

# CONTENTS

Page No.

## Block I : Organization of Early Childhood Education and Day Care Centres

- Unit 1 : Planning and Administering the Early Childhood Education Centre 3
- Unit 2 : Rules and Regulations for starting Early Childhood Education and Day Care 10
- Unit 3 : Managerial Skills 22

## Block II : Management of Early Childhood Education and Day Care Centres

- Unit 4 : Special Features of Day Care Centres 32
- Unit 5 : Process for starting a new Early Childhood Education Centre 41
- Unit 6 : Organization of Infrastructure and Management 49

## Block III : Maintenance of Records and Registers

- Unit 7 : Types of Records and Registers for Early Childhood Education Centre 61
- Unit 8 : Importance of Registers and Records 67
- Unit 9 : Types of Records and Registers for Day Care Centre 72

## Block IV : Parent and Community

- Unit 10 : Parent and Community Education on Early Childhood Education 76
- Unit 11 : Conducting Parent Teacher Meetings 82
- Unit 12 : Use of Community Resources 90