

Syllabus

For the trade of

Pre/Preparatory School Management (assistant)

Under CTS

2002

Designed by

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Ministry of Labour (D.G.E.&T.)

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

**EN – Block, Sector – V, Salt Lake,
Kolkata-700091.**

**List of the trade committee members approved the syllabus for the trade of
“Pre/Preparatory School Management (Assistant)” under CTS**

1.	Shri H.Somasundram, Director	CSTARI, Kolkata	Chairman
2.	Mrs. Meera Sen	Principal Sen House of Children, Kolkata.	Member
3.	Mrs. Rita Conrad	Staff Sen House of Children, Kolkata.	Member
4.	Mrs. Yaquta Moiz	Directress Srishti Montessori & PlaySchool, Kolkata	Member
5.	Sri Debasis Panda	Staff Srishti Montessori & PlaySchool, Kolkata	Member
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7.	Shri M.S.Ekambaram, ADT	CSTARI, Kolkata	Member
8.	Shri G. Nandi, Jr. D'man	CSTARI., Kolkata	Member

GENERAL INFORMATION

1. Name of the Trade : Pre/Preparatory School Management (Assistant)
2. N.C.O Code no. :
3. Entry Qualification : Passed 10th Class examination under 10 + 2 system of education or its equivalent
4. Duration of Craftsmen Training : Six Months (26 Weeks)
5. Unit Strength : 16 trainees
6. Space required : As mentioned in the syllabus

Objective of the course : After completion of the course the trainees shall be able to work as Assistant/Help in Pre/Prep. Schools.

Note : Trainees should be taken to Pre/Prep./Nursery Schools for practical whenever necessary.

SYLLABUS FOR THE TRADE OF “PRE/PREP. SCHOOL MANAGEMENT (ASSISTANT)”

Week No.	Practical	Theory
1-2	Familiarisation with the Institute. Importance of tools and equipment used in the trade Types of work done by the trainee in the Institute. Introduction to safety and general precaution to be made by the trainees. Observing the Children’s physical development in Nursery school	Introduction to Child development. Concepts in child development: growth and development maturation and learning, genetic factors in development, environmental factors in development, individual differences stages of development, developmental tasks, needs of children, holistic approach.
3-5	<p>Weighing and taking anthropometrics measurement of the child. Recording the above measurements of the child.</p> <p>Observing the motor development and motor skill of gross and finer muscles, indoor play activities, blocks, beads, puzzles, toys etc. Outdoor equipment like swings, jungle gyms, merry-go-round, slide, tricycles, sand and water play. Organizing drama, story telling, action songs, role-plays and language games. Home visits – visiting schedules, interviewing parents and writing reports</p> <p>Individual Child study: Selecting special children and doing a detailed study of his/her physical and motor development.</p>	<p>Major aspects of child development, physical, motor, socio-emotional, cognitive, language, moral and aesthetic development, physical and motor development, principles of development, meaning and significance of motor development, gross and fine muscle, factors influencing motor development, eye and co-ordination handedness.</p> <p>Significance of language development, vocabulary and pronunciations, principles of language development, language skill listening, speaking and readiness for reading and writing, factor affecting language development, speech defects.</p> <p>Methods and techniques of child study: Observation of child’s development: physical, social, emotional and intellectual development interviews of parents & parents without children, care studies, reports.</p>
6-8	Exercising different types of indoor and outdoor activities and games. Walking	Play: Nature and significance for learning and development, types of

	and balancing exercises, hopping, skipping, running, tricycling, scooter and motor driving, simple games, circle games, hide and seek, dancing and rhythmic exercises.	play and play activities
9-11	Observing children's emotional development and writing observation, reports. Developing feelings of belongingness – celebrating birthdays.	<p>Characteristics of children of all stages at development from conception to pre-adolescence</p> <p>Emotional development: Pattern of emotional development and characteristics of childhood emotions, important emotion fear, anger, jealousy, joy, curiosity, emotional problems of children, factors affecting emotional development.</p>
12-14	Observing social development of children: Recording observations, promoting desirable social behaviors, cooperation, and sharing. Observing children with socio-emotional problems and recording their observations.	<p>Social development: Pattern of social development, forms of social development, factors affecting social development, social and emotional behavior problems, temper tantrums, bed sweating, thumb sucking etc. Unsocial behavior, lying, stealing, destructive behavior, anti-social behavior.</p> <p>Helping children in socio-emotional problems: Causes, symptoms and ways of prevention and treatment, reward and punishment: the role of teachers, school, family and the community.</p>
15-17	<p>Preparing aids for concept and language development: Preparing flash cards, charts, Preparing soft toys and puppets.</p> <p>Preparing specimen activities for cognitive development, cloth pieces of different textures, games for identifying and discriminating different smells, tasting different food items of different tastes like sweet, sour, bitter, pun gent salty and taste-less.</p>	<p>Cognitive development: Meaning of cognitive development, memory, thinking, reasoning and problem solving. Importance of concepts and concept formation, Common concepts like space, time number, and colour, size and shape and lining and non-lining things. Significance of language development and importance of concepts in language development.</p>

	<p>Exposure to variety of objects in the environment having different columns, shapes and sizes, number, time, space.</p> <p>Attractive displays inside and outside the classroom: Plants, flower arrangement, music and rhythmic activities..</p> <p>Prepare songs, , games, number cards, beads, blocks, body parts.</p>	<p>Development of creativity and aesthetic sense: Pattern of development of creativity and learning appreciation of beauty and aesthetic appreciation in drawing and painting, craft, music and dance.</p>
18-20	<p>Observing and identifying exceptional children, mentally retarded, gifted, orthopedic ally handicapped children and suggesting activities for their rehabilitation.</p> <p>Conducting a survey of community for establishing the center and preparing a report..</p> <p>Visit and study of different programme of nursery schools in the community.</p> <p>Preparing a list of equipment used in pre-schools.</p> <p>Planning a budget for establishing a pre-school</p>	<p>Exceptional children: Identification of exceptional children and their needs, mentally retarded, gifted and physically handicapped children, dealing with exceptional children.</p> <p>Significance of early childhood education, need and importance.</p> <p>Aims and objectives of Pre-schools.</p> <p>Techniques of community survey with special reference to selection and location of pre-school centers.</p> <p>Essential components of establishing the building/center.</p> <p>Planning of budget, resources and mobilization of finances, physical set up of pre-schools building, location, classrooms, ventilation equipment, indoor and outdoor staff selection, duties etc.</p>
21-23	<p>Preparation of simple toys and teaching aids for 0-3 and 3 – 5 age groups.</p> <p>Organizing a parent teacher association and listing components of parent education on:</p> <p>Acquainting parents about school activities.</p> <p>Imparting knowledge to parents about child growth and development,</p>	<p>Pre-school activities – significance and their procedures: Indoor activities – story telling, language games, music, science, free play and nature study, rhymes, creative art activities, health inspection, block play. Outdoor activities – swings and jungle gym. Water play, clay modeling, sand play, field trips, slide, see-saw etc,. Routine, activities, toilet and napkin, snacks</p>

	<p>childcare etc.</p> <p>Acquainting parents about the resources and agencies for child welfare.</p> <p>Guiding mothers about their proper nutrition during parental and post-natal period.</p> <p>Exchange and share experiences of parents conducting home visits and observing family living and conducting interviews with parents, involvement of parents in community activities: fare, exhibitions, festivals, celebrations, demonstrations and competitions.</p>	<p>time.</p> <p>Agencies of education and their classified formula and informal agencies and role in proper development of the child.</p> <p>Need and importance of parent education, parent education programme, methods and content.</p>
24-25	<p>Preparing long term and short term plans: Annual, quarterly and monthly plans weekly and daily plans.</p> <p>Compilation and preparation of:</p> <p>Progress report, observation schedule, questionnaire for family background, attendance register, stock register, cashbook, teacher's diary.</p> <p>Planning, organizing community activities.</p> <p>Exhibition and audio-visual aids on nutrition, childcare and early childhood education. Demonstration on weaning foods, nutritious recipes, childcare practices.</p> <p>Organizing competitions for community/families like body shows, toy making and story telling.</p> <p>National and cultural festivals.</p>	<p>History and progress of pre0-school education. Pre-school curriculum, programme planning, implementation and evaluation, maintenance of records, admission register, fee register, stock register, school fund, PTA fund and account, attendance register, progress reports, teachers' diary, qualifications, job requirements and duties of different cadre of workers and their training. Supervision of pre-school center. Role of family and the community in education of children and smooth functioning of pre-school. Community and parent education programmes. Care components of national integration, national anthem, national bird, national animal etc.</p>
26	Revision And Test	

**LIST OF TOOLS AND EQUIPMENTS FOR THE TRADE OF “PRE/PREP. SCHOOL
MANAGEMENT (ASSISTANT)” FOR THE BATCH OF 16 TRAINEES**

1. Table Tops
2. Scissors (Big)
3. Scissors (Small)
4. Cupboards (Steel)
5. Show cases
6. Display Boards 60” x 40”
7. Measuring Foot rule
Big wooden (1 mt.)
Small wooden (1 ft) or plastic
8. Puppet show back Drop curtain Block cloth 80” x 80”
9. Bulletin Board 70” x 40”
10. Brushes 2” big
Brushes 1” big
Brushes 0 to 9
11. Punching Machine big
12. Easel made of wood with a stand
13. Flannel Board 30” x 40”
14. Rolling Black Board
15. Plastic basin: 8 lit. cap. And 4 lit. cap.
16. Small Plastic Cups 100 ml cap.
17. Plastic containers to keep things – 2 lit./1 lit/1/2 lit / 100 ml.
18. Globe 15” dia
19. Height/weight measuring instrument
20. Magnetic Board

21. Alphabets and numbers measuring 1.1/2" to 2" (4 cm to 5 cm) Plastic With attached iron backs
22. Dustbin
23. Trays(Plastic)
24. Nylons wires
25. Chart of animals, birds, flowers, fruits, shapes, sizes, vehicles, numbers, alphabet, stories, first aid, hygiene, famous people of the country, flag of different countries.
26. Audio-visual aids – TV, VCR, OHP with transparencies.
27. Computer with multimedia facilities
28. Colour Printer

Space Requirement:

1. Outdoor Play space with fences (15 x 20 sq.mtr.) for 30 children
2. Indoor space (5' x 7 = 35 sq.mtrs.) for 30 children
(Low washbasin should be installed in each classroom)
3. Toilet with Water facility
4. Balcony

List of Outdoor play materials/equipment

1. Rocking horses
2. Merry-go-round 4-seater
3. Swing (2-seater)
4. Conventional slide
5. Rocking chair/boat
6. Rubber rings
7. Plastic balls

8. Sand pit/Sand box with trays, plastic containers, moulds of different types
9. Water play arrangement with basin, bucket, mugs and cups of different sizes, Sieves etc.

List of Indoor Play Materials/equipment

1. Soft toys
2. Toys for stimulation
3. Cradles
4. Almirah
5. Movable low chairs and low tables
6. Mattresses
7. Different shapes of wooden blocks
8. Dolls
9. Toy sets for different professions
10. Story Cards
11. Charts/Posters
12. Picture cards
13. Drawing Papers
14. Crayon boxes
15. Puzzles
16. Poster colour
17. Small scissors
18. Big scissors
19. Brushes
20. Chalk Board
21. Flannel Board
22. Display Board