Unit 31
Setting Up and Running the Centre
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Space for the Centre

- Size of rooms should be such that 25-30 children can comfortably take part in activities.
- Adequacy - Influences mood and aggressive behaviour
- Adapted for children – selves and door handles have to be fixed lower, safety, plug points, lighting, ventilation, staircase
- Hygiene - Washroom and cooking areas to be separated
- Safety - avoid places near ponds, streams, open wells or busy roads. Cut thorny bushes, cover open wells, holes or dirty drains filled with earth.
- Rented/owned or community centre
Organizing Indoor Space

- Method of arrangement influenced children’s exploration, learning, autonomy and independence

- Arrange play materials and equipment in a way that prompts children to be active and learn from the physical environment
Some principles/methods

1. Have minimum furniture; no sharp edges
2. Mat in centre. Leave some space on sides of the room for water play or science experiments or to arrange low tables along the walls for drawing, painting etc.
3. Semi Circular arrangement
4. Activity areas or centres – natural material for the centres
5. Place play items on low open shelves
6. Paste slips of paper indicating names of material
7. Facilitate movement across room
8. Children should learn to put back material as well
9. Very small room – change arrangement of room as per sessions
10. Attractive – display children’s work at their eye level; change the display; change activity areas as required
11. Separate room for under threes and older children
12. No one right way of arranging space
13. Ongoing activity
Outdoor Space

- If no Space in centre, take to park
- Climate influences management of outdoor space – shady cool areas
- Old tyres, tree trunks, large concrete sewer pipes, sand pit, ropes and rope ladders for climbing.
- Good drainage. Ample space to run, crawl, swing, as well as for quieter activities. Safe and attractive
Half of the area covered with grass, portion with sand, areas around the swing, slide etc. soft, paved surface for riding a tricycle.

Storage space for equipment. Toys for sand play- shovels, buckets and moulds

Separate areas for younger and older children but they should interact as well

Have fence around the ground, do not overcrowd the area. Maintain area and equipment.
Equipment and play materials

- List of Equipment – furniture, storage, play material
- Sturdy, securely fastened, appropriate size
- Should have no sharp edges or protrusions
- Age appropriate play material
- Variety
- Supervision + explanation to children about how to use it
- Maintenance
- Quantity – finance, no. of children, storage space
- Low cost
Staff in the Centre

- Should be warm, friendly, patient and capable of responding to the individuality of each child.
- 1:3 to 1:5 for infants; 1:4 to 1:6 for toddlers and 1:20 to 1:25 for preschoolers.
- Look for local person.
- Find trained staff.
Records and Registers

- Attendance register
- Stock registers
- Health and growth chart register
- Record of progress made by the child
- Cash book, petty cash register and an accounts ledger

Obtaining Funds
Thank You