

ACCOUNTING TOOLS

ENROLMENT RECORDS

Village or district:

N°	Child's Name and Surname	Filiations		Sex.	Age	Age bracket
		Father's name	Mother's name			
1						
2						
3						
4						
5						
6						
7						
8						
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36						
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38						
39						
40						
40						
42						
43						
44						
45						

CERTIFICATE OF DEPOSIT (For the treasurer)

Date:

Name and surname of money taker:

Post of money taker:

Withdrawn amount:

Reason:

.....

Chairwoman's

Taker's

Treasurer's

Signature

Signature

Signature

MONEY RECEIPT
(For the treasurer)

Date:

Received amount:

From:

Reason of the deposit:

.....

Treasurer's

Giver's

Signature

Signature

Provider / Service provision

Case des Tout-Petits

Project

First name and Name

CI

Address

INVOICE

Owes:

Designation	Quantity Number	Unit Price	Total Price

BANK BOOK (to be handled by the Treasurer.)

Date	Wording of the operation	Receipts	Expenditure	Balance	Observations

TILL BOOK (to be handled by the Treasurer)

Date	Wording of the operation	Receipts	Expenditures	Balance	Observations

STOCK RECORDS

Order N°	Purchase Date	Designation	Origin	Incoming	Outgoing	Stocks	Observations

POLYVALENT ANIMATOR'S PAYS LIP

Month of:.....

First Name and name:

Post.....

Net amount to be paid:

Animator's Signature

Treasurer's Signature

President's Signature

ASSISTANT MOTHER'S PAYSLIP

Month of:.....

First Name and Name:.....

Post:

Net amount to be paid:

**Assistant
Mother's Signature**

reasurer's Signature

resident's Signature

GRAND-MOTHER OR GRAND-FATHER'S PAYSLIP

Month of.....

First Name and Name:.....

Post:.....

Net amount to be paid:

**Grandmother
Or Grand-father's
Signature**

Treasurer's Signature

President's Signature

Chapter 4 MANUAL FOR CTP MAINTENANCE

**THE STUDY
ON
THE IMPROVEMENT OF ENVIRONMENT
FOR
EARLY CHILDHOOD
IN
THE REPUBLIC OF SENEGAL**

MANUAL FOR CTP MAINTENANCE

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Table 1: Checklist for Cleaning of CTP

Table 2: Checklist for Inspections and Repairs of CTP

PREFACE

This is a maintenance manual of a CTP building and facility. A building and facility has the lifetime in terms of the parts and materials. As time goes by, those parts and materials will deteriorate and accordingly functions and performances of the building and facility will lower. An appropriate maintenance of a building and facility can make the functions and performances kept in a good condition.

For an execution of the maintenance of a CTP, the manual helps you understand what is the maintenance of a CTP and how should you maintain a CTP.

1 CONTENTS OF MAINTENANCE

1.1 Inspection

An inspection is a confirmation of deterioration/damages/wear and tear of parts and materials of a building and facility, and of damages of machine and equipment. Daily inspection is important to check if there exists something not to be normal.

1.2 Coping with the Inspection

In order to keep a building and facility functioning, it is essential that you should replace consumables and lubricate periodically, and repair and replace, in an early stage, parts and materials of a building and facility on their last legs found by an inspection.

1.3 Operation

When you make a wrong operation or handling of machine and equipment installed in a building, it causes a malfunction to reduce the lifetime. It is necessary to operate equipment and machine normally through a correct handling. You should also cope with building parts in the same manner.

1.4 Cleaning

When you leave dirt and dust inside and outside a building and facility as they are, it causes to lower functions of the building and facility and to hasten deterioration of parts and materials of the building. It is necessary to keep a building and facility clean properly.

1.5 Repair

Deterioration and wear and tear of a building and facility and wrong operations/handling of machine and equipment harm functions of a building and facility. Therefore parts and materials of the building and facility should be repaired or replaced to recover the original functions. When conditions of a building are regarded as slight deterioration/wear and tear and the building is left not repaired, the damage extends to have a bad effect on other normal parts and materials. A repair and replacement in an early stage is of importance.

1.6 Maintenance Plan

In order to maintain a building and facility efficiently it is necessary to make a maintenance plan of a building and facility. Such Plan consists of daily and periodic cleanings and repairs. According to appendix tables of this manual you shall prepare the plan to maintain the CTP building and facility in a good condition.

1.7 Maintenance organization

The Ministry of preschool education and CTP is responsible for maintenance of CTP. For a proper decision and execution by persons in the scene, the Ministry shall provide a management committee of CTP with this maintenance manual. A management committee shall appoint the persons in charge of each role. Children shall be instructed and learned by the committee how to use a building and facility properly.

When a maintenance cost is beyond the committee's power, the Ministry shall shoulder the cost and provide a technical advice. The demarcation of maintenance cost between the Ministry and the committee is FCFA 20,000 to be required at a time. Over FCFA 20,000 of repairs and replacements required at a time shall be shouldered by the Ministry.

A management committee shall record all damages and repairs and send the annual report to the Ministry.

2 PRACTICE OF MAINTENANCE

2.1 Cleaning

Checklist of cleaning is as shown in appendix table 1.

(1) Daily cleaning

Assistant mothers and teachers shall clean each room every day.

Dust and sand on the floor shall be swept away with a broom. In case the floor is still dirty and muddy after sweeping away, wash mud on the floor away with a wet cloth. Windows and doors shall be cleaned. Toilet basins and a kitchen sink shall be washed with an appropriate detergent.

Some trash baskets shall be put near buildings and litter shall be gathered in the basket.

(2) Weekly cleaning

Member of a management committee shall clean all buildings once a week or per ten days in order to make up for a daily cleaning.

Dust on the inside windows, doors, wall and furniture shall be brushed off with a tuft and washed with a wet cloth. After that, the floor shall be swept with a broom and washed with a wet cloth.

Toilet floor shall be mopped and the wall shall be washed with a wet cloth.

Dust and sand on the outside windows and doors of a building shall be brushed off with a tuft and the outside floor shall be swept with a broom.

Litter scattered on the playground shall be gathered and disposed.

Outside rain drainage with 30cm wide and 15cm depth around a building, which has been constructed by a management committee, shall be cleaned to remove mud in the drainage once a month.

(3) Annual cleaning

A septic tank is a concrete structure. It is essential to discharge soil once a year. Member of a management committee shall call for a night-soil wagon to dip up soil from the septic tank once a year.

Sand is placed on the bottom of a percolation tank of wasted water located near a septic tank. Wasted water will sink in the ground through the tank. However, in case a bottom is clogged with dust and mud, percolation cannot work well. Member of a management committee shall remove dust and mud from the bottom for recovering a filtration once a year.

2.2 Security and Saving Resources

(1) Security control

Any outsider cannot enter in a premise of CTP without permission. This is based on part of rules and regulations of a CTP.

(2) Key keeping

A contractor of a CTP has provided two original keys of each room and a gate. A president of a management committee shall keep one original key of each and a teacher shall keep the other one. Spare keys shall be prepared in case of the lost.

(3) Locking up for a night

Whenever a person leaves a CTP lastly, he or she shall lock all doors and windows securely. Locking up is prevention of crime and of driving rain and wind through windows and doors. The latter avoids from unexpected accidents such as damaging furniture and interior finish of a building and blowing a roof away. A shed installed a gas cylinder shall be locked.

(4) Saving energy and water

Lighting shall be used only at the time it rains heavily or darks even when jalousie windows are opened in the daytime. At night all the room lights shall be turned off and only exterior lighting will be turned on for a security measurement.

Do not continue to turn a faucet on while using water. After using water a faucet shall be turned off. After discharging urine or evacuating the bowels, a string of a water tank installed an upper part in a toilet booth shall be pulled down only one time in order to discharge.

In case of water cut in the area of a CTP, persons in charge of the CTP shall confirm whether all faucets are turned off or not.

2.3 Inspections and repairs

Checklist of inspections and repairs is as shown in appendix table 2.

(1) Daily activity

Assistant mothers or teachers shall inspect a small deterioration/damage/wear and tear of a building and facility daily. Seeing the conditions of a building with their eyes will make inspections. When they will find a small crack/flaking-off of paints and mortar, a scratch of furniture, and bad conditions of opening and shutting and locking windows and doors, they shall inform the situations to a management committee. The committee shall repair such small damages as soon as possible.

When there is a water leak in the roof of a building, a management committee shall immediately call for the contractor, who built the CTP, to repair the roofing.

(2) Monthly and annual activities

A management committee shall inspect and repair a building and facility according to the appendix table 2.

Whenever a management committee takes measures against the damage, the committee shall keep a record of the repairing which describes the date of find and repair, damaged parts and conditions, how to repair and the repairing cost.

Table 1 Checklist for Cleaning of CTP

Place to be cleaned		How to clean	Frequency of cleaning
Interior of a building			
1	Floor	(1)Sweep dust and sand on the floor away with a broom (2)Wash mud on the floor away with a wet cloth, in case the floor still dirty and muddy after sweeping away (3)Sweep dust and sand on the floor away with a broom, and wash dust away with a wet cloth	every day every day once a week or per ten days
2	Wall	(1)Brush dust on the wall away with a tuft (2)Wash dust on the wall away with a wet cloth	once a week or per ten days once a week or per ten days
3	Windows and doors	(1)Brush dust and sand on the windows and doors away with a tuft, and wash dust away with a wet cloth	every day
4	Toilet	(1)Wash a toilet bowl and basin(water closet) with an appropriate detergent and dry them on a cloth (2)Mop dust and sand on the floor away (3)Brush dust on the wall away with a tuft, and wash dust away with a wet cloth	every day once a week or per ten days once a week or per ten days
5	Lighting equipment and outlet	(1)Brush dust on the equipment away	once a week or per ten days
6	Kitchen Ventilating pipe	(1)Remove oil and dust with an appropriate detergent and wash the parts with a wet cloth	once a week or per ten days
7	Sink	(1)Wash a sink with an appropriate detergent and dry it on a cloth	every day
Exterior of a building			
1	Floor	(1)Sweep dust and sand on the floor away with a broom	once a week or per ten days
2	Wall	(1)Brush dust on the wall away with a tuft	once a week or per ten days
3	Windows and doors	(1)Brush dust and sand on the windows and doors away with a tuft, and wash dust away with a wet cloth	once a week or per ten days
Outside a building			
1	Septic tank	(1)Dip up soil from a septic tank by a night-soil wagon	once a year
2	Percolation tank	(1)Remove dust and mud from the bottom of a percolation tank	once a year
3	Playground	(1)Gather and dispose litter scattered on the ground	once a week or per ten days
4	Gate and wall in and around site	(1)Brush dust on the wall away with a tuft	once a month
5	Outside rain drainage around a building,	(1)Remove mud from the drainage	once a month

Table 2 Checklist for Inspections and Repairs of CTP (1)

Place to be inspected	Inspection points: (When you find at the followings)	Countermeasures: (You shall take the following measures)
Roof and the structure		
(1)Roofing tile	crack, gap, broken, rain leak or looseness of roofing tiles	Call for a contractor to repair or replace
(2)Roof's structure beam (wooden)	crack, or insect eaten of beams	Call for a contractor to repair or replace
(3)Center concrete column	crack of the column	Call for a contractor to repair or replace
(4)Steel plates to fix beams to the center column	rust, or looseness of fixtures	Call for a contractor to repair or replace
Outside wall		
(1)Concrete or mortar	crack, rain leak, or swell of mortar/concrete	In case of small damages of mortar: paste mortar to repair by a management committee. In case of damages of concrete or over 1m2 of big damages of mortar :call for a contractor to repair or replace
(2)Paint	Peeling or fading of paints	In case of small damages: paint by a management committee. In case of repaint of the whole building once per three years :call for a contractor to repaint.
Floor		
(1)Concrete or mortar	crack, broken or swell of mortar/concrete	In case of small damages of mortar: paste mortar to repair by a management committee. In case of over 1m2 of big damages :call for a contractor to repair or replace
(2)Tile	crack, broken or swell of tiles	In case of small damages of tiles or mortar: paste mortar and replace tiles by a management committee. In case of over 1m2 of big damages :call for a contractor to repair or replace
Inside wall and column		
(1)Concrete or mortar	crack, rain leak, or swell of mortar/concrete	In case of small damages of mortar: paste mortar to repair by a management committee. In case of damages of concrete or over 1m2 of big damages of mortar :call for a contractor to repair or replace
(2)Tile	crack, broken or swell of tiles	In case of small damages of tiles or mortar: paste mortar and replace tiles by a management committee. In case of over 1m2 of big damages :call for a contractor to repair or replace

Table 2 Checklist for Inspections and Repairs of CTP (2)

Place to be inspected	Inspection points: (When you find at the followings)	Countermeasures: (You shall take the following measures)
Window and door		
(1)Jalousie window	peeling of paint, and rust and scratch, crack or broken of windows	In case of peeling of paint, or rust and crack and scratch of windows: repair by a management committee. In case of broken :call for a contractor to repair or replace
(2)Door	rust or damage of a lock and hinges, peeling of paint, and scratch, crack or broken of doors	In case of rust or damage of a lock and hinges, peeling of paint, and a small damages of scratch, crack of doors: repair by a management committee. In case of broken doors :call for a contractor to repair or replace
(3)Partition door	rust or damage of a lock and hinges, peeling of paint, and scratch, crack or broken of doors	In case of rust or damage of a lock and hinges, peeling of paint, and a small damages of scratch, crack of doors: repair by a management committee. In case of broken doors :call for a contractor to repair or replace
Toilet		
(1)Water closet and upper water tank	leak, clogged, damage	In case of clogged :clear the clogged by a management committee. In case of leak or damages : call for a contractor to repair or replace
(2)Shower apparatus	broken	Replace a new one by a management committee
(3)Faucet	rust or damage or leak	In case of leak: replace a faucet packing by a management committee. In case of broken :call for a contractor to repair or replace
(4)Floor drain opening	clogged or damage	Clear the clogged or replace the opening by a management committee.
Kitchen		
(1)Sink	leak, clogged, damage	In case of clogged :clear the clogged by a management committee. In case of leak or damages : call for a contractor to repair or replace
(2)Gas	leak	Call for a contractor to repair or replace

Table 2 Checklist for Inspections and Repairs of CTP (3)

Place to be inspected	Inspection points: (When you find at the followings)	Countermeasures: (You shall take the following measures)
Electric installation		
(1) Lighting	burned out of a light bulb or a fluorescent,	In case of burned out : replace the burned-out by a management committee.
(2) Receptacle outlet	off out of the wall or broken	In case of coming off the wall fit the outlet up with the wall by a management committee. In case of broken: call for a contractor to repair or replace
Water supply pipe and sewer pipe	broken	call for a contractor to repair or replace
Septic tank	crack or broken of a manhole and the tank structure	call for a contractor to repair or replace
Percolation tank	crack or broken of a manhole and the tank structure	call for a contractor to repair or replace
Gate	peeling of paint, or rust or broken	In case of peeling of paint or rust: repaint by a management committee. In case of broken call for a contractor to repair or replace
Wall in and around site	crack or swell of mortar, or peeling of paint	In case of small damages or peeling of paint : paste mortar to repair or repaint by a management committee. Repaint of the whole wall shall be repainted once per five years by a management committee. In case of over 1m2 of big damages call for a contractor to repair or replace

***Chapter 5 REGULATIONS OF CTP MANAGEMENT
COMMITTEE***

**THE STUDY
ON
THE IMPROVEMENT OF ENVIRONMENT
FOR
EARLY CHILDHOOD
IN
THE REPUBLIC OF SENEGAL**

REGULATIONS OF CTP MANAGEMENT COMMITTEE

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**REGION OF
DEPARTMENT OF
COMMUNE OF
RURAL COMMUNITY OF
VILLAGE OR DISTRICT**

**1. GENERAL RULES AND STRUCTURES OF
THE CTP MANAGEMENT**

TITLE I: OBJECT

ARTICLE ONE

An Association for the Promotion and Extension of the Cases des Tout-Petits is created in the village (or district of) Its duration is unlimited. Its seat is located in the site of the Case.

The seat can be transferred to any other place of the village/ district by decision of the General Assembly.

ARTICLE 2

The objectives of the association are:

- 1) The mobilisation of the village/ district's inhabitants for the Early Childhood Care.
- 2) The promotion of the Early Childhood education, health, and environment.
- 3) The study of the practical terms for the design and implementation of the local projects, in collaboration with the development partners.
- 4) The participation to the operation and maintenance of the Early Childhood facilities and Case des tout-petits in particular.
- 5) The fulfilment of all the operations that are directly or indirectly linked to the social facility or may facilitate its implementation.

ARTICLE 3

The association works for the benefit of all the families. It is opened to all the inhabitants of the village/ district. It respects the individual convictions, asserts its independence towards the political parties and rejects all kinds of discriminations (racial, sexual, religious...)

TITLE II: COMPOSITION

ARTICLE 4

The association's members are the physical or moral persons who reside in the village/district and have been permanently carrying out actions for the early childhood care.

TITLE III: ADMINISTRATION OPERATION

ARTICLE 5

For the implementation of the CTP, the following two committees are established:

- The Supervisory Committee (S.C).
- Management Committee (M.C).

ARTICLE 6

The General Assembly

The General Assembly holds an ordinary session once a year after being requested to do so by the President. It also holds an extraordinary session whenever 2/3 of its members request it.

The Supervisory Committee fixes its agenda. The General Assembly deliberates on the activities carried out in the case des tout-petits, the management reports, and on the moral and financial situation of the association. It approves the calculations of the past year and votes the budget.

The majority of the members attending the assembly, each member having only one vote, make the decisions. In case there should be vote equality, the President shall have the casting vote. The presence of at least 1/3 of the members is necessary to validate the deliberations. If the quorum is not reached, a second assembly with the same agenda shall be called but not sooner than eight days later. Its deliberation will be valid whatever may be the number of its members.

The General assembly determines the financial participation terms of the populations and considers the poor from paying by taking into account their social charges or the low level of their incomes.

ARTICLE 7

The President directs the meetings of the association. He/ She ensures the execution of the statutes and regulations, orders all the expenses.

The Vice-President stands in for the President in all his/ her functions. The Vice-President replaces him/her in case of absence or if anything should come up.

The General Secretary coordinates and controls the activities. He/ She presents a

report to the General Assembly. He/ She is in charge of applying the decisions made by the Executive Committee and the General Assembly.

The Deputy General Secretary replaces the General Secretary in case of absence or if anything should come up.

The General Treasurer is in charge of whatever is related to the accounting and finances of CTP. He/she is in charge of settling the expenses ordered by the President.

The Treasurer is the bailee of CTP's funds. He/ she is in charge of all the accounting operations. He/ she manages the account that is opened on behalf of CTP in a financial institution (Bank, Mutual fund, Postal Account, etc.).

In this respect, he/ she jointly signs the cheques with the President and/ or the Deputy in case of absence or if anything should come up.

The Deputy Treasurer assists the General treasurer in his/her functions and replaces him/her in case of absence or if anything should crop up.

Planned Technical Commissions can be created. They are helped by the members and present their programme to the Management Committee that study it before submitting to the General Assembly.

The President represents CTP to court and in all the deeds of its civil life.

In case of absence or if anything should come up, the immediate hierarchical subordinate shall replace him/her.

The presence of at least 1/3 of the Management Committee's members is necessary to validate the deliberations.

ARTICLE 8

The Supervisory Committee holds a meeting every three months and must consists of 18 to 22 members at most:

- 1) The Chief of the village (or representative of the district)
- 2) Four representatives of women's promotion groups (WPG) and Community based organisations (CBOs)
- 3) One male and one female representatives of the village or district's youth;
- 4) Two (02) representatives of the local leaders living in the village/ district (rural, municipal advisers);
- 5) Two (02) representatives of the notables and religious leaders of the village/district;
- 6) One (01) representative of the social and professional groups (craftsmen, drivers, traders, etc.);
- 7) The Headmaster of the elementary school;
- 8) The health agent;
- 9) The Presidents of the technical commissions;
- 10) The CTP's polyvalent animator

11) And any other person who may be able to bring any kind support.

The Supervisory Committee elects a Management Committee of 06 members and watches over the application of the decisions made by the general Assembly.

ARTICLE 9

The Management Committee is renewable once every 02 years.

The members of the Management Committee work for free.

The Management Committee consists of the following members:

- One President,
- One Vice-President,
- One Secretary,
- One Deputy secretary,
- One treasurer,
- One Deputy Treasurer,

The Management Committee can resort to the services of one or several resource persons for the fulfilment of its mission.

ARTICLE 10

The Management Committee holds a meeting once a month after being requested to do so by its President or 1/3 of the members.

The General Secretary (reporter) and the President sign the minutes of the sessions.

The Supervisory Committee helps the Management Committee in its practical execution of the decisions made by the General Assembly.

ARTICLE 11

The Management Committee centralises the needs expressed by the village/ district's populations, put them into activities to be planned, carried out, and assessed.

In this context, any member of the Supervisory Committee can support it.

The Management Committee determines a financial amount in form of reserves meant for the operation and maintenance of the Case des tout-petits.

ARTICLE 12

The three auditors elected by the General Assembly are not members of the Management Committee. They are in charge of controlling the CTP's accounts.

TITLE III: RESOURCES AND DONATIONS

ARTICLE 13

CTP's resources come from:

- The population's contributions to the activities of the Case des tout-petits;
- The member's contributions and generosity;
- Income generating activities (socio-economic, cultural activities, etc.)
- Resources of the local communities;
- Grants, donations and legacies,
- Any other resources authorized by the rules and regulations in force.

ARTICLE 14

The books must be kept day after day for the receipts and expenses. Separate books shall also be kept for the equipment and be a special chapter of CTP's general accounts, if necessary.

TITLE IV: MODIFICATION OF THE STATUTES

ARTICLE 15

The statutes cannot be modified unless the Supervisory Committee or one quarter of the General Assembly's members requests it.

The notifications must be sent to the members at least two weeks before the appointed meeting.

The deliberations of the General Assembly are only valid if half and one member is present. If the General Assembly does not reach the quorum, another assembly shall be called within the next fifteen days.

The notification mentions the agenda; indicates the date and minutes of the first meeting.

In any case, the modification of the statutes has to be approved by a two-thirds majority of the present members at least.

TITLE V: DISSOLUTION

ARTICLE 16

At least half and one members must attend the General Assembly that is specially called to give its opinion on CTP's dissolution. If this proportion is not reached, the Assembly will be called again, but at least fifteen days later and that time, it can deliberate validly whatever may be the number of the present members.

In any case, the dissolution requires the approval of a two-third majority of the present members at least.

ARTICLE 17

The deliberations of the General Assembly planned in articles 15 and 16 that are about the modification of the statutes and dissolution must immediately be sent to the Region Governor.

They are only valid after being approved by the Governor.

ARTICLE 18

The region Governor shall be informed within three months about the modifications that occurred in CTP's administration and those that might be brought to the statutes.

The modifications shall be recorded in the deliberation register that shall be submitted to the judicial and administrative authorities whenever necessary.

ARTICLE 19

In case CTP should be dissolved, the remaining capital assets shall be given to a recognized public structure whose goals are similar to those of the aforementioned organisation.

Made inon.....

REGION
DEPARTMENT
DISTRICT
COMMUNE
RURAL COMMUNITY
VILLAGE OF

2. RULES AND REGULATIONS OF THE MANAGEMENT COMMITTEE

I- PREAMBLE

ARTICLE 1

The objectives of these rules and regulations are to complement the statutes, specify the organization, and define rules for the management and functioning of the Management Committee.

II- MANAGEMENT

ARTICLE 2

A Management Committee composed of six (06) members elected by the Supervisory Committee leads the CTP operation.

The Management Committee is the body of the CTP, and its mission is to manage it and implement the decisions of the General Assembly and Supervisory Committee decisions.

III- FUNCTIONING

ARTICLE 3

The remits of the Management Committee members are as follows:

- **THE PRESIDENT:** He (she) is the CTP's moral leader, leads all initiated activities, convenes and presides over all bodies' meetings (Management Committee...) and orders expenditure.

He (she) represents the CTP in all civilian life acts and can remain in court in the name of the CTP.

During the ordinary General Assembly, the president presents the moral and activity report in the name of the Management Committee.

In accordance with the Management Committee, he (she) will take all necessary measures or initiatives under the circumstances, in the interest of the smooth operation of the CTP.

- **THE VICE PRESIDENT:** the Vice president stands in for his (her) president in case of absence.

- **THE GENERAL SECRETARY:** He (she) is in charge of CTP administrative issues. He (she) prepares, writes and sends all correspondence and all documents meant for a large diffusion. He (she) writes the minutes of meeting of all authorities. And in collaboration with the president, prepares the activities and moral report to be presented in General Assembly. He (she) archives the documents and sends the mail.

His/her assistant stands in for him/her.

- **THE GENERAL TREASURER:** He (she) manages the CTP's funds, collects contributions, legacy, subscriptions and grants and lastly incomes from the events. He (she) does the expenses ordered by the President after decision of the bureau.

The treasurer runs a cashbook, carries out a regular bookkeeping of the many receipts and expenses operations.

CTP's funds should be paid into a bank or postal account opened for that purpose. However, for matters of urgency, the treasurer can hold a working capital, which amount is set by the Management Committee if need be.

Any money withdrawal should be the subject of joint signatures of the president and the general treasurer and/or with their assistants in their absence.

During each Management Committee meeting, the general treasurer makes the CTP's financial standing draw up. In addition he (she) is in charge of stock control.

He (she) prepares the financial report to be presented firstly to the Supervisory Committee, and then to General Assembly upon approval of the Management Committee.

H (she) is required to present his/her accounts and any accounting document at the auditors' request acting while at work or at the president's or Management Committee's request.

ARTICLE 4

- **AUDITORS:** they are two (02) and are in charge of auditing the CTP. They carry out that operation, and at least once a quarter, any time they feel it necessary, for the occasion, they write out a minutes to be presented to the

Management Committee.

Auditors intervene separately. Together they present a control report to the Ordinary General Assembly.

ARTICLE 5

With a view to effectiveness, it is composed of three (03) technical committees:

- *Micro-projects Committee*: It is in charge of drawing up technical files, researching financial means, controlling expenses, the direct beneficiaries being responsible for the use of the funds.
- *Organizing Committee*: It's mission is;
 - The revision of statutes and of rules and regulations,
 - Determination of CTP's directions
 - Any reflection related to the CTP's management, organization and functioning.
- *Teaching Committee*: it follows all educational activities, meetings with authorities, CTP staff members, parents and students, general conditions for young children's support and monitoring

A member elected within it will chair each of those committees.

In addition, the Management Committee can set up new committees and define the setting up and remits anytime it considers it necessary.

ARTICLE 6

The Management Committee members' absolute majority presence is necessary for validity of deliberations; failing that quorum the Management Committee is convened once more within an eight-day interval to deliberate legitimately whatever the number of members present.

ARTICLE 7

Management Committee replacement is done once every two (02) years. This mandate is renewable.

ARTICLE 8

All Management Committee decisions are taken with a simple majority. The electoral system is determined according to situations and questions to be discussed.

ARTICLE 9

For all CTP meetings, the agenda and convening should be sent to members at least a week before the appointed date.

ARTICLE 10

During each authority meeting, an attendance list must be kept with first name, name and signature of those present members.

IV - DISCIPLINARY MEASURES

ARTICLE 11

The member who misses a meeting for the third consecutive time, without any valid reason, will be the object of a written warning. In the even of a second offence, the person directly concerned will be suspended from the Management Committee after being previously asked to give explanation. The General Assembly will give a ruling on his/her possible expulsion from the committee.

ARTICLE 12

The excuse noted will be mentioned in the minutes. Any member who has been detained shall inform the Management Committee before the meeting take place.

ARTICLE 13

A member failing to comply with obligations resulting from rules and regulations, from the contract or the management manual financing availability convention, as well as those resulting from support committee recommendations or General Assembly decisions is likely to stake his responsibility and to lead to proceedings for his/her expulsion.

ARTICLE 14

In case of embezzlement, CTP, or in case of shortcomings, the Administration reserves the right to ask for the repayment in full of the funds and without prejudice of any other means and appeal provided for by the law.

ARTICLE 15

Any breach or violation of the present rules and regulations will be the object of disciplinary measures proportional to the civil wrong (warning, suspension, expulsion).

However, for his defence, the General Assembly that imposes the disciplinary measure on, should hear the offending member first.

ARTICLE 16

The General Assembly or the Supervisory Committee will punish attitudes tending to division and activities that may hinder «Case des Tout-Petits» smooth functioning or cohesion between his members.

V - MODIFICATIONS

ARTICLE 17

These present rules and regulations can be modified within the same conditions than the statutes or by the Management Committee provided it gives an account of in the next General Assembly.

ARTICLE 18

The Ministry in charge, the General Assembly, or the Supervisory Committee settles any interpretation or enforcement of the present rules and regulations out of court.

Approved in, on

THE PRESIDENT

THE GENERAL SECRETARY

REGION
DEPARTMENT
DISTRICT
COMMUNE
RURAL COMMUNITY
VILLAGE OF

3. CTP REGULATIONS

I- GENERAL MEASURES

Article 1:

The purpose of the Case des tout-petits (CTP) is to:

- Awaken the mind of children aged 0 to 6 so as to enable them to succeed at school without losing their cultural and social landmarks.
- Promote the harmonious development of children through a healthy and balanced diet, and through their affective and intellectual development as well.

Article 2:

Boys and girls aged 0 to 6 are accepted in the CTP without any racial, ethnic, religious, sexual distinction etc.

Article 3:

The parent Ministry in collaboration with the implemented Management Committee determined programmes and timetables.

II- CHILDREN

Article 4:

The classes take place from Monday to Friday from ----- to ----- o'clock in the morning and from ----- to ----- in the afternoon. There will a break of ----- minutes between ----- and ----- o'clock in the morning, and in the afternoon between ----- and -- ----- o'clock.

Article 5:

The children duly registered must regularly go to the CTP at the stipulated hours.

Article 6:

Any child who must go out or away needs a permission request formulated by one of both parents who take care of them. The request must be delivered to the CTP's polyvalent animator.

Article 7:

Bodily and dress cleanliness is required to children attending the CTP.

Article 8:

Violent games and dangerous objects are forbidden within the CTP compound.

Article 9:

Children must be used to washing their hands before the resumption of the classes.

Article 10:

The CTP staff shall watch over the appropriate maintenance of the premises. The classrooms and playground will be cleaned in collaboration with the CTP Management Committee according to an appropriate schedule and modalities.

Article 11:

It is strictly forbidden to make dirty the furniture and walls.

Article 12:

Children must not bring with them other booklets or works than those allowed by the polyvalent animator. Offenders will have their booklets confiscated.

III- The CTP staffs

Article 13:

The polyvalent animator ensures the good operation of the CTP. He/ she is the educational manager of the CTP and can attend all the sessions. He/she must watch over the timetable, the appropriate maintenance of the premises and replace any staffs that are temporary absent.

Article 14:

He/she watches over the registers, the compulsory bill sticking of the timetable, monthly distribution of the programme's components, the CTP rules, and regulations and the list of

children.

The polyvalent animator also ensures the regular reparation of the classrooms and controls the punctuality of the CTP staffs.

Article 15:

He/she is in charge of the contact with the children's families. He/she is the immediate superior of the other CTP staffs.

He/she periodically submits the following documents to the Ministry of Family and Early Childhood:

- A inception report during the first month.
- A statistical report at the end of the year.
- An inventory of the equipment and furniture at each beginning of the school year (in collaboration with Management Committee).

He/she updates the following documents in collaboration with their colleagues and the CTP Management Committee:

- Attendance register for each section.
- A register of reference number for the children and staffs.
- The children's file
- The archives and collections of the CTP documents.
- Possibly the accounts register for the nutrition section (in case there should be any canteen).

Article 16:

The purpose of the staff meeting is to study in common all that is related to the CTP timetable, work organisation, educational issues, organisation of the service as well as and rules and regulation.

The staffs necessarily meet twice a year, that is, at the beginning and end of each year. They can meet to deliberate on any of the above-mentioned issues if necessary. The CTP staff meeting is presided over by the polyvalent animator. It can be presided over by authorized representative of the parent Ministry.

IV- DISCIPLINE

Article 17:

The only accepted punishments in the CTP are:

- The reprimand;
- A few minutes' detention after the class;

It must be pointed out that corporal punishments are forbidden.

V- THE PREMISES

Article 18:

The polyvalent animator watches over the premises and all the estate allocated to the CTP in collaboration with the Management Committee.

The premises and estate are intended for the young children and their mothers and can in no circumstances be used for something else without the permission of the management Committee and the representative of the parent Ministry.

Article 19:

During the working hours in particular, the polyvalent animator can forbid all those who do not work in the CTP to get into the premises.

Article 20:

The Governors, Sub-Prefects, Mayors, Presidents of the regional and rural councils as well as their deputies have free access to the CTP of their localities.

Article 21:

These rules and regulations will be read and commented to the families of the children at the beginning of the school year and whenever necessary.

They will be displayed in the CTP classrooms.

The President

The Polyvalent Animator

