඟ හොඳින් සන්නිවේදනය කිරීමේ හැකියාව பிள்ளைகளுடன் சிறந்த முறையில் தொடர்பாடலில் ஈடுபடுவதற்கான ஆற்றலைக் கொண்டிருப்பார்.</p> <p>Able to communicate with children properly</p>				
4.1.2.11	<p>ක්‍රියාකාරකම් නිර්මාණය කිරීමේදී ලමයින්ගේ අදහස් යොදා ගැනීම. செயற்பாடுகளை வடிவமைக்கும் போது சிறுவர்களின் கருத்துக்களை வினவுவார்</p> <p>Seeks children's opinion when designing activities</p>				
4.1.3	<p>දෙමාපියන් සමඟ කටයුතු කිරීමේ හැකියාව பெற்றோருடன் பணியாற்றுவதற்கான திறன்கள்</p> <p>Skills Working With Parents</p>	<p>ඉතා හොඳයි மிகநன்று Very Good</p>	<p>හොඳයි நன்று Good</p>	<p>සාමාන්‍ය சராசரி Average</p>	<p>දුර්වල குறைவு Weak</p>
4.1.3.1	<p>දෙමාපියන් කෙරෙහි ඇහුම්කන්දීම හා හොඳින් ප්‍රතිචාර දැක්වීම பெற்றோருக்கு நன்றாக செவிமடுத்து பதிலளிப்பார்</p> <p>Listens and responds well to parents</p>				
4.1.3.2	<p>දෙමාපියන් සමඟ යහපත් සම්බන්ධතාවයක් පවත්වා ගැනීම பெற்றோருடன் சிறந்த உறவுகளை பேணுவார்</p> <p>Has good relationship with parents</p>				
4.1.3.3	<p>දෙමාපියන් සමඟ සුහදශීලීව ගනුදෙනු කිරීම பெற்றோரை பெயர் கூறி அழைத்து புன்முறுவலுடன் வணக்கம் தெரிவிப்பார்</p> <p>Greet parents by name with a smile</p>				
4.1.3.4	<p>අවශ්‍යතාවය අනුව දෙමාපියන් සමඟ වාචිකව හෝ ලිඛිතව සන්නිවේදන කටයුතු කිරීම தேவையான சந்தர்ப்பங்களில் பெற்றோருடன் எழுத்து மூலமாகவும் வாய்மூலமாகவும் தொடர்பு கொள்வார்.</p> <p>Regularly communicates with parents verbally and in writing as needed</p>				
4.1.3.5	<p>සියලු ක්‍රියාකාරකම් සඳහා ක්‍රියාශීලීව සම්බන්ධ වීම அனைத்து செயற்பாடுகளிலும் செயலூக்கத்துடன் ஈடுபடுவார்</p> <p>Engage in all activities actively</p>				
4.1.3.6	<p>සංවිධානාත්මක කුසලතා ஒழுங்குபடுத்தும் திறன்கள்</p> <p>Organizing Skills</p>				

5. ලමා දිවා සුරැකුම් මධ්‍යස්ථානයේ ප්‍රමිතිය
 பகல்நேர குழந்தை பராமரிப்பு நிலையத்தின் நியமங்கள்
Standards of Child Day Care Centre

5.1 ආහාරපානවල ප්‍රමිතිය
 உணவு மற்றும் பாணங்களுக்கான தரங்கள்
Standards for Food and Drinks

අංකය இல No	විස්තරය விபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
5.1.1	<p>සෑම විටම ලමයින්ට පානය කිරීම සඳහා උතුරුවා නිවාගත් ජලය ලබා දීම பிள்ளைகளுக்கு அனைத்து சந்தர்ப்பங்களிலும் கொதித்தாறிய நீர் இருக்கின்றதா?</p> <p>Boiled and cooled drinking water available to children at all times</p>			
5.1.2	<p>සියලු ආහාර වර්ග නරක් නොවන සේ ගබඩාකර තබා ගන්නා අතර අවශ්‍ය පරිදි උණුසුම්ව හෝ සිසිල්ව ලබා දීම உணவு வகைகள் பழுதடையாதவாறு வைக்கப்பட்டுள்ளதா மற்றும் தேவைக்கேற்ப சூடாக அல்லது குளிராக களஞ்சியப்படுத்தப்படுகின்றதா?</p> <p>All food stored in manner to prevent spoilage and kept hot or cold, as required</p>			

5.2 **புல்லுமடர**
முதலுதவி
First Aid

අංකය இல No	විස්තරය விபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
5.2.1	கார்ட்டு மனவிலுது ஈதலு புல்லுமடர லுலுடீலுது அலலுலுடீலுது அரு பணியாடலுலுதுபுலுலுலு முதலுதவி நலுமுறலுலுலு அறிந்திருததல் Staff is aware of First Aid procedures			
5.2.2	அலலு வலுலுலுலுலு லுலு புல்லுமடர கலுலுலுலுலு லுலு திலுலு லுலுலு குறலுநதபுடதம் லுலு முதலுதவி கருலுலுலுலுலுலுலுலு இலுலுபுது அலலுலுலு There must be at least one first aid kit			
5.2.3	புல்லுமடர கலுலுலுலுலு அலுலு லுலுலு லுலு லுலுலுலுலுலு லுலுலுலுலு இது நலுலு பரலுமரிக்கபுடலுலு மருநுது லுலுலுலுலுலுலு முலுலுலுலுலுலுலு லுலுலுலுலு கலுலுலுலுலுலு லுலுலுலுலுலுலுலு It is well maintained and complete with the medication supplies, kept in a locked container			
5.2.4	லுலுலு லுலுலுலுலுலு லுலுலு லுலுலு மருநுது லுலுலுலுலு பாலுலுலுலுலுலுலு இடததில் கலுலுலுலுலுலுலுலுலுலுலு Medicine is stored at a secure location			
5.2.5	புல்லு லுலு லுலுலுலு லுலுலுலுலுலு லுலு புல்லுமடர லுலுலுலுலுலு லுலு முதலுதலுலு லுலுலுலுலு பகல் லுலுலு பரலுமரிபு நலுலுலுலுலுலுலு கலுலுலுலுலுலுலு First aid boxes is available at the Child Day Care Centre			
5.2.6	லுலுலுலுலு லுலுலுலுலுலு லுலுலுலுலு லுலு லுலுலு லுலுலுலு லுலுலுலுலுலு லுலுலுலுலு லுலுலுலுலுலுலு லுலுலுலுலு லுலுலுலுலுலுலு லுலுலுலுலு இறலுலுலுலுலுலுலுலு தலுலுலுலுலு லுலுலுலுலுலுலுலு Medical Recode of each child regularly updated is maintain in their personal files			
5.2.7	லுலுலுலு லுலு லுலுலுலு லுலுலுலுலு லுலுலு லுலுலு லுலுலு லுலுலுலு லுலுலுலு லுலுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு Good personal hygiene practice is encouraged among children			
5.1.8	அலுலுலுலுலு கலுலுலுலுலுலுலு லுலுலு லுலுலுலுலு, லுலுலுலு லுலுலுலுலு லுலுலுலு லுலுலு லுலுலுலுலுலு (அலுலுலு லுலுலுலுலு) லுலுலுலுலு லுலுலுலு நலுலுலுலுலுலு லுலுலுலுலுலுலு லுலுலுலுலுலுலுலுலுலுலுலுலு Is there ducumented and understood procedures regarding the management of anaphylaxis (i.e. allergies)			
5.2.9	லுலுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலு லுலுலுலு லுலுலுலுலு லுலுலுலு லுலுலுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு இலுலுலுலுலுலுலு லுலு லுலுலுலுலுலுலுலு லுலுலுலுலுலுலுலு லுலுலுலுலு அலுலுலுலுலுலு Observe the child's health daily to detect any symptoms of ill health, when the child arrives at the Center.			
5.2.10	லுலுலு லுலுலுலுலுலு லுலு லுலுலு லுலுலு லுலுலு லுலுலுலுலுலு/ லுலுலுலு லுலுலுலுலு லுலு அலுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு லுலுலுலுலு ஆறலுலுலுலுலுலுலு லுலு லுலுலுலு லுலு லுலுலுலுலுலுலுலுலுலுலுலுலு இலுலுலுலுலு லுலுலுலுலு Identify a medical professional/hospital as a point of reference for emergency medical needs.			

5.5 லேடீனீளே ஙீககாடனச
சீறுவர்களுக்கான நலனோம்புகை
Child Welfare

ஊகய இல No	லீசீகரய வரபரம் Description	஡ல ஆம் Yes	கறக இல்லை No	ஊஊசீ குறர்ப்பு Comments
5.5.1	லேடீனீனீல ஡ுரலவானீலீக லேச சலகடீ பரீளககளை மரரயாதையாக நடாத்துதல். Treat children with respect			
5.5.2	லேடீனீளே ஡ுரடீளகனீலய ஙீரகடீ பரீளககளரீள அந்நரங்கத்தன்மையை ஡ேணுதல் Maintain children's privacy			
5.5.3	சீயலு லேடீனீனீல சலமானீலவாலயேனீ ஙீறுவ சலகடீ பரீளககளை சமத்துவமாக நடாத்துதல் Provide equality among children			
5.5.4	லேடீனீளே லீகய ஙீரகீலல காகீக ஊலுலமீ ஡ாலீகா கரடீ பரீளககளை ஡ுழக்கநெறர்ப்படுத்துவதற்கு ஊடல் பலத்தைப் பரரயுாகரீத்தல் Physical force is used to discipline children			
5.5.5	லேடீனீளே சடீகா லீலீக லீகய ஡லீலாலீக ஡ாலீகா கரடீ பரீளககளுக்கு ஡ுரூத்தமான ஡ுழக்கநெறர்ப்படுத்தும் முறைகளை பரீன்பற்றுதல் Practice methods of discipline in appropriate for a child			
5.5.6	ஊலாடரீக ஡ா ஊகேகூனீ ஊரூலீனீ சடீகா சலகா ஊலக ஊலீசீலா ஡லகீ பல்வகைமை மற்றும் இயலாமையுடன் கூடிய பரீளககளுக்கு சமமான சந்நர்ப்பங்களை வழங்குதல். Equal opportunities for diversity and children with disabilities			

5.6 ஊயகனயே லீலீகேலு கரீயகாரகமீ சடீகா ஊலக லுசகரண
அன்றாட தேவைகளுக்கான ஊபகரணங்கள்
Equipment's Available

ஊகய இல No	லீசீகரய வரபரம் Description	஡ல ஆம் Yes	கறக இல்லை No	ஊஊசீ குறர்ப்பு Comments
5.6.1	லேடீனீளே லயசல சரீலக ஡ுரலானலீனீ சக ஊரகீலீக கரீலா லுசகரண ஊக வரீளயாட்டு ஊபகரணங்கள் வயதுக்கு ஡ுரூத்தமானதும் ஡ாதுகாப்பானதாகவும் இருத்தல் Play equipments are age appropriate and safe			
5.6.2	கரீலா லுசகரண கரீசரீ ஡லகீனீ கரீலீ சக ஊலகலீலயால சீலு கரடீ வரீளயாட்டு ஊபகரணங்கள் ஡ுழகடீந்து அல்லது குறைப்பாடுகளுடன் காணப்படும் ஡ுரூது அவற்றை தரூத்துதல் அல்லது மாற்றீடு செய்யப்படுகரீன்றது. Proper maintenance and repair of the game equipment			
5.6.3	லேடீனீளே ஡ுரலானலீனீ சரீலக கரீலா லுசகரண ஡ுரலானலீனீ ஊக பரீளககளரீள ஊண்ணரீக்ககக்கேற்ப ஡ுரூதரீய ஊண்ணரீக்ககயரீலான வரீளயாட்டு ஊபகரணங்கள் ஊள்ளன. Adequate number of play equipments are available depending on the number of children			
5.6.4	சீயலு லீலுல லுசகரண ஊரீச ஡ா ஊரீச சடீகா ஡லீகீகா கர கரீச லேச ஡ுரீசீலா஡கய லே குறைப்பாடுகள் ஊள்ளதாவென அனைத்து மரீள ஊபகரணங்களையும் ஡ரீசுரூதரீகீன்று அவற்றை ஊரீய முறையில் மாற்றீடு செய்யப்படுகரீன்றது. All the electrical equipments are checked for defects and defects and replaces appropriately			
5.6.5	சீயலு லீலுல ஊகரீனீ கரீலா லுலீனீ லுராலீய ஡ுரூகரீக ஡லீலு, ஡ுரூலீனீ ஊலரணய கர ஊக. மரீள கம்பரீகள் அனைத்தும் ஊரீய முறையில் காப்பரீடப்பட்டுள்ளதுடன் சீறுவர்களை அணுக முடியாதவாறு வைக்கப்பட்டுள்ளன. All the electrical wiring is well insulated and kept out young children's reach			

6.3 **நிதன காமர**
படுக்கையறை
Bedroom

අංකය இல No.	විස්තරය விபரம் Description	ඉතා හොඳයි மிகநன்று Excellent	සාමාන්‍ය சராசரி Average	දුර්වල குறைபாடுடைய Poor	අදහස් குறிப்புகள் Comments
6.3.1	එක් එක් ළමයින් සඳහා අවශ්‍ය අවම ඉඩ ප්‍රමාණය ஒவ்வொரு பிள்ளைகளுக்கும் ஆகக்குறைந்த இடவசதி இருத்தல் Each child have minimum required space				
	වයස වයස Age				
	වර්ග මීටර சதுர மீற்றர்கள் Sq. Meters				
6.3.1.1	වයස අවු.20 අඩු 2 வயதுக்கு குறைந்த Below 2 years	3.5 (ආසන්න වශයෙන්) அண்ணளவாக (approx)			
6.3.1.2	අවු. 2 - 7 2-7 வயது 2-7 years	4.4 (ආසන්න වශයෙන්) அண்ணளவாக (approx)			
6.3.1.3	අවු. 7-12 7-12 வயது 7-12 years	5.0 (ආසන්න වශයෙන්) அண்ணளவாக (approx)			
6.3.2	මදුරු දෑල් நுளம்பு வலையை கொண்டிருத்தல் Have a mosquito net				
6.3.3	කොට්ට தலையணை Pillow				
6.3.4	කොට්ට උර தலையணை உறைகள் Pillow cases				
6.3.5	ඇඳ ඇතිරිලි படுக்கை விரிப்புகள் Bed cover				
6.3.6	පොරෝනා போர்வைகள் Blanket				
6.3.7	අගුලු දැමිය හැකි අල්මාරි பூட்டுக்களுடன் கூடிய அலுவாரிகள் Cupboard with locks				
6.3.8	ප්‍රමාණවත් ආලෝකය போதியளவு வெளிச்சம் Adequate lighting				
6.3.9	දල්වෙන විදුලි බුබුළු ஒளிர்க்கூடிய மின்குமிழ்கள் Working light bulbs				
6.3.10	ප්‍රමාණවත් කාමර සහ දොරවල් போதியளவு அறைகள் மற்றும் கதவுகள் Adequate no of rooms and doors				
6.3.11	සුදුසු වාතාශ්‍රය போதியளவு காற்றோட்டம் Proper ventilation				
6.3.12	ළදරු කාමරය, විවේක/නිදන කාමර සහ ගිලන් කාමරය බාහිර බලපෑම්වලින් තොර වීම (ශබ්ද, ක්‍රීඩාපිටි, කාර්මික උපකරණ, මාර්ග කඳවදය හේතුවෙන් හටගන්නා ශබ්ද ආදිය) குழந்தை அறைகள், ஓய்வு / படுக்கையறைகள் மற்றும் சுகவீனமுற்றவர் அறை ஆகியன இடையூறுகளுக்கு அப்பால் இருத்தல் (காற்று, விளையாட்டு மைதானங்கள், இயந்திரோபகரணங்கள் வாகனங்களின் இரைச்சல்) Keep the baby room, rest/bedrooms and sick room away from external noises such as street traffic, parking lots, playgrounds, mechanical equipment, exhaust vents, etc.				

6.4 **හාන කාමර සහ වැසිකිළි**

குளியலறைகள் மற்றும் மலசலகூடங்கள்
Bathrooms and Toilets

අංකය இல No.	විස්තරය විபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
6.4.1	ලමයින්ට වැසිකිළිය වෙත පහසුවෙන් ලඟා විය හැක சிறுவர்களுக்கு மலசலகூட வசதிகள் காணப்படுதல் Children have easy access to toilet facilities			
6.4.2	අවම වශයෙන් ලමයින් 15ක් සඳහා ප්‍රමාණවත් පරිදි නාන බේසමක්, වතුර මලක් සහ වැසිකිළියක් සහිත නාන කාමරයක් ඇත. ஆகக் குறைந்தது ஒவ்வொரு 15 பிள்ளைகளுக்கும் ஒரு மலசலகூடம், ஷவருடன் கூடிய ஒரு குளியலறை மற்றும் கழுவுத்தொட்டி உள்ளது. At least one toilet with bathroom-shower and one wash basin for every 15 children			
6.4.3	කාර්ය මණ්ඩලය විසින් දිනපතා නාන කාමර සහ වැසිකිළි පිරිසිදු කරයි மலசலகூடங்களும் குளியலறைகளும் பணியாட்டொகுதியினரால் கிரமமான முறையில் கழுவுப்பட்டு பராமரிக்கப்படுதல் Toilets and bathrooms are cleaned and maintained by the staff members regularly			
6.4.4	කාර්ය මණ්ඩලය සහ ලමයින් සඳහා වෙන් වෙන් වූ වැසිකිළි සහ නාන කාමර පහසුකම් ඇත பிள்ளைகளுக்கும் பணியாட்டொகுதியினருக்கும் வெவ்வேறான மலசலகூடங்களும் குளியலறைகளும் காணப்படுதல் Separate toilets and bathrooms are available for children and staff members			
6.4.5	මුහුණ සෝදන බේසම ලමයින්ට පහසුවෙන් ලඟා විය හැකි උසක පවතියි பிள்ளைகளுக்கு அணுகக்கூடிய உயரத்தில் கழுவு தொட்டிகள் பொருத்தப்பட்டிருத்தல் Wash basin is situated at an appropriate height for children to reach			
6.4.6	කුඩා ළමුන් සඳහා ප්‍රමාණවත් තරම් වැසිකිළි පහසුකම් (පොට්) පවතියි இளம் பிள்ளைகளுக்கு இருக்கை வசதியுடைய மலசலகூடம் காணப்படுதல் Potty chair is available for young children			
6.4.7	ස්නානය සහ සේදුම් කටයුතු සඳහා ප්‍රමාණවත් ජල පහසුකම් ඇත. கழுவுதல் மற்றும் நீராடுதலுக்காக போதியளவு நீர் வசதிகளை கொண்டிருத்தல் Adequate water must be available for bathing, washing, etc.			
6.4.8	වයස අවු. 05ට අඩු දරුවන් වැසිකිළි පුහුණුවේ දී, ස්නානයේ දී හා අන් සේදීමේ දී වැඩිහිටියෙකුගේ අධීක්ෂණයට ලක් වේ. 5 வயதுக்கும் குறைந்த பிள்ளைகளுக்கு நீராடுதல் மலசலகூட பாவனை மற்றும் கைகழுவுதல் போன்ற சந்தர்ப்பங்களில் வயது வந்தவர்களின் மேற்பார்வையை கட்டாயமாக கொண்டிருத்தல் Adequate water must be available for bathing, washing, etc.			
6.4.9	වතුර ටැංකියක් ඇත. நீர் தாங்கியை கொண்டிருத்தல் Water tank is available			
6.4.10	ඉවතලන ජලය බැහැර කිරීම සඳහා නිසි ක්‍රමවේදයක් ඇත. கழிவு நீரை சரியான முறையில் வடிகால் வசதியுடன் வெளியேற்றும் வசதிகள் Waste water directed to drainage facilities appropriately.			
6.4.11	කාන්තා සහ පිරිමි පුද්ගලයන් සඳහා වෙන් වෙන් වූ වැසිකිළි පහසුකම් ඇත. ஆண்கள் மற்றும் பெண்கள் ஆகியோருக்கு தனித்தனியான குளியலறை மற்றும் மலசலகூட வசதிகள் Separate bathroom and toilet facilities for males and females.			
6.4.12	ලිං ජලය අපවිත්‍ර වීම වැළැක්වීම සඳහා පියවර ගෙන ඇත. கிணற்றிலிருந்து பெறப்படும் குடிநீர் மாசுடையாமல் இருப்பதற்கு நடவடிக்கை மேற்கொண்டிருத்தல் Steps taken to prevent contamination of drinking water from wells.			

6.5 ரெடிபிளீ பிரிசிடி கிரம்
சலவை மற்றும் உடைகள்
Laundry and Linen

අංකය இல No.	විස්තරය විபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
6.5.1	ලමයින් සඳහා ප්‍රමාණවත් ඇඳ ඇතිරිලි, තුවා, අමතර ඇඳුම් ඇත. சுத்தமான படுக்கை விரிப்புகள் மேலதிக துவாய்கள் உடைகள் போன்றவை கட்டாயமாக போதியளவு கொண்டிருத்தல் An adequate supply of clean bedding, towels, spare clothes etc. must be available.			
6.5.2	එක් ළමයෙකු සඳහා භාවිතා කළ ඇඳ ඇතිරිලි තවත් ළමයෙකු වෙත භාවිතයට ලබා දීමට පෙර හොඳින් සෝදයි. ஏற்கனவே ஒரு பிள்ளை பாவித்த படுக்கை விரிப்புகள் இன்னுமொரு பிள்ளை பாவிப்பதற்கு முன்னர் கட்டாயமாக கழுவுவப்பட்டிருத்தல் மற்றும் சகல படுக்கை விரிப்புகளும் குறைந்த பட்சம் கிழமைக்கொருமுறை கழுவுப்படுதல் All used bedding must be cleaned before being used by another child while all bedding should be cleaned at least weekly.			
6.5.3	රෙඩිපිලී பிரிசிடி කරන ස්ථානය වෙත ළමයින්ට ප්‍රවේශ විය නොහැකි පරිදි සකසා ඇත. நிலையத்தில் சலவை செய்யும் இடத்திற்கு பிள்ளைகள் பிரவேசிக்க முடியாதவாறு அமைந்திருத்தல் Children's must not be allowed to access laundry facilities provided on site.			

6.6 කෑම කාමරය
உணவறை
Dining Room

අංකය இல No.	විස්තරය විபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
6.6.1	ආහාර ගැනීම සඳහා පුටු සහ මේස ප්‍රමාණවත් පරිදි ඇත. உணவு உட்கொள்வதற்காக போதியளவு மேசைகளும் கதிரைகளும் காணப்படுதல் Adequate number of chairs and tables space available to consume food			
6.6.2	කෑම කාමරය පවිත්‍රතාවයෙන් යුක්ත වේ. உணவு அறை சுத்தமாக காணப்படல் Hygiene in this area			
6.6.3	ප්‍රමාණවත් තරමට පිඟන්, කෝප්ප සහ හැඳි ඇත. போதியளவு பிங்கான்கள் கோப்பைகள் மற்றும் கரண்டிகளை கொண்டிருத்தல் Availability of sufficient number of plates, cups, and spoons			
6.6.4	ආහාර ලබාදීමෙන් පසු සියලු උපකරණ පිරිසිදු කර තබයි. ஒவ்வொரு உணவு வேளைக்கு பின்னரும் உணவுருந்த பயன்படுத்தப்படும் உபகரணங்கள் கழுவுப்பட்டு சுத்தப்படுத்தப்படுதல் Eating utensils kept washed and cleaned after each meal			

6.7 **மூலகன்களின்**
சமையலறை பகுதி
Kitchen Area

அංකය இல No.	விස්තர விபரம் Description	ஔ ஆம் Yes	தர இல்லை No	அடி குறிப்பு Comments
6.7.1	வடிகிணியின் அடிக்கல்செய்தல் தோரலு லுமிசினி மூலகன்களின் வுன அருது விச துதக. மேற்பார்வையின்றி பிள்ளைகள் சமையலறைக்கு செல்ல இயலாமை. Children do not access kitchen without adult supervision			
6.7.2	மூலகன்களின் திரைக்களின் சிர்சிடூவ பவதி எல்லா வேளைகளிலும் சமையலறை சுத்தமாக பேணப்படுதல் The kitchen area is kept cleaned at all times			
6.7.3	விசுடி ஂதார திசு பரிடி ஂவகாக கவதி உலர் உணவுகள் காற்றுபுகாதவாறு உரிய முறையில் கொள்கலன்களில் வைக்கப்பட்டிருத்தல் Dry food is stored in proper sealed containers			
6.7.4	சிசின லடி ஂதார திசு பரிடி ஂவரணசு கர கவதி சமைத்த உணவு உண்ணும் நேரம் வரை உரியவாறு மூடப்பட்டிருத்தல் Cooked food is kept covered until meal time			
6.7.5	ஂதார சிசும சடிதா தாலிதா கரத ஂசகரண சிர்சிடூ கர கவதி உணவை உண்ட பின்னர் அனைத்து சமையல் உபகரணங்களையும் சுத்தப்படுத்தி வைத்தல் All the cooking utensils are kept cleaned after each meal			

6.8 **ஂருந்திடசு சத திவா கரத சீவனசு**
அமர்ந்திருக்கும் இடங்கள் மற்றும் விளையாடும் பிரதேசம்
Seating area and Play area

அංකය இல No.	விස්තர விபரம் Description	ஔ ஆம் Yes	தர இல்லை No	அடி குறிப்பு Comments
6.8.1	திவாசிரிசு மவாசீவனசு அருது வன சீவனசு ஂர் சீவ ஂசதனசு பவதிசு நிலையத்தின் வளவில் நுழைவு பகுதியிலு அல்லது அருகாமையிலு மைதானம் அமைந்திருத்தல் Play area within the premises or nearby			
6.8.2	திவா சிரிசு மவாசீவனசு சிரின லுமிசினி சவ்வாவவ ப்ருமணவன் வு பகல்நேர பராமரிப்பு நிலையத்திலுள்ள அனைத்து பிள்ளைகளுக்கும் போதியளவில் விளையாடுவதற்கான பிரதேசம் அமைந்திருத்தல் Play area large enough to accommodate all the children at the Child Day Care Centre			
6.8.3	லுமிசினி திவாசிரிசு சிரின ஂவசீவனவன்வல ஂ மவா அடிக்கல்செய்தல் பவதிசு விளையாடும் போது பிள்ளைகள் உரியவாறு கண்காணிக்கப்படுதல் Children supervised during play time			
6.8.4	ஂலுடிசு சத திவாசிரிசு ஂசடிவகாரீ வுசனசுதனசு துதர ஆபத்து விளைவிக்கக் கூடிய சாதனங்களை விளையாடுவதற்கான பிரதேசம் அல்லது துதடம் ககாண்டிருக்காமை Play area and garden free of hazardous materials			
6.8.5	மவாசீவன ப்ருவீடுசு ஂவவ கிதகர பரிசுரசு சவதி வளவில் துர்நாற்றம் இல்லாமை No bad odour in the premises			
6.8.6	மடிர்வன் சத காத சகுன் வுர்வன சீவன துதபவதி நுளம்பு மற்றும் பூச்சிகள் பெருகும் இடங்கள் இல்லாமல் இருத்தல் Avoiding mosquitoes and insects in the area.			
6.8.7	திசு ஂசடிவ வுதர கிரீவன் பவதி கழிவுகள் உரியமுறையில் அகற்றப்படுதல் Garbage disposed properly			

6.9 විද්‍යුත් උපකරණ
මின் உபகரணங்கள்
Electrical Equipments

අංකය இல No.	විස්තරය விபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
6.9.1	විදුලිය විසන්ධි වූ අවස්ථාවන්වලදී භාවිතා කිරීම සඳහා විකල්ප උපකරණ ඇත මින් බෙදුම් ශ්‍රේණිවලින් ප්‍රයෝජනවත්වන පාත්‍රකාථු විචුම්බකයන් අලුත්ව පරීක්ෂා කළ යුතු විය යුතුය Safe lamps or torch available during power cuts			
6.9.2	විදුලි රැහැන් සම්බන්ධතාවය විධිමත්ව සකසා ඇත මිනිසුන්ට ප්‍රවේශ විය හැකි පරිදි ඇත Proper insulation for wiring			
6.9.3	ලමයින් විසින් භාවිතා කරන උපකරණ මනා නඩත්තුවකින් සහ ඔවුන්ට පහසුවෙන් ප්‍රවේශ විය හැකි පරිදි ඇත. පිළිගැනීමේදී ප්‍රයෝජනවත්වන පාත්‍රකාථු විචුම්බකයන් ප්‍රාග්ධනව පවතින පරිදි ඇත Items children have access is well maintained			
6.9.4	මොඩර්නයිසේෂන් කළ විදුලි භාවිතය (ජනේල ආදිය) අවම මට්ටමක පවතින කඩදාසිවලට මහලු පොරොත්තක් ලෙස භාවිතයට නොගැනිය යුතුය Minimum glass must be used in the building and other materials used			
6.9.5	දොර ජනේල් මනා වාතාශ්‍රයක් ලැබෙන පරිදි ස්ථාපිත කර ඇත කාන්තා සම්ප්‍රේෂණයට භාවිතා කළ යුතු පාත්‍රකාථු විචුම්බකයන් ප්‍රයෝජනවත්වන පරිදි ඇත Doors and windows used for ventilation must be equipped with securely fastened screens			
6.9.6	මධ්‍යස්ථානය කුළු ඇති අල්මාරි ආදිය නිසි පරිදි බිත්තියට සවිකර අගුල් දමා, ලමයින්ට ප්‍රවේශ විය නොහැකි පරිදි සකසා ඇත අනුමානිත පොරොත්තක් ලෙස භාවිතයට නොගැනිය යුතුය Attach furniture such as cupboards to the wall to prevent them from falling. Cupboards must always be properly closed and locked when not used			
6.9.7	ගෑස්, විද්‍යුත් සහ අනෙකුත් උපකරණ ලමයින්ට උපද්‍රව නොවන ආකාරයෙන් නිසි පරිදි සවිකර ඇත. ඒවා ලමයින්ට ප්‍රවේශ විය නොහැකි පරිදි ස්ථාපිත කර ගෑස්, විද්‍යුත් සහ අනෙකුත් උපකරණ මනා නඩත්තුවකින් සහ ඔවුන්ට පහසුවෙන් ප්‍රවේශ විය හැකි පරිදි ඇත. පිළිගැනීමේදී ප්‍රයෝජනවත්වන පාත්‍රකාථු විචුම්බකයන් ප්‍රාග්ධනව පවතින පරිදි ඇත Gas, electrical and other appliances and fitting must conform to safety regulations and do not pose a hazard to children. They must be made inaccessible to children at all times.			

6.10 மொசீபாறயே சூரகீதலலய
நிலையத்தின் பாதுகாப்பு நிலைமை
Safety in the care centre

அலகய இல No.	விசீறய விபரம் Description	ஓல ஆம் Yes	றற இல்லை No	அடிதசீ குறிப்பு Comments
6.10.1	தேலு அாடி திசீபரிடி அலத அல அற படலைகள் பாதுகாப்பான முறையில் பூட்டிவைக்கக்கூடியவாறு இருத்தல் Gates are in place with secure locks			
6.10.2	சிடீன் பலகி தல, லய லலசீனல் லலாலய தலலகல பரிடி அாரகீதல அாலறய கர அற கிணறுகள் நன்றாக மூடப்பட்டு பிள்ளைகள் அணுகமுடியாதவாறு வைக்கப்பட்டிருத்தல் Well is are kept closed and inaccessible to children			
6.10.3	லலசீனல் அறகுர சிடீலய கல லபகரண திசீபரிடி லலலா கர அற பிள்ளைகளுக்கு ஆபத்து விளைவிக்கும் பொருட்களை பாதுகாப்பான இடங்களில் பூட்டி வைத்திருத்தல் Hazardous materials are stored in the storage			
6.10.4	அலதறய துல லலலல அாடி றற நிலையத்தில் மதுபானம் இல்லாதிருத்தல் Alcohol is not present at the institution			
6.10.5	லலசீனல் லாலிடயக, வித சலற லல அாரகீதல சீலாலயக அற அணைத்து நசுச சுத்திகரிப்பு, லலதையூட்டும் பொருட்கள், ளளிதில் தீப்பற்றக்கூடிய அல்லது தீப்பற்றாத பொருட்கள், கருவிகள் மற்றும் ஆபத்து விளைவிக்கக்கூடிய பொருட்கள் பாதுகாப்பாக பூட்டி வைத்திருத்தல். All the poisonous, toxic substances, cleaning supplies, flammable and inflammables substances, tools and hazardous material is kept locked in secure location			
6.10.6	அலதறயே சூரகீதலலய லல லடிசீ அலசீலாலகடி தறயு திசலல சலலலலலலலலலல கார்ப்ப லலலலலலலல துல லலலலலலலலலலலல அற பணியாட்டலகுதியினர் தீ விபத்துக்களுக்கான பாதுகாப்பு மற்றும் தேவையான நடவடிக்கைகளை ளுத்தல் சம்பந்தமாக அறிந்து வைத்திருத்தல் Staff is aware of fire safety and the necessary steps to be taken			
6.10.7	அலறகர ரசாலதிக லல சலற தீதல, சலலலலல லல அாடி லலலலலலலலலல லலலலலலலல லலலல லலலலலலலலலலலல லலலலலலலலலலலல நிலையத்திலுள்ள ஈயம் கலந்த வண்ணப்பூச்சு (பெயின்ட்) மற்றும் விளையாட்டு பொருட்களை அகற்றுவதற்கு நடவடிக்கை மேற்கொள்ளுதல் Steps taken to eliminate Lead based paint and toys at institution			

6.11 **ආරක්ෂාව**
පාதுකාப்பு ஏற்பாடுகள்
Security

අංකය இல No.	විස්තරය விபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
6.11.1	මධ්‍යස්ථානය වටා ආරක්ෂිත වැටක් ඇත வளவினைச் சுற்றி வேலி அமைக்கப்பட்டிருத்தல் Fence around the premises			
6.11.2	නිසිපරිදි සවිකරන ලද ගේට්ටුවක් ඇත உரியவாறான படலையொன்றை கொண்டிருத்தல் Availability of a proper gate			
6.11.3	ආරක්ෂිතව සකස්කර ඇත (ඉබ් යතුරු දමා) பூட்டுடொன்றை கொண்டிருத்தல் Availability of a padlock			
6.11.4	මධ්‍යස්ථානය සඳහා මුරකරුවකු සේවයේ යොදවා සිටී பகல்நேர பராமரிப்பு நிலையத்திற்கான காவலாளியொருவரைக் கொண்டிருத்தல் Availability of a watchman for the Child Day Care Centre			
6.11.5	හදිසි අවස්ථාවක දී මධ්‍යස්ථානය තුළ සිටින්නන් ඉවත්කිරීමේ ක්‍රමවේදයන් පවතී அவசர சந்தர்ப்பங்களின் போது பாதுகாப்பாக ஆட்களை அகற்றும் நடைமுறைகளைக் கொண்டிருத்தல் An evacuation procedure must be available in the event of an emergency			
6.11.6	හදිසි ගින්නක දී භාවිතයට ගැනීමට අවශ්‍ය මූලික උපකරණ මධ්‍යස්ථානය තුළ පවතී தீ அனர்த்தத்தின் போது பயன்படுத்தக்கூடிய அடிப்படை உபகரணங்களைக் கொண்டிருத்தல். All facilities must have basic equipment that can be used in a fire.			

7.

வேலை
ஏனையவை
Other

எண் இல No.	விவரம் Description	ஆம் Yes	இல்லை No	குறிப்பு Comments
7.1	மொத்தமாக விலை, பூசை போன்ற சுகாதார சீர்திருத்தம் செய்து கொடுக்க வேண்டும் வளாகத்தில் பூசைகள் மற்றும் நாய்கள் இருப்பின் அவைகளுக்கு கிராமமான முறையில் தடுப்பூசிகளை வழங்குதல் (அதற்கான ரெட் அட்டைகள் இருத்தல்) Cats and dogs on the premises regularly vaccinated (vetanary cards present at the centre)			
7.2	பி., பிளாஸ்டிக், காகிதம், கழிவுகள் போன்றவை சீர்திருத்தம் செய்து கொடுக்க வேண்டும் கிணறுகள், குட்டைகள் அல்லது வடிகால்கள், குளங்கள் ஏனைய இயற்கை நீர் மூலங்கள் பாதுகாப்பானதாக இருத்தல் வேண்டும் அல்லது பிள்ளைகளுக்கு சென்றடைய முடியாதவாறு இருத்தல் அனைத்து சந்தர்ப்பங்களிலும் திறந்த வெளி நீர்சார்ந்த விளையாட்டுக்கள் மிக உன்னிப்பாக மேற்பார்வை செய்யப்படுதல் வேண்டும். Wells, ponds, drains, pools or any natural water sources must be made safe or inaccessible to children. Outdoor water activities must be closely supervised at all times			
7.3	மருந்துகள், வேதிப்பொருள்கள், பிளாஸ்டிக், காகிதம் போன்றவை சீர்திருத்தம் செய்து கொடுக்க வேண்டும் அனைத்து மருந்துவகைகளும் ஏனைய தீங்கு விளைவிக்கக்கூடிய பதார்த்தங்களும் ஆபத்து விளைவிக்கக்கூடிய உள்ளக மற்றும் திறந்தவெளி தாவரங்களும் பிள்ளைகளிலிருந்து விலக்கி வைக்கப்பட்டிருத்தல். Keep all drugs, chemicals, other harmful substances and hazardous indoor and outdoor plants away from children.			
7.4	மொத்தமாக விலை, பூசை போன்ற சுகாதார சீர்திருத்தம் செய்து கொடுக்க வேண்டும் கணினிகள் (கற்றல் நோக்கங்களுக்காக தவிர) மொபைல் போன்கள் மற்றும் ஸ்மார்ட் போன்கள் மையத்தில் ஊக்குவிக்கப்படக்கூடாது Computers (except for learning purposes), mobile phones and smart phones must not be promoted at the Centre			
7.5	செயல்பாட்டுக்கான வகுப்புகள் சீர்திருத்தம் செய்து கொடுக்க வேண்டும் செயல்பாட்டுக்கான வகுப்புகள் சீர்திருத்தம் செய்து கொடுக்க வேண்டும் Designated activity areas should be available for each age group, with flexibility to accommodate a variety of activity settings.			
7.6	மொத்தமாக விலை, பூசை போன்ற சுகாதார சீர்திருத்தம் செய்து கொடுக்க வேண்டும் பராமரிப்பு நிலையமானது சூழலுக்கு அளவுக்குமீறிய கிளர்ச்சியூட்டுகின்றதும் வீண்செலவு ஏற்படுத்துவதாகவும் அமைதல் கூடாது. The environment should not be over-stimulating and extravagant			

8.

අධීක්ෂණය හා ඇගයීම් ක්‍රමවේද
கண்காணிப்பு மற்றும் மதிப்பீட்டுத் தரம்
Quality of Monitoring and Evaluation

අංකය இல No.	විස්තරය விபரம் Description	ඔව් ஆம் Yes	නැත இல்லை No	අදහස් குறிப்பு Comments
8.1	ළමයින්ගේ පෞද්ගලික ලිපිගොනු නිසි පරිදි පවත්වාගෙන යාම பிள்ளைகளின் தனிப்பட்ட கோப்புகள் உரிய முறையில் பராமரிக்கப்பட்டிருத்தல் Child's personal files are well maintained			
8.2	සියලුම වාර්තාවන් සුරක්ෂිතව තබා ඇත பதிவேடுகள் பாதுகாப்பானதொரு இடத்தில் பேணப்பட்டிருத்தல் Records kept in a secure location			
8.3	ළමයින්ගේ පෞද්ගලික ලිපිගොනුවල අන්තර්ගතය பிள்ளைகளின் கோப்புகள் உள்ளடங்க வேண்டியவைகள் Children's files contains			
8.3.1	උප්පැන්න සහතිකය பிறப்புச் சான்றிதழ் Birth Certificate			
8.3.2	පාසල් වාර්තා பாடசாலை பதிவேடுகள் School Records			
8.3.3	වෛද්‍ය වාර්තා மருத்துவ பதிவேடுகள் Medical Records			
8.4	දරුවාගේ දෙමව්පියන් හැර වෙනත් භාරකරුවන් පිළිබඳ තොරතුරු ඇත பிள்ளையின் பெற்றோர் தவிர்த்த வேறு பாதுகாவலர்கள் தொடர்பான விபரங்கள் Details about Guardians			
8.5	ලොග් සටහන් පොතක් ඇත குறிப்பு புத்தகம் உள்ளது Log Book have			
8.6	ළමයින්ගේ දෛනික පැමිණීමේ හා පිටවීමේ වාර්තා சகல பிள்ளைகளினதும் நாளாந்த வரவுப் பதிவுகள் Children's daily attendance registry			
8.7	කාර්ය මණ්ඩල පැමිණීමේ හා පිටවීමේ ලේඛණය பணியாட்டொகுதி வரவுப் பதிவேடு Staff attendance registry			
8.8	කාර්ය මණ්ඩල හා කළමනාකරණ රැස්වීම්වලට අදාළ වාර්තා නිසිපරිදි පවත්වාගෙන යයි பணியாட்டொகுதி மற்றும் பகல்நேர சிறுவர் பராமரிப்பு நிலைய முகாமைத்துவ குழு அறிக்கைக் குறிப்புகள் பேணப்படல் Staff and Child Day Care Centre management committee meeting minutes			
8.9	දෛනික වියදම් වාර්තා தினசரி செலவுகள் Daily expenses			
8.10	දෛනික ආහාර සැලසුම් தினசரி உணவுத் திட்டம் Daily meal plan			
8.11	පැමිණිලි පොතක්/ ගොනුවක් පවතී முறைப்பாட்டுப் பதிவுப் புத்தகம் Complaints log book			
8.12	සුරතල් සතුන් එන්නත් කිරීමේ වාර්තා மிருக தடுப்பூசி பதிவேடுகள் Animal vaccination records			

8.13	මූලික ක්‍රියාකාරී සැලසුමක් පවතී அடிப்படைத் தொழிற்பாட்டு திட்டம் உள்ளது Basic Operation Plan have			
8.14	මධ්‍යස්ථානය වෙත ළමයින් භාරදීමේ අයදුම් පත්‍ර සෑම ළමයෙකු සඳහාම පවත්වාගෙන යනු ලැබේ ஒவ்வொரு பிள்ளைக்குமான பிள்ளை கையளிப்பு படிவங்களை பேணுதல் Maintaining Child Submission Forms for each child			
8.15	ළමා ආරක්ෂාව සම්බන්ධ ප්‍රතිපත්තින් මධ්‍යස්ථානය තුළ ක්‍රියාත්මක වේ நிலையத்திற்கான சிறுவர் பாதுகாப்பு தரப்படுத்தல் கொள்கை மற்றும் நடைமுறைகள் உள்ளன Child Safe Guarding Policy and Procedures for the centre			
8.16	කාර්ය මණ්ඩලය සඳහා ආචාරධර්ම පද්ධතියක් ඇත பணியாட்டொகுதிக்கான ஒழுக்கநெறிக்கோவையொன்றை கொண்டிருத்தல் Availability of the Code of Conducts for the staff member			

9.

නිරීක්ෂණ සටහන්

கண்காணிப்பு குறிப்புகள்

Observation Notes

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අත්සන
கையொப்பம்
Signature

දිනය
திகதி
Date

තනතුර (නිල මුද්‍රාව)
பதவி (உத்தியோகபூர்வ முத்திரை)
Position (Official Seal)

**ලමා දිවා සුරැකුම් මධ්‍යස්ථානයන්හි බරපතල සිදුවීම් පිළිබඳව වාර්තා කිරීමේ පෝරමය
පළාත් පරිවාස හා ළමාරක්ෂක සේවා දෙපාර්තමේන්තුව**

ලමයා පිළිබඳ විස්තර

ලමයාගේ සම්පූර්ණ නම:

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උපන් දිනය:/...../..... වයස: ස්ත්‍රී/පුරුෂභාවය: පිරිමි ගැහැනු

සිද්ධිය වූ දිනය:/...../..... වේලාව: පෙ.ව/ ප.ව

ස්ථානය:

සාක්ෂිකරුගේ නම:

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සාක්ෂිකරුගේ අත්සන: දිනය:/...../.....

සිද්ධිය/ බරපතල තුවාලය/ රෝගය/ අපයෝජන වෝදනාව/ ළමයෙකුට වැරදි ලෙස සැලකීම/ ළමයෙකු (අතුරුදහන් වීම) / මධ්‍යස්ථාන පරිශ්‍රයෙහි ආපදාවක් සිදුවීම (උදා: ගින්නක්) යන සිදුවීම් සිදුවූ වේලාවේ සිදු කරමින් සිටි සාමාන්‍ය ක්‍රියාකාරකම:

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බරපතල තුවාලය/ සිදුවීම ආදියට හේතුව:

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කිසියම් රෝගයක් තිබේ නම්, පැහැදිලිව දක්නට තිබෙන රෝග ලක්ෂණ ද ඇතුළුව එම රෝගයට අදාළ තත්ත්වයන්:

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ලමයා දක්නට නොමැති බවක් (අතුරුදහන්වීමක්) පෙනී යන්නේ නම් හෝ නැතහොත් ළමයාට තමන් සිටි ස්ථානය විස්තර කිරීමට නොහැකි නම් ඒ පිළිබඳ තත්ත්වයන් (කොපමණ කාලයක්ද, ළමයා සොයා ගත්තේ කවුද ආදී විස්තර):

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ළමයා මධ්‍යස්ථානයෙන් ඉවතට ගෙන ගොස් හෝ ඉවත්කර ඇති බවක් හෝ මධ්‍යස්ථානය තුළ හෝ ඉන් පිටත සිරකරගෙන සිටි බවක් පෙනී යන්නේ නම් ඒ පිළිබඳ තත්ත්වයන් (ළමයා ගෙන ගියේ කවුද, කොපමණ කාලයක් තුළද ආදිය ඇතුළුව):

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බරපතල තුවාලයෙහි/ මධ්‍යස්ථාන පරිශ්‍රයෙහි ආපදාවක් සිදුවීමෙහි/ රෝගයෙහි/ අපයෝජන වෝදනාවෙහි/ ළමයෙකුට වැරදි ලෙස සැලකීමෙහි ස්වභාවය:

ශරීරයෙහි හානියට පත්ව ඇති කොටස රූප සටහනෙහි පෙන්වන්න.

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| <input type="checkbox"/> සිරිම් තුවාලය/ සිරිම | <input type="checkbox"/> ඇසට තුවාලවීමක් |
| <input type="checkbox"/> ආසාත්මිකතාවයක් (අසංරක්ෂකතාවයක් නොවන) | <input type="checkbox"/> බෝවෙන රෝග (ආමාශයාන්ත්‍රික ඇතුළුව) |
| <input type="checkbox"/> අංග ඡේදනයක් | <input type="checkbox"/> වැඩි උෂ්ණත්වයක් |
| <input type="checkbox"/> අසංරක්ෂකතාවයක් | <input type="checkbox"/> අධිග්‍රහණය/ ආශ්වාසය/ ඇතුල් කිරීමක් |
| <input type="checkbox"/> ඇදුම/ ශ්වසන රෝග | <input type="checkbox"/> අභ්‍යන්තර තුවාලයක්/ ආසාදනයක් |
| <input type="checkbox"/> දෂ්ඨ කිරීමේ තුවාලයක් | <input type="checkbox"/> විෂ ශරීරගතවීමක් |
| <input type="checkbox"/> තැල්මක් | <input type="checkbox"/> පලු දැමීමක් |
| <input type="checkbox"/> අස්ථි බිඳීමක්/ පිපිරීමක්/ විසන්ධි වීමක් | <input type="checkbox"/> ශ්වසන |
| <input type="checkbox"/> පිළිස්සීමක්/ අව්වට පිළිස්සීමක් | <input type="checkbox"/> හදිසි ආබාධයක්/ සිහි නැතිවීමක්/ කම්පනය |
| <input type="checkbox"/> හුස්ම හිරවීමක් | <input type="checkbox"/> උළුක්කුවක්/ ඉදිමීමක් |
| <input type="checkbox"/> වේගවත් සට්ටනයක් | <input type="checkbox"/> පිහි ඇතිමක්/ සිදුරුවීමක් |
| <input type="checkbox"/> මිරිකීමක්/ තෙරපීමක් | <input type="checkbox"/> දතක් ගැලවීමක් |
| <input type="checkbox"/> කැපීමක්/ ඇරුණු තුවාලයක් | <input type="checkbox"/> විෂ සහිත දෂට කිරීමක්/ ඇතිමක් |
| <input type="checkbox"/> දියේ ගිලීමක් (මාරාන්තික නොවන) | <input type="checkbox"/> වෙනත් (සඳහන් කරන්න) |
| <input type="checkbox"/> විදුලි සැර වැදීමක් | |

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ගනු ලැබූ ක්‍රියාමාර්ග

ගත් ක්‍රියාමාර්ගය පිළිබඳ විස්තර (ප්‍රථමාධාර, බෙහෙත් ලබාදීම් ඇතුළුව)

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හදිසි සේවා පැමිණියෙහිද? ඔව්/ නැත

ලියාපදිංචි වෛද්‍යවරයෙකුගෙන් හෝ රෝහලකින් වෛද්‍ය ප්‍රතිකාර ලබා ගත්තේද? ඔව්/ නැත

ඉහත සඳහන් දෙකෙන් එකකට හෝ පිළිතුර ඔව් නම් විස්තර සඳහන් කරන්න:

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ඉදිරියේදී මෙවැනි ආකාරයේ සිදුවීම් වැළැක්වීම හෝ අවම කිරීම සඳහා කිසියම් පියවරක් ගෙන තිබේද?

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දැනුම්දීම (දැනුම්දීම සඳහා ගත් උත්සාහයන් ද ඇතුළුව)

දෙමව්පියන්/ භාරකරු:

වෙලාව: පෙ.ව/ප.ව. දිනය:/...../.....

මධ්‍යස්ථාන කළමනාකරු/ ලියාපදිංචිකරු:

වෙලාව: පෙ.ව/ප.ව. දිනය:/...../.....

දැනුම්දීම ලැබුණු බව දෙමව්පියන් විසින් සහතික කිරීම:

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(මව/පියා/භාරකරුගේ නම)

මගේ ළමයාගේ සිද්ධිය/ තුවාලය/ කම්පනය/ රෝගය පිළිබඳව දැනුම් දී ඇත.

(අදාළ වචන රවුම් කරන්න)

අත්සන:

දිනය:/...../.....

අමතර සටහන්:

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மாகாண நன்னடத்தை மற்றும் சிறுவர் பராமரிப்பு சேவைகள் திணைக்களம்
சிறுவர் பகல்தேர பராமரிப்பு நிலையத்தில் நிகழும் பாரதூரமான சம்பவங்கள்

பிள்ளை பற்றிய விபரங்கள்

பிள்ளையின் முழுப்பெயர்

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.....

பிறந்த திகதி/...../..... வயது: பால்: ஆண் பெண்

சம்பவங்கள் பற்றிய விபரங்கள்

சம்பவத் திகதி:/...../..... நேரம்:முப:பிப.

இடம்:

சாட்சியாளரின் பெயர்:

.....
.....

சாட்சியாளரின் ஒப்பம்: திகதி:/...../.....

சம்பவம்/பாரதூரமான காயம்/நோய்/ துஷ்பிரயோகம் பற்றிய குற்றச்சாட்டு//பிள்ளையை தவறான முறையில் நடாத்துதல்/
பிள்ளை காணாமல் இருத்தல் நிலையத்தில் ஏதேனும் விபரீதம் நிகழ்தலின் (உதா: தீபற்றுதல்) போது நடைபெறும்
பொதுவான செயற்பாடுகள்.

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பாரதூரமான காயம் அல்லது சம்பவம் போன்றவற்றுக்கான காரணம்

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ஏதேனும் நோய் இருக்குமாயின் தெளிவாக காணப்படும் நோய் அறிகுறி உள்ளிட்ட அந்நோயுடன் தொடர்புடைய நிலைமைகள்

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பிள்ளை காணாமற் போயிருப்பதாக உணரப்படின் அல்லது பிள்ளைக்கு தானிருக்கும் இடத்தை விபரிக்க இயலாதொரு
நிலை காணப்படுமாயின் அது சம்பந்தமான நிலைமைகள் (எவ்வளவு நேரம், பிள்ளையை கண்டு கொண்டது யார் எனும்
விபரங்கள் உள்ளிட்டவை)

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நிலையத்திலிருந்து பிள்ளை வெளியே கொண்டு செல்லப்பட்டோ அல்லது நிலையத்தின் உள்ளேயோ அல்லது வெளியேயோ தடுத்து வைக்கப்பட்டுள்ளதாக உணரப்படுமாயின் அது தொடர்பான விபரங்கள் (பிள்ளையை கொண்டு சென்றது யார்? எத்தனை காலமாக? போன்ற விபரங்கள்)

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பாரிய காயங்களின் போது/ நிலையத்தில் அனர்த்தங்கள் ஏற்படும் போது/ நோயின் போது/ துஷ்பிரயோக குற்றச்சாட்டுகளின் போது/ பிள்ளைகளுக்கு பாகுபாடு காட்டும் தன்மை:

உடலுக்கு சேதம் ஏற்பட்டுள்ள பகுதியை கீழ்க்காணும் கட்டங்களில் குறிப்பிடுக.

- | | |
|--|---|
| <input type="checkbox"/> சிராய்ப்பு | <input type="checkbox"/> கண் காயப்படுதல் |
| <input type="checkbox"/> ஒவ்வாமை எதிர்வினை (அதி ஒவ்வாமை) | <input type="checkbox"/> தொற்று நோய் (இரைப்பை குடல் அழற்சி) உட்பட |
| <input type="checkbox"/> உறுப்பு நீக்கம் | <input type="checkbox"/> காய்ச்சல் (மிகு வெப்பநிலை) |
| <input type="checkbox"/> அதி ஒவ்வாமை | <input type="checkbox"/> உணவுச் செலுத்தம்/ஆவி பிடித்தல் |
| <input type="checkbox"/> ஈளை நோய்/சுவாச நோய் | <input type="checkbox"/> உட்புறக் காயம்/தொற்று |
| <input type="checkbox"/> கடித்தல் காயம் | <input type="checkbox"/> நஞ்சடைதல் |
| <input type="checkbox"/> கன்றிய காயம் | <input type="checkbox"/> சொறி |
| <input type="checkbox"/> உடைந்த எலும்பு மூட்டு நழுவுதல் / எலும்பு முறிவு | <input type="checkbox"/> நீரில் முழுகல் (மரணம் சம்பவிக்காத) |
| <input type="checkbox"/> எரிகாயம் / வேனிற்சூட்டு | <input type="checkbox"/> மின் அதிர்ச்சி |
| <input type="checkbox"/> முச்சடைத்தல் | <input type="checkbox"/> சுவாசித்தல்சார் பிரச்சினை |
| <input type="checkbox"/> நிலைக்குலைவு | <input type="checkbox"/> வலிப்புத்தாக்கம்/மயக்கம்/வலிப்பு |
| <input type="checkbox"/> நசுக்குதலுக்குள்ளாதல்/நெரிசல் | <input type="checkbox"/> சுளுக்கு/வீக்கம் |
| <input type="checkbox"/> வெட்டுக் காயம் / திறந்த நிலைக்காயம் | <input type="checkbox"/> பல் கழன்று விழுதல் |
| | <input type="checkbox"/> நச்சுக்கடி/கொட்டுதல் |
| | <input type="checkbox"/> ஏனையவை (தயவு செய்து குறிப்பிடுக) |

மேற்கொள்ளப்பட்ட நடவடிக்கைகள்

மேற்கொள்ளப்பட்ட நடவடிக்கைப் பற்றிய விபரங்கள் (மருந்து கொடுக்கப்படுதல் உள்ளிட்ட முதலுதவி)

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- அவசர சிகிச்சை சேவை வருகைத் தந்ததா? - ஆம்/இல்லை
- அங்கீகாரம் பெற்ற மருத்துவரிடமோ அல்லது மருத்துவமனையொன்றிலோ சிகிச்சை பெறப்பட்டதா? - ஆம்/இல்லை

மேல்குறிப்பிட்டுள்ள இரண்டு கேள்விகளில் ஒன்றுக்கேனும் “ஆம்” என பதில் அமைந்தால் விபரங்களைக் குறிப்பிடுக.

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எதிர்காலத்தில் இவ்வாறான சம்பவங்கள் இடம்பெறுவதை தடுப்பதற்கு அல்லது இயன்றளவு குறைப்பதற்கு நடவடிக்கை மேற்கொள்ளப்பட்டுள்ளதா?

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அறிவிப்பு செய்தல் (அறிவிப்பதற்கு மேற்கொள்ளப்பட்ட முயற்சிகள் உள்ளிட்ட)

பெற்றோர்/பாதுகாவலர்

நேரம்: மு.ப/பி.ப

திகதி:/...../.....

நிலைய முகாமையாளர்/பதிவாளர்

நேரம்: மு.ப/பி.ப. திகதி:/...../.....

அறிவிக்கப்பட்டதை பெற்றோர் ஊடாக உறுதிப்படுத்திக் கொள்ளுதல்:

.....

(தாய்/தந்தை/பாதுகாவலரின் பெயர்)

எனது பிள்ளைக்கு ஏற்பட்ட சம்பவம் / அதிர்ச்சி / காயம் / நோய் பற்றி அறிவிக்கப்பட்டது.

(தயவு செய்து ஏற்புடைய சொல்லை வட்டமிடுங்கள்)

கையொப்பம்

திகதி/...../.....

மேலதிக குறிப்புகள்:

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**Serious Occurrence Form for Child Day Care Centre
Provincial Department of Probation and Child Care Services**

Child details

Child's full name

.....

Date of birth:/...../..... Age: Gender: Male Female

Incident details

Incident date:/...../..... Time: am/pm

Location:

Name of witness:

.....

.....

Witness Signature: Date:/...../.....

General activity at the time of **incident/serious injury/illness/allegation of abuse/ mistreatment of a child/ a missing child/ a disaster on the premises (e.g. fire)**:

.....

.....

.....

.....

Causes of **serious injury/ incident** ect:

.....

.....

.....

.....

Circumstances surrounding **illness**, including apparent symptoms:

.....

.....

.....

Circumstances if child appeared to be **missing** or otherwise unaccounted for (incl duration, who found child ect.):

.....

.....

.....

Circumstances if child appeared to have been **taken or removed** from service or was **locked in/out** of service (incl who took the child, duration):

.....
.....
.....
.....

Nature of serious injury/ disaster on the premises/illness/allegation of abuse/ mistreatment of a child:

Indicate on diagram the part of body affected

- | | |
|---|---|
| <input type="checkbox"/> Abrasion / Scrape | <input type="checkbox"/> Eye injury |
| <input type="checkbox"/> Allergic reaction (not anaphylaxis) | <input type="checkbox"/> Infectious disease (incl gastrointestinal) |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> High temperature |
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> Ingestion/ inhalation/ Insertion |
| <input type="checkbox"/> Asthma / respiratory | <input type="checkbox"/> Internal injury/ Infection |
| <input type="checkbox"/> Bite wound | <input type="checkbox"/> Poisoning |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Rash |
| <input type="checkbox"/> Broken bone / fracture / dislocation | <input type="checkbox"/> Respiratory |
| <input type="checkbox"/> Burn / Sunburn | <input type="checkbox"/> Seizure/ unconscious/ convulsion |
| <input type="checkbox"/> Choking | <input type="checkbox"/> Sprain/ swelling |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Stabbing/ piercing |
| <input type="checkbox"/> Crush/jam | <input type="checkbox"/> Tooth |
| <input type="checkbox"/> Cut/ open wound | <input type="checkbox"/> Venomous bite/sting |
| <input type="checkbox"/> Drowning (non-fatal) | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Electric shock | |

.....

Action Taken

Details of action taken

(including first aid, administration of medication etc)

.....
.....
.....

Did emergency services attend?: Yes/ No

Was medical attention sought from a registered practitioner/ hospital?: Yes/ No

If yes to either of the above, provide details:

.....
.....
.....

Have any steps been taken to prevent of minimise this

.....
.....
.....

Notifications (including attempted notifications)

Parent/ guardian: Time:am/pm Date:/...../.....

Centre Manager/ Registrant: Time:am/pm Date:/...../.....

Parental acknowledgement:

.....

(Name of parent/guardian)

Have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature:

Date:/...../.....

Additional notes:

.....
.....
.....



National Child Protection Authority,
No: 330, Thalawathugoda Road, Madiwela, Sri Jayawardanapura.



+94 11 2 778 911 - 4



ncpa@childprotection.gov.lk



www.childprotection.gov.lk



Save the Children
100 YEARS

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M.D.GUNASENA AND COMPANY PRINTERS (PRIVATE) LIMITED