

LESSON 29

PLANNING AND CONDUCTING PROGRAMMES

SUMMARY

As children below five years are very impressionable and the foundation for future personality is laid during these years, It is, therefore, the duty of adults to provide rich experience to the child and help in the development of good habits, proper attitudes and questioning mind. A large majority of the pre-schools are run on the same pattern as the primary schools. But this is unfortunate as the needs of these young children are very different and an entirely different approach is necessary particularly if we want to stimulate their optimum development.

Programme Planning - Concepts and Principles

For play centre, programme planning is very important to reach the desired goal. It involves planning programmes, collecting things required and executing programmes. Principles to be considered while planning programmes for children under five are-

A. Consideration of the Needs of Children

- Plan age-appropriate activities.
- Introduce the activity at an appropriate time.
- The programme should be flexible to serve the needs of children.
- The programme planned should be meaningful and help the children to learn habits, concepts and values.
- The programme should provide first hand and concrete experiences.
- Associate old experiences with new ones.
- Allow time for rest and sleep.

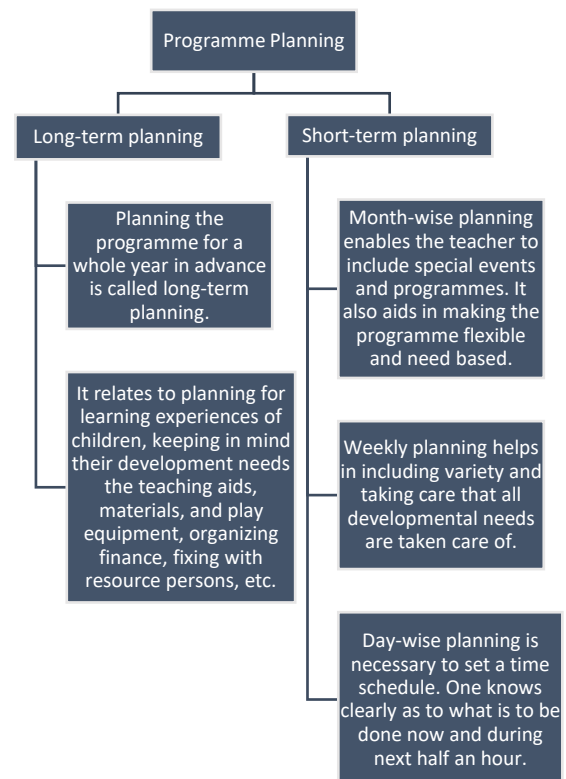
B. The Programme should have Variety

- The activities can be of different kinds.
- The programmes should include both the individual as well as group activities.
- Maintain a balance between free play and guided activity.
- The programme should alternate between active play and quiet play.

C. Overall Planning

- The programmes should be planned according to certain specific themes.
- Consider the facilities available in the centre.
- Plan the programme in advance and make necessary arrangements.

Long-term and Short-term planning



Daily Programme

Time	Activity
9.00 a.m.-9.30 a.m.	Arrival of children
9.30a.m. – 10.10 a.m.	Outdoor play
10.10a.m.–10.20 a.m.	Prayer and informal talk
10.20a.m.-10.30a.m.	Mid-morning break
10.30a.m.-10.45a.m.	Readiness programme-general
10.45a.m.-11.00a.m.	Music
11.00a.m.-11.15a.m.	Creative experiences
11.15a.m.-11.30a.m.	Science experiences
11.30a.m.-11.45a.m.	Organised games
11.45a.m. -12 noon	Story
12.30p.m.-12.45p.m.	Feeding programme
12.45p.m.-2.45 p.m.	Rest and sleep
2.45p.m.-3.00p.m.	Toilet-Evening snacks
3.00p.m.-3.30p.m.	Outdoor play and departure

Organising a feeding programme

The aim of this feeding programme is basically to provide young children with an adequate meal which will meet at least one third of the daily requirement of all nutrients. Eating in school together with other children also provides an opportunity for children to learn manners, appreciate cleanliness and practice independence in eating on their

own. Factors to be kept in mind while organizing the feeding programme –

Body size and age of the children who are to be fed

Availability and cost of food

Food customs and traditions of the families from where children come

Availability of labour and supervisory services.

The actual organization and conducting of a feeding programme involve the following steps:

Secure financial assistance

Ensure that there is a provision of space for kitchen and food service

Procuring kitchen equipment

Menu planning and estimating quantity – it involves:

- nutritional adequacy
- use of seasonally available food
- minimum expenditure of time and labour in cooking and serving
- varied and interesting items based on family's food patterns
- attractiveness and appetizing qualities
- minimum loss of nutrients in the cooking procedure employed.

Steps Involved in Planning the Menu for the Feeding Programme

- Calculation of the food requirements
- Selection of food to supply the nutritional requirements
- Menu Planning
- Estimating quantities of food to be cooked
- Procurement and storage of provisions
- Training the cook
- Maintenance of cleanliness in the lunch area
- Conducting nutrition education activities

Evaluate Yourself

1. What are the factors to be considered while organising a feeding programme?
2. What is long-term and short-term planning?
3. List the needs of children before planning a programme.