

3rd SEMESTER
SKILL ENHANCEMENT COURSE
HSC318S: PRE-SCHOOL MANAGEMENT
(CREDITS - 4: THEORY- 2, PRACTICAL - 2)

Theory (Credits- 02):

Unit-I

Principles and Organization of a Pre-School Centre

- **Early Childhood Care and Education (ECCE)** - Aims and objectives
- **Meaning and concept of** - Day care centre, Crèche, Kindergarten.
- **Organization of a pre-school centre** -
 - Building, Location & Site, Size of the class.
 - Staff, Curriculum, Supervision and Evaluation
 - Equipment, Educational materials and Aids.
 - Maintaining records & reports. Parent teacher meeting and its importance.

Unit-II

Curriculum, Activities and Nutritional Requirements of Early Childhood Years (0-6)

- **Elementary principles of Nutrition (0-6 years)** - Nutritional requirement in early years, balanced diet, deficiency diseases, malnutrition.
- **Activities for** -Physical development, Healthful living, Social, emotional and Cognitive development.
- **Use of play material** - Games & play, Story-telling, Songs, music and dance, Drawing & painting, Clay modelling and Nature study

PRACTICAL (Credits- 02)

1. Planning and execution of activities to enhance physical, motor, cognitive and speech development in infants (0-02 years) using indigenous material.
2. Planning and execution of activities to enhance physical, motor, cognitive and speech development in pre-schoolers (02-06 years) using indigenous material.
3. Planning of parent teacher meet.
4. Methods and tools to assess progress of children.

RECOMMENDED READINGS:

1. Aggarwal, J. C. (2007). *Early Childhood Care and Education: Principles and Practices*. Shipra: New Delhi.
2. Arni, K. and Wolf G. (1999). *Child Art with Everyday Materials*. TARA Publishing.
3. Mohanty, J. Mohanty, B. (1996). *Early childhood care and Education*. Deep and Deep Publication, New Delhi.
4. Morrison, G. S. (2003). *Fundamentals of early childhood education*. Merrill/Prentice Hall: Virginia
5. Singh, A. (1995). *Playing to Learn: A training manual for Early Childhood Education*. M. S. Swaminathan Research Foundation. Swaminathan, M. (1998). *The First five Years*. Sage Publication