

Application For registration of Pre Schools/ Day Care Centres

To be submitted to the District Social Justice Office, Ernakulam
dsjoekm@gmail.com, Ph: 0484 2425377

1	Name of applicant	:
2	Aadhar No. of applicant	:
3	Name of applicant Institution	:
4	Details of the Institution	
	a. House No. and Ward No.	:
	b. Name of Panchayath/Municipality/Corporation	:
	c. Name of Block Panchayath	:
	d. District	:
	e. Mobile Phone	:
	f. Land Phone	:
	g. e-mail	:
5	Date of starting of the Institution	:
6	Nature of Institution	: Pre School/ Play School/ Day Care Centre
7	Whether the institution is registered under Societies Act?	:
	If yes, Registration No.	:
8	Details of Kids admitted	
	a. No. of boy children	:
	b. No. of girl children	:
	c. Total	:
	d. List of kids with admission No. Name, Age, Name and address of parent	
9	Details of Land	
	a. Total Area of Land owned by institution	:
	b. Survey/Resurvey No. of land	:
10	Details of Building	
	a. Own building/Rental building	:
	b. Area of building (in sq.ft)	:
	c. Building No.	:
11	Details of Area	
	a. Area of Class room	:
	b. Area of dormitory	:
	c. Area of Kitchen (in Sq.ft)	:
	d. Area of Dining Hall (in sq.ft)	:
	e. Area of Store Room (in sq.ft)	:
	f. Area of Recreation Room (in sq.ft)	:
	g. Area of Library (in sq.ft)	:
	j. Area of Bathrooms/toilets (in sq.ft)	:
	k. Area of play ground (in Sq.ft)	:
	l. Area of Office Room (in sq.ft)	:
12	Details of infra structure	
	a. No. of class rooms/ divisions	:
	b. No. of Bathrooms/toilets	:
	c. Whether the toilets are baby friendly?	:
	d. Whether the toilets are gender appropriate and accessible?	:
	e. Whether there is a secured compound wall	

	f. Whether there is facility for rain harvesting?	:
	g. Whether there is facility for kitchen garden?	:
	h. Whether there is separate sick room/first aid room?	:
	i. Whether the flooring is proper and smooth for preventing accidents?	:
	j. Whether there is adequate lighting?	:
	k. Whether there is safe drinking water facility?	:
	l. Whether there is first aid kit?	:
	m. No. of fire extinguishers kept	:
	n. No. of emergency lighting	:
	o. No. of books kept in the library	:
	p. Details of furniture used	:
13	Details of Staff	
	a. Total No. of staff including teachers	:
	b. No. of trained teachers/staff	:
	c. List of employees (Sl. No, Name, Age, Name and address, Qualification)	
14	Details of Vehicles used for transportation	
	a. Type of Vehicle	:
	b. Register No. of Vehicle	:
	c. Seating Capacity	:
	d. Year of registration of vehicle	:
15	Details of Drivers	
	a. Name and address of the driver	:
	b. Age of driver	:
	c. Driving licence no. and validity	:
	d. Experience in the same institution	:
16	Details fee collecting from kids	
	a. Admission Fee	:
	b. Monthly Fee	:
	c. Transportation Fee	:
	d. Other Fees, if any	:
17	Details of Foreign contribution received	:
	a. Whether there is any Foreign contribution to the Institution?	Yes/No.
	b. If yes, Name and Address of contributor	
	c. Purpose of fund receipt	
	c. Amount received during 2015-16	
	c. Amount received during 2016-17	
	c. Amount received during 2017-18	
18	Whether the Income and Expenditure details are audited by recognised CA?	
	Whether the Income tax returns are filed properly?	Yes/No.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Signature of Applicant with Date