

Government of Pakistan

**National Vocational and Technical Training Commission  
(NAVTTC)**

"Prime Minister Youth Development Program"



**Course Contents / Lesson Plan  
Course Title: Child Care Worker  
Duration: 9 Weeks**

Author Name	Dr. Nuzhat Fatima, Ms. Hina Rashid, Ms. Zubaida Asad, DACUM Expert Mr. Muhammad Nasir				
Course Title	Child Care Worker				
Training Objective	<p>Create a safe, caring, and healthy space that helps children grow physically, emotionally, socially, and mentally.</p> <p>Meet each child's unique needs and interests through personalized care and fun, age-appropriate activities that build confidence, independence, and social skills.</p> <p>Build strong relationships by encouraging positive communication between the child, caregivers, and family.</p> <p>Support learning and creativity through play and activities that match each child's stage of development in an inclusive, friendly environment.</p> <p>For domestic child care, provide attentive, dependable, and loving care that fits the child's daily routine and supports their well-being and emotional comfort at home.</p>				
Training Outcomes	<p>After completing the Child Care Worker Course, trainees will be able to:</p> <ul style="list-style-type: none"> <li>Understand and explain the basic principles of caring for children at home.</li> <li>Recognize and respond to children's growth and development needs while supporting their physical, emotional, and social health.</li> <li>Plan and lead fun, age-appropriate activities that encourage learning and play.</li> <li>Maintain a clean, safe, and healthy environment to protect children's well-being.</li> <li>Communicate clearly, kindly, and effectively with children and their families.</li> <li>Use proper caregiving practices to build routines and a sense of security, including: <ul style="list-style-type: none"> <li>Feeding and caring for all age Children.</li> <li>Managing hygiene, cleanliness, and daily routines.</li> <li>Ensuring safety and giving basic first aid when needed.</li> <li>Supporting play, learning, and social interaction.</li> <li>Providing emotional comfort and social guidance.</li> </ul> </li> </ul> <p>These outcomes equip trainees with the knowledge and hands-on skills needed to give quality child care in homes and other child care settings.</p>				
Entry Requirements (Trainee)	<ul style="list-style-type: none"> <li>Middle Certificate equivalent or above.</li> </ul>				
Trainer / Instructor Requirements	<ul style="list-style-type: none"> <li><b>Qualification:</b> Diploma in ECCE, Early Child Care and Education (ECCE), Associate Degree Program ECE</li> <li><b>Experience:</b> 3 year hands on Experience in Child Care or Supervision.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li><b>Qualification:</b> Bachelor's degree in Education (BS Education) or diploma or degree in Early Child Care, BS Home Economics (Human Development and Family Studies)</li> <li><b>Experience:</b> Minimum <b>3-5 years'</b> hands on experience in Child Care or supervision.</li> </ul>				
Scheme of Studies	Sr. No	Modules	Theory Hrs.	Practical Hrs.	Total Hrs.
	1	<p>Introduction to Child Care Worker and Professional Conduct</p> <ul style="list-style-type: none"> <li>Soft Skills and Communication Skills</li> <li>Personal Grooming of Child Care worker</li> </ul>	5	20	25
	2	Daily Care Routines for Young Children	4	21	25
	3	Health and Hygiene for Young children	5	20	25
	4	Nutrition and Feeding for Newborns and Infants	2	23	25
	5	Nutrition and Meal Preparation for Toddlers and Preschoolers	2	23	25

	6	Infant and Toddler Equipment (Use, Safety, and Care)	3	22	25
	7	Child Safety and Home Safety Management (Time Management)	3	22	25
	8	Basic First Aid and Emergency Response	1	24	25
	9	Daily life Arabic and English	5	20	25
	Total		45	180	225
<b>Course Duration &amp; Delivery Plan</b>	<p>This program is delivered in a child care setting with short daily theory sessions followed by extended hands-on practice with children. The program is maintaining an 80:20 practical-to-theory balance across the 08 weeks, ensuring that Trainee will gain real-world experience supported by structured learning. Ongoing formative checks are embedded throughout the course, with summative assessments at key milestones to evaluate competency and readiness for professional childcare roles. This section outlines the structure of course delivery, including total duration, weekly contact hours, and the balance between theory and practical training.</p> <ul style="list-style-type: none"> <li><b>Course Duration:</b> 40 Days (8 weeks)</li> <li><b>Weekly Hours:</b> 25 hours/week</li> <li><b>Theory:</b> Hours (20%)</li> <li><b>Practical:</b> Hours (80%)</li> </ul>				
<b>Career Progression &amp; Job Employment</b>	<p>Trainees of this course will be qualified for entry-level employment as child care workers at different homes abroad.</p> <p><b>Career Opportunities include:</b></p> <ul style="list-style-type: none"> <li>Child care worker</li> <li>Child Care Center Assistant</li> <li>Family Day care provider</li> </ul> <p><b>Career Progression Pathway:</b></p> <ul style="list-style-type: none"> <li>Assistant Nanny/ Childcare Assistant → Nanny/ Educator → Room Leader</li> <li>Entrepreneurship: Home-based daycare, nanny agency, parenting support or tutoring services and other small childcare-related businesses.</li> </ul> <p><b>Further Study &amp; Recognition:</b></p> <ul style="list-style-type: none"> <li>Leads to advanced Childcare or Early Childhood Education Certifications</li> <li>Competencies aligned with international vocational standards (such as CACHE, NCFE, City and Guide, or Highfields) supporting employability and mobility upon meeting local regulatory requirements.)</li> </ul>				
<b>No of Trainees</b>	25				
<b>Learning Place</b>	<b>Classroom /workplace</b>				
<b>Instructional Resources</b>	<ul style="list-style-type: none"> <li>Training manuals, practical based activities</li> <li>Access to reference materials aligned with international and national childcare standards (NAVTC curriculum).</li> <li>Access to childcare centers, nurseries, or family care facilities for on the job training and real-world exposure.</li> </ul> <p><b><a href="https://musaned.com.sa/en">https://musaned.com.sa/en</a></b></p> <p><b>Essential Orientation for Labor Rights:</b>      Labor Law: labour.kp.gov.pk or labour.sindh.gov.pk etc.      Rules against Harassment: pakistancode.gov.pk  <a href="https://www.hrsd.gov.sa">https://www.hrsd.gov.sa</a> 1919 (for reporting domestic violence across Saudi Arabia)  <a href="https://998.gov.sa">https://998.gov.sa</a> 911 (call this number for police/emergency response in Saudi Arabia)  <a href="https://parepjeddah.org/contact">https://parepjeddah.org/contact</a> , <a href="https://pakistaninksa.com">https://pakistaninksa.com</a></p> <p><b>Video Sources:</b></p> <p><a href="https://lcpspk.com/course/ncfe-cache-level-3-certificate-in-childcare-and-education/">https://lcpspk.com/course/ncfe-cache-level-3-certificate-in-childcare-and-education/</a></p> <p><a href="https://www.aiou.edu.pk/pgd-early-childhood-education-pgd-ece">https://www.aiou.edu.pk/pgd-early-childhood-education-pgd-ece</a></p> <p><a href="https://sdp.iba.edu.pk/certificate-program-early-childhood-jan2024.php">https://sdp.iba.edu.pk/certificate-program-early-childhood-jan2024.php</a></p>				

<https://nicon.edu.pk/certificate-program-in-training-in-baby-sitting/>

[https://navttc.gov.pk/AssetFiles/01\\_04\\_2024\\_3M\\_Early\\_Child\\_Care\\_Education.pdf](https://navttc.gov.pk/AssetFiles/01_04_2024_3M_Early_Child_Care_Education.pdf)

# DETAIL OF COURSE CONTENTS

Module Title	Learning Units	Task/Practical
Week 1: Orientation to the role of Child Care Worker	<p><b>Day 1:</b></p> <p><b>Role and Responsibilities of a Child Care Worker</b></p> <ul style="list-style-type: none"> <li>• Define the scope and functions of a Child care worker within household environments.</li> <li>• Introduction to the career progression of the Child Care Worker <b>Career Progression Pathway:</b> <ol style="list-style-type: none"> <li>a. Assistant Nanny/ Childcare Assistant→Nanny/ Educator→ Room Leader</li> <li>b. Entrepreneurship: Home-based daycare, nanny agency, parenting support or tutoring services and other small childcare-related businesses.</li> </ol> </li> <li>• key duties and best practices to deliver attentive childcare.</li> <li>• Importance of trustworthiness, accountability, and professional responsibility essential to Child Care Worker.</li> </ul>	<p><b>Task 1</b></p> <p>Each trainee will speak briefly about what they aim to become after completing the course.</p>
Soft Skills and Communication Skills	<p><b>Day 2:</b></p> <p><b>Communication Skills</b></p> <p><b>How to interact with Employer/Household member:</b></p> <ul style="list-style-type: none"> <li>- Clarity in speech; Pronounce words properly, No slangs,</li> <li>- Volume of voice &amp; tone; Normal(neither too high not too low)</li> <li>- Have Eye contact; Don't look around while talking to someone, Don't stare either</li> <li>- Reply politely , Ask polite but confidently</li> <li>- Better understanding of instruction,</li> <li>- Reduce chance of confusion, misunderstanding, conflict, miscommunication, waste of time</li> </ul> <p><b>How to interact with Child:</b></p> <ul style="list-style-type: none"> <li>- Speak clearly, politely, and in a friendly tone when interacting with children.</li> <li>- Listen attentively to children's needs and respond patiently to encourage understanding.</li> <li>- Use simple language, positive words, and gestures to foster effective and supportive communication.</li> </ul> <p><b>Active Listening</b></p> <ul style="list-style-type: none"> <li>- Listening with full concentration and attentively to the child for better understanding,</li> <li>- Quick response to instructions / message is conveyed.</li> <li>- Positive Body Language:</li> <li>- A positive &amp; pleasant conversation style</li> <li>- Positive gesture; attentive, nod, pleasant facial expressions,</li> <li>- Positive Attitude; I can-do attitude, ready to do perform</li> <li>- Do not fold arms while getting instructions/ in conversation</li> </ul>	<p><b>Task 2:</b></p> <p>Trainees participate in a <b>role-play simulation</b> where they arrive at a “new employer’s home” for the first time.</p> <p>The instructor and 1–2 trainees act as the employer/family members.</p> <p><b>Tasks to Perform</b></p> <p><b>1. Arrival &amp; First Impression</b></p> <p>Trainee must:</p> <ul style="list-style-type: none"> <li>• Enter with proper greeting (verbal + non-verbal).</li> <li>• Maintain eye contact, respectful posture, and polite tone.</li> <li>• Show confidence without being informal.</li> </ul> <p><b>Skills assessed:</b> Interpersonal skills, communication etiquette.</p> <p><b>Task 3</b></p> <p>Prepare <b>30–40 basic English word cards</b> grouped according to child care themes:</p> <p><b>Child Care Items</b></p> <ul style="list-style-type: none"> <li>• bottle, diaper, wipes, blanket, stroller, toy, bib</li> </ul> <p><b>Child Actions</b></p> <ul style="list-style-type: none"> <li>• sleep, cry, eat, drink, play, wash, change, hold</li> </ul> <p><b>People &amp; Places</b></p> <ul style="list-style-type: none"> <li>• baby, child, parents, caregiver, room, play area, toilet</li> </ul>

	<ul style="list-style-type: none"> <li>- Do not play with hands, shoes or accessories while in conversation</li> <li>- Do not show any eye gestures or facial expressions, displaying disinterest or disliking</li> <li>- Do not scratch here &amp; there while in a conversation</li> <li>- Observe patience in grave situations</li> </ul> <p><b>Adaptability and Flexibility</b></p> <ul style="list-style-type: none"> <li>- Respond positively to unexpected situations or changes in the childcare environment.</li> <li>- Find creative and practical solutions to challenges.</li> <li>- Adjust to different routines, schedules, and the needs of children.</li> <li>- Approach problems calmly and efficiently.</li> <li>- Work effectively both independently and as part of a team.</li> </ul> <p><b>Domestic Etiquette</b></p> <ul style="list-style-type: none"> <li>- Appropriate body posture; stand straight with high shoulders</li> <li>- Make eye contact, turn towards someone if speaking to you</li> <li>- how to take a phone call</li> <li>- how to receive guests</li> <li>- Stay calm, patient, and friendly; model respectful behavior for children to emulate.</li> </ul> <p>Basic English words to communicate to foreigners.</p>	<p><b>Polite / Useful Words</b></p> <ul style="list-style-type: none"> <li>• please, thank you, sorry, help, wait, careful, okay</li> </ul> <p><b>Task 4</b></p> <p>Trainees pick 1–2 cards at a time, <b>say the word aloud</b>, and use it in a simple childcare-related sentence:</p> <ul style="list-style-type: none"> <li>• “Baby needs bottle.”</li> <li>• “Please change diaper.”</li> <li>• “Child is playing.”</li> <li>• “Madam, baby finished milk.”</li> <li>• “Sir, child sleeping.”</li> <li>• “Please help, baby crying.”</li> </ul>
Personal Grooming	<p><b>Day 3: Personal Grooming Essentials</b></p> <ul style="list-style-type: none"> <li>• Personal hygiene and care Essentials</li> <li>• Oral hygiene: brush twice a day</li> <li>• Take daily Bath</li> <li>• Use mild deodorant/antiperspirant; avoid strong perfumes</li> <li>• Neatly tied hair in a pony/braid/Bun</li> <li>• Regular handwashing, especially before food handling and after using the toilet</li> </ul> <p><b>Professional Clothing &amp; Uniform Standards</b></p> <ul style="list-style-type: none"> <li>• Clean, properly washed, ironed clothing</li> <li>• Soft cotton/breathable, wrinkle-free fabric</li> <li>• Simple designs; no loud colors, prints, or silky fabric</li> <li>• Comfortable attire suitable for full-day physical work</li> <li>• Modest dressing (no tight, short, see-through or revealing clothes)</li> </ul>	<p><b>Task 5</b></p> <p><b>Prepare for a mock childcare shift by coming to class in clean, modest, and comfortable attire suitable for working with children (breathable fabric, closed shoes, neatly tied hair).</b></p> <p>Present your personal grooming kit (comb, deodorant, hand sanitizer, tissue pack, trimmed nails, clean headscarf if applicable).</p> <p>Perform a hygiene demonstration: correct handwashing technique, proper mask use (if unwell), and how you maintain freshness throughout a busy day with children.</p> <p><b>Trainer Observation:</b> Is the trainee's clothing child-safe (no loose jewelry, no sharp accessories)?</p> <p>Are shoes appropriate for walking, lifting, bending with children?</p> <p>Is hair tied safely to avoid contact with children's faces or food?</p>

		Did the trainee wash hands correctly and maintain neat overall appearance?
Day 4:	<p><b>Appropriate Footwear &amp; Headscarf Requirements</b></p> <ul style="list-style-type: none"> <li>• Clean, closed-toe, comfortable shoes for long standing/walking</li> <li>• No ripped, fancy, open chappals or heels</li> <li>• Headscarf: breathable, plain fabric; washed and ironed daily</li> </ul> <p><b>Accessories &amp; Jewelry Etiquette</b></p> <ul style="list-style-type: none"> <li>• Only Skin care or minimal make up during Duty Hours</li> <li>• Minimal accessories: simple watch, wedding ring, small earrings</li> <li>• No dangling, flashy, or noisy jewelry</li> <li>• Avoid anything that can cause safety hazards or distractions</li> </ul>	<p><b>Task 6</b></p> <p><b>Individual reflection exercise</b></p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Trainees stand before a mirror.</li> <li>2. Perform a <b>30-second self-check</b> covering: <ul style="list-style-type: none"> <li>◦ Shoes condition</li> <li>◦ Headscarf neatness</li> <li>◦ Makeup (minimal only)</li> <li>◦ Accessories (within limits)</li> </ul> </li> <li>3. Trainer conducts a final visual inspection.</li> </ol> <p><b>Outcome:</b> Trainees develop a daily self-discipline routine before duty.</p>
Day 5:	<p><b>Confidentiality and Privacy Protocols</b></p> <ul style="list-style-type: none"> <li>• <b>Maintain Family Privacy:</b> Keep household matters confidential; avoid gossip and external disclosure.</li> <li>• <b>Limit Information Sharing:</b> Do not reveal sensitive details or post on social media; handle inquiries tactfully.</li> <li>• <b>Respect Boundaries:</b> Enter private areas only with permission; do not inspect personal belongings; announce presence.</li> <li>• <b>Manage Mobile Use:</b> Silence phones, restrict personal calls to breaks, and avoid photos or videos at home.</li> <li>• <b>Build Trust:</b> Safeguard confidential information, act with integrity, and maintain professional boundaries.</li> </ul>	<p><b>Task 7:</b></p> <p><b>Trainer to Simulate privacy upholding:</b> Role-play disclosing a fictional family matter to a "friend"; identify violations and practice redirecting conversation to neutral topics.</p> <ul style="list-style-type: none"> <li>• <b>Practice information restriction:</b> Respond to scripted inquiries about employer address/routines from "outsiders"; demonstrate polite deflection (e.g., "I'm not at liberty to share that").</li> <li>• <b>Enforce boundary protocols:</b> In a mock home setup, request permission before entering a "private room"; knock, wait, and document authorization process.</li> <li>• <b>Device usage:</b> Set personal phone to silent; during a 30-minute "work simulation," log any urge to check/use it and note break-only compliance.</li> <li>• <b>Build trust demonstration:</b> Review sample confidential info (e.g., family health note); draft a daily report excluding sensitive details while highlighting integrity.</li> <li>• <b>Self-assessment exercise:</b> Complete a checklist auditing personal social media for past home-related posts; delete any and establish a "no-post" policy log.</li> </ul>

<b>Week 2:</b> Daily Care Routines for Young Children	<b>Day 6:</b> <b>Age-Specific Feeding Protocols</b> <ul style="list-style-type: none"> <li><b>Newborns:</b> Administer breast milk or formula exclusively; feed every 2–3 hours; position upright to avert choking; burp post-feeding; sterilize bottles and nipples.</li> <li><b>Infants (6–12 months):</b> Introduce pureed single-ingredient foods alongside milk; serve small portions (e.g., mashed banana); use spoons exclusively for solids; monitor allergies; supervise self-feeding attempts.</li> <li><b>Toddlers (1–3 years):</b> Supply bite-sized, chewable foods; schedule 4–5 daily meals/snacks; guide without coercion; incorporate all food groups; foster serene mealtimes.</li> <li><b>Preschoolers (3–5 years):</b> Deliver three meals plus two snacks with balanced macronutrients and produce; promote independent eating; instill healthy habits while curtailing sugars; provide frequent water.</li> <li><b>Routine Maintenance:</b> Establish fixed meal schedules; curtail inter-meal snacking; dine collectively to instill manners; enforce handwashing; tailor portions to age-specific requirements.</li> </ul>	<b>Task 8:</b> Trainees practice safe and correct feeding techniques for newborns. <ol style="list-style-type: none"> <li><b>Prepare the Setup</b> <ul style="list-style-type: none"> <li>Wash hands.</li> <li>Gather a training doll and feeding items (bottle or cloth to simulate breastfeeding).</li> </ul> </li> <li><b>Hold the Baby Safely</b> <ul style="list-style-type: none"> <li>Support the head and neck at all times.</li> <li>Position the baby slightly upright, with the head above the stomach level.</li> </ul> </li> <li><b>Simulate Feeding</b> <ul style="list-style-type: none"> <li>Maintain eye contact with the doll.</li> <li>Check “milk” temperature before feeding.</li> <li>Practice proper hand positioning for bottle or cloth feeding.</li> </ul> </li> <li><b>Burping Practice</b> <ul style="list-style-type: none"> <li>Gently pat the doll’s back after feeding.</li> <li>Ensure correct posture while burping.</li> </ul> </li> <li><b>Feeding Chart Assignment</b> <ul style="list-style-type: none"> <li>Create a simple chart showing meals for: newborn, infant, toddler, and preschooler in one day.</li> </ul> </li> </ol>
	<b>Day 7:</b> <b>Sleeping and Rest Routines</b> <ul style="list-style-type: none"> <li><b>Newborns:</b> Position supine on firm, flat surfaces; eliminate pillows, toys, and loose bedding; ensure uncovered head and face.</li> <li><b>Purpose and Benefits of Swaddling</b></li> <li><b>Swaddling Materials and Hygiene</b></li> <li><b>Step-by-Step Swaddling Method</b></li> <li><b>Infants:</b> Detect tiredness cues (e.g., eye-rubbing, yawning); dim lights for tranquility; deposit gently in crib with proximity monitoring.</li> <li><b>Toddlers:</b> Schedule diurnal naps or quiet periods; furnish comfortable bedding; employ stories or soft music for relaxation.</li> <li><b>Preschoolers:</b> Enforce consistent bedtimes; sequence hygiene, brushing, and reading; deactivate screens 30 minutes prior.</li> <li><b>Environment Optimization:</b> Minimize auditory distractions; regulate temperature; secure cleanliness, ventilation, and safety.</li> <li><b>Preventing Sudden Infant Death Syndrome (SIDS)</b></li> </ul>	<b>Task 9:</b> Trainees learn how to arrange a safe sleeping environment for different age groups. <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>Trainer provides a doll or mannequin representing a newborn or infant.</li> <li>Trainees practice:               <ul style="list-style-type: none"> <li>Placing the newborn <b>supine on a firm, flat surface</b>.</li> <li>Removing pillows, toys, and loose bedding.</li> <li>Ensuring the baby’s head and face remain uncovered.</li> </ul> </li> <li>For infants, trainees dim lights and position the doll gently in a crib.</li> <li>Trainer observes and gives feedback.</li> </ol> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>Trainees can create a <b>safe sleep environment</b> for newborns and infants.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reinforces correct positioning and risk reduction (SIDS, suffocation).</li> </ul> <p><b>Tasks 10:</b></p> <p><b>Enable trainees to confidently and safely swaddle an infant while following all safety rules.</b></p> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Each trainee is given a doll or rolled towel and a clean cotton swaddle cloth.</li> <li>2. Trainee prepares the cloth and positions the “infant” correctly.</li> <li>3. Trainee performs the complete swaddling process step by step.</li> <li>4. While swaddling, the trainee explains: <ul style="list-style-type: none"> <li>○ Why the wrap is snug on the chest</li> <li>○ Why hips are kept loose</li> <li>○ Why the face must remain uncovered</li> </ul> </li> <li>5. Trainer observes using a checklist and gives immediate correction if needed.</li> <li>6. Trainee repeats the activity until the swaddling is safe and correct.</li> </ol> <p><b>Task 11:</b></p> <p>Trainees practice creating a relaxing and consistent sleep routine for toddlers and preschoolers.</p> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Trainees set up a pretend toddler or preschooler sleep area: <ul style="list-style-type: none"> <li>○ Arrange bedding comfortably.</li> <li>○ Adjust lighting and reduce noise.</li> </ul> </li> <li>2. Practice steps of bedtime routine: <ul style="list-style-type: none"> <li>○ Hygiene (pretend brushing teeth).</li> <li>○ Storytime or quiet music simulation.</li> <li>○ Switching off screens 30 minutes before bedtime.</li> </ul> </li> <li>3. Discuss sequence and timing with trainer guidance.</li> </ol> <p>Outcome:</p> <ul style="list-style-type: none"> <li>• Trainees learn to enforce structured bedtime routines.</li> <li>• Understand environmental and behavioral strategies for better sleep</li> </ul>
<b>Day 8:</b> Diaper Changing and Toilet Training:	<p><b>Task 12:</b></p> <p><b>Trainees will practice safely and hygienically changing a newborn’s diaper</b></p>

	<ul style="list-style-type: none"> <li>• <b>Newborns:</b> Sanitize hands pre- and post-change; position on clean, flat surface; cleanse front-to-back with wipes/water; dry thoroughly, apply rash cream judiciously; fasten diaper securely.</li> <li>• <b>Infants:</b> Assemble supplies (diaper, wipes, cream, bag); soothe verbally; inspect/change promptly when soiled; dispose hygienically; wash hands.</li> <li>• <b>Toddlers:</b> Introduce potty chair with clear explanations; schedule regular sittings; praise achievements patiently; maintain accessible cleanliness.</li> <li>• <b>Preschoolers:</b> Supervise independent toilet use; instruct correct positions; enforce flushing and handwashing; reinforce daily habits.</li> <li>• <b>Post-Use Hygiene:</b> Demonstrate front-to-back wiping; supply tissue/water; mandate soap handwashing; ensure dry, child-safe toilet environs.</li> <li>• <b>Gender-Specific Diaper Changing Techniques</b></li> <li>• <b>Boys:</b> Lift penis upward during cleaning to prevent soiling; apply cream sparingly around genitals; secure diaper with upward flap to contain urine flow.</li> <li>• <b>Girls:</b> Wipe exclusively front-to-back to avert UTIs; gently cleanse labial folds; ensure thorough drying to minimize irritation and rash risk.</li> </ul>	<p><b>using a doll.</b></p> <p><b>Activity Steps for Trainees</b></p> <ol style="list-style-type: none"> <li>1. <b>Setup</b> <ul style="list-style-type: none"> <li>○ Wash hands thoroughly.</li> <li>○ Place a training doll on a clean, flat surface or changing mat.</li> <li>○ Prepare a “soiled” diaper (trainer can simulate with a cloth) and a clean diaper, wipes, and diaper cream.</li> </ul> </li> <li>2. <b>Practice Cleaning &amp; Changing</b> <ul style="list-style-type: none"> <li>○ Remove the “dirty” diaper and fold it under the doll to contain mess.</li> <li>○ Clean the doll using wipes or a soft cloth, wiping front to back.</li> <li>○ Pat dry gently or allow air-drying.</li> <li>○ Apply diaper cream if needed.</li> <li>○ Place and fasten a clean diaper snugly but comfortably.</li> </ul> </li> <li>3. <b>Hygiene &amp; Disposal</b> <ul style="list-style-type: none"> <li>○ Dispose of used materials in a covered bin.</li> <li>○ Wash hands thoroughly after the exercise.</li> </ul> </li> <li>4. <b>Trainer Observation &amp; Feedback</b> <ul style="list-style-type: none"> <li>○ Trainer monitors correct handwashing, cleaning technique, diaper fit, and safety precautions.</li> <li>○ Provide constructive feedback to improve technique.</li> </ul> </li> </ol> <p><b>Task 13:</b>  <b>Trainees will learn proper diaper changing and potty training techniques for boys and girls, ensuring hygiene, safety, and independence.</b></p> <p><b>Activity Steps for Trainees</b></p> <p><b>1. Preparation</b></p> <ul style="list-style-type: none"> <li>• Wash hands thoroughly.</li> <li>• Use training dolls or mannequins labeled as male and female.</li> <li>• Prepare diapers, wipes, diaper cream, and potty training props (small potty, toilet seat adapter).</li> </ul> <p><b>2. Diaper Changing Practice</b></p> <p><b>For Boys:</b></p> <ul style="list-style-type: none"> <li>• Lift penis upward during diaper changes to avoid soiling.</li> <li>• Apply diaper cream sparingly around genitals.</li> <li>• Secure diaper with the upward flap properly.</li> </ul> <p><b>For Girls:</b></p> <ul style="list-style-type: none"> <li>• Wipe exclusively <b>front-to-back</b> to</li> </ul>
--	--	--

		<ul style="list-style-type: none"> <li>prevent UTIs.</li> <li>• Cleanse labial folds gently.</li> <li>• Ensure complete drying before fastening diaper.</li> </ul> <p><b>3. Toddler Potty Training Simulation</b></p> <ul style="list-style-type: none"> <li>• Role-play boys standing or sitting with guidance for aiming; simulate lifting the seat if needed.</li> <li>• Role-play girls sitting only, emphasizing front-to-back wiping.</li> <li>• Practice teaching handwashing after each mock session.</li> </ul> <p><b>4. Preschooler Independence Practice</b></p> <ul style="list-style-type: none"> <li>• Guide dolls or peer simulations for boys: lifting/lowering pants, aiming, and proper hygiene.</li> <li>• Guide girls: correct wiping direction, handwashing, and dressing independently.</li> </ul> <p><b>5. Self-Audit &amp; Reflection</b></p> <ul style="list-style-type: none"> <li>• Each trainee logs <b>3 simulated diaper changes or potty sessions per gender</b>.</li> <li>• Record technique adherence, safety, and infection prevention steps.</li> <li>• Trainer provides feedback on hygiene, positioning, and teaching approach.</li> </ul> <p><b>Outcome</b></p> <ul style="list-style-type: none"> <li>• Trainees understand gender-specific hygiene needs.</li> <li>• Gain hands-on experience in safe diaper changing and toilet training.</li> <li>• Build skills to guide toddlers and preschoolers toward independence while maintaining hygiene.</li> </ul>
	<p><b>Day 9: Age-Appropriate Dressing and Grooming Protocols</b></p> <p><b>1. Newborn Dressing Protocols</b></p> <ul style="list-style-type: none"> <li>• Gentle handling and safe positioning.</li> <li>• Selecting soft, breathable fabrics.</li> <li>• Cord stump care, avoiding irritation.</li> <li>• Temperature regulation through proper layering.</li> </ul> <p><b>2. Infant Dressing Protocols</b></p> <ul style="list-style-type: none"> <li>• Recognizing soiled/wet clothing and changing promptly.</li> <li>• Importance of mild detergents and dust-free storage.</li> </ul>	<p><b>Task 14:</b></p> <p><b>Trainer Setup:</b> Provide four dolls labeled Newborn, Infant, Toddler, Preschooler and a set of age-appropriate clothes and grooming tools.</p> <p><b>Trainee Steps:</b></p> <p><b>A. Newborn Care Practice</b></p> <ul style="list-style-type: none"> <li>• Select soft, loose, comfortable clothing for the newborn doll.</li> <li>• Demonstrate gentle handling while dressing (supporting neck/head).</li> <li>• Show how to keep the umbilical</li> </ul>

<ul style="list-style-type: none"> <li>Seasonal layering for warmth and comfort.</li> </ul> <p><b>3. Toddler Dressing Protocols</b></p> <ul style="list-style-type: none"> <li>Introducing simple self-dressing tasks (socks, elastic pants).</li> <li>Encouraging independence with praise and patience.</li> <li>Using child-friendly fasteners (Velcro, elastic bands).</li> <li>Making dressing part of a daily routine.</li> </ul> <p><b>4. Preschooler Dressing Protocols</b></p> <ul style="list-style-type: none"> <li>Allowing clothing choices within safe boundaries.</li> <li>Teaching use of buttons, zippers, shoelaces (or Velcro alternatives).</li> <li>Maintaining personal responsibility: folding, hanging clothes.</li> <li>Supervising while promoting autonomy.</li> </ul> <p><b>5. Grooming Protocols for All Ages</b></p> <ul style="list-style-type: none"> <li>Combing hair gently with appropriate tools.</li> <li>Nail trimming after bath to avoid injury.</li> <li>Using baby-safe clippers and keeping tools sterilized.</li> <li>Maintaining hygiene: washing hands before and after grooming.</li> </ul>	<p>cord area clean and uncovered.</p> <p><b>B. Infant Dressing Routine</b></p> <ul style="list-style-type: none"> <li>Identify when clothing is soiled and replace quickly.</li> <li>Layer clothes appropriately for warm/cold temperatures.</li> <li>Place the clean outfit neatly and dress the infant doll safely.</li> </ul> <p><b>C. Toddler Dressing Skills</b></p> <ul style="list-style-type: none"> <li>Help the toddler doll wear simple clothing (elastic pants, T-shirt).</li> <li>Encourage the “toddler” to self-dress (pull up pants, put on socks).</li> <li>Praise attempts and correct gently where needed.</li> </ul> <p><b>D. Preschooler Independence Routine</b></p> <ul style="list-style-type: none"> <li>Guide the preschool doll to button, zip, and wear shoes.</li> <li>Show how to fold or hang clothes after changing.</li> <li>Promote independence while supervising for safety.</li> </ul> <p><b>E. Grooming Practice</b></p> <ul style="list-style-type: none"> <li>Demonstrate safe hair combing using soft brushes.</li> <li>Trim nails on a doll’s hands/feet using baby clippers (simulation).</li> <li>Show disinfecting and safe storage of grooming tools.</li> </ul>
<p><b>Day 10:</b></p> <p><b>Play and Daily Routine</b></p> <ul style="list-style-type: none"> <li>Newborns: Soft talking/singing, gentle rattles, and light massage for sensory stimulation.</li> <li>Infants: Provide soft, non-toxic toys; clean regularly; rotate toys to maintain interest.</li> <li>Toddlers: Supervise safe indoor/outdoor play; use simple games to build coordination and social skills.</li> <li>Daily Routine: Maintain consistent schedules for meals, naps, play, and sleep; use reminders for smooth transitions.</li> </ul>	<p><b>Task 15:</b></p> <p><b>Trainees will plan and demonstrate age-appropriate play activities and daily routines for children, ensuring safety, learning, and engagement.</b></p> <p><b>Hands-On Activity Steps</b></p> <ol style="list-style-type: none"> <li><b>Newborn Stimulation</b> <ul style="list-style-type: none"> <li>Use a doll to practice: <ul style="list-style-type: none"> <li>Speaking or singing softly.</li> <li>Gently shaking a rattle or soft toy.</li> <li>Applying comforting hand, arm, and foot massages.</li> </ul> </li> </ul> </li> <li><b>Infant Play</b> <ul style="list-style-type: none"> <li>Select safe, non-toxic toys for a doll or infant mannequin/peer.</li> <li>Rotate toys to maintain interest.</li> <li>Inspect and clean toys, discussing how to avoid small or sharp parts.</li> </ul> </li> <li><b>Toddler Outdoor Play Simulation</b> <ul style="list-style-type: none"> <li>Set up a safe play area (classroom or marked space).</li> <li>Practice simple games: ball rolling, sand play, or pretend outdoor activities.</li> <li>Ensure “proper attire” and sun protection (simulated props).</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>Observe coordination and social interaction cues.</li> </ul> <p>4. Preschool Learning Games</p> <ul style="list-style-type: none"> <li>Design a small interactive session: <ul style="list-style-type: none"> <li>Puzzles, counting games, or matching activities.</li> <li>Read a picture book aloud and ask questions to engage children.</li> <li>Include teamwork activities like sharing or group problem-solving.</li> </ul> </li> </ul>
	<p><b>Day 11:</b> <b>Caregiver Personal Hygiene Practices</b></p> <ul style="list-style-type: none"> <li>Wash hands with soap and clean water before and after tasks; scrub 20 seconds covering fingers and nails; dry with clean towel or disposable tissue.</li> <li>Change into clean, neat uniforms daily; launder regularly; store in dry, clean areas; wear masks when ill, replacing or washing masks appropriately; avoid close contact if unwell.</li> <li>Notify employer when seriously ill; rest and seek medical care before resuming work; adhere to hygiene and recovery protocols.</li> <li>Schedule and attend regular medical and dental checkups; maintain updated vaccination records; monitor health for early illness signs.</li> </ul>	<p><b>Task 16:</b> Trainees will actively practice and maintain personal hygiene, illness prevention, and protective measures while being monitored by the trainer for compliance.</p> <p><b>Hands-On Activity Steps</b></p> <ol style="list-style-type: none"> <li><b>Hand Hygiene Practice</b> <ul style="list-style-type: none"> <li>Wash hands with soap and clean water for <b>20 seconds</b>, covering all areas including fingers and nails.</li> <li>Dry hands with a clean towel or disposable tissue.</li> <li>Trainer observes technique and timing.</li> </ul> </li> <li><b>Uniform and Protective Gear Compliance</b> <ul style="list-style-type: none"> <li>Change into a clean, neat uniform before starting activities.</li> <li>Wear masks correctly when simulating illness or interacting with others.</li> <li>Trainer checks for proper attire, mask usage, and storage of uniforms.</li> </ul> </li> <li><b>Illness Awareness &amp; Reporting</b> <ul style="list-style-type: none"> <li>Role-play identifying symptoms (e.g., cough, fever).</li> <li>Notify trainer/employer about the "illness" and simulate proper recovery steps.</li> <li>Trainer evaluates understanding and appropriate action.</li> </ul> </li> <li><b>Routine Health Monitoring</b> <ul style="list-style-type: none"> <li>Trainee demonstrates checking vaccination status or scheduling routine medical checkups (discussion or mock documentation).</li> <li>Identify early signs of illness in self or children and discuss precautionary measures.</li> </ul> </li> </ol>

<p><b>Week 3:</b> Health and Hygiene for Young children</p>	<p><b>Day 12:</b> <b>Newborn Stump Care</b></p> <p><b>What is the Umbilical Stump</b></p> <ul style="list-style-type: none"> <li>Learn what the stump is and why it's important.</li> </ul> <p><b>Cleaning and Drying</b></p> <ul style="list-style-type: none"> <li>Wash hands before touching the stump.</li> <li>Clean gently with a cotton swab or antiseptic.</li> <li>Keep the stump dry and exposed to air.</li> </ul> <p><b>Bathing and Diapering</b></p> <ul style="list-style-type: none"> <li>Give sponge baths until the stump falls off.</li> <li>Fold diaper below the stump to avoid covering it.</li> </ul> <p><b>Checking for Problems</b></p> <ul style="list-style-type: none"> <li>Look for redness, pus, bad smell, or bleeding.</li> <li>Inform parents if anything unusual is seen.</li> </ul> <p><b>After Stump Falls Off</b></p> <ul style="list-style-type: none"> <li>Keep area clean and dry.</li> <li>Watch for redness or discharge until fully healed.</li> </ul> <p><b>Child Hygiene Protocols</b></p> <ul style="list-style-type: none"> <li><b>Newborns:</b> Bathe with warm water and mild soap; pat skin dry; apply lotion judiciously; maintain dry diaper area to prevent rashes.</li> <li><b>Infants:</b> Clean hands/face post-feeding/play with soft cloth/wipes; wipe gently; trim nails to avert scratching.</li> <li><b>Toddlers:</b> Demonstrate handwashing with soap before meals/toilet; gamify with songs/counting; supervise thorough drying.</li> <li><b>Preschoolers:</b> Instruct twice-daily tooth brushing; teach hair combing, face washing, handkerchief use; foster hygiene independence via reminders.</li> <li><b>Clothing:</b> Dress in clean, weather-appropriate attire; change soiled garments immediately; launder and store hygienically.</li> </ul>	<p><b>Task 17:</b> Trainee practices age-appropriate hygiene steps for newborns, infants, toddlers, and preschoolers.</p> <ul style="list-style-type: none"> <li>Trainer sets up four stations: Newborn Bathing, Infant Clean-Up, Toddler Handwashing, Preschool Grooming.</li> <li>Trainee rotates through each station and performs:</li> <li>Newborn: gentle bath, drying, lotion, diaper-area care.</li> <li>Infant: clean face/hands with soft cloth; demonstrate safe nail trimming.</li> <li>Toddler: teach handwashing using a fun song.</li> <li>Preschooler: practice tooth brushing guidance, hair combing, face washing.</li> <li>Trainer observes posture, hygiene, safety, and confidence.</li> </ul> <p><b>Task 18</b> Trainees learn to identify hygiene issues and respond appropriately.</p> <p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>Trainer prepares a mannequin/child doll with mixed issues: dirty hands, messy hair, soiled shirt, long nails, mismatched clothing.</li> <li>Trainee must: <ul style="list-style-type: none"> <li>Spot all hygiene problems within 1–2 minutes.</li> <li>Choose correct actions: clean hands, change clothes, comb hair, trim “practice nails,” etc.</li> <li>Select weather-appropriate clothing (from a set provided).</li> </ul> </li> <li>Trainee explains <b>why each step is necessary</b> for the child’s health and comfort.</li> </ol>
	<p><b>Day 13:</b> <b>Cleaning Toy area and Living Area</b></p> <ul style="list-style-type: none"> <li><b>Importance of Clean Spaces</b> – Prevent infections, ensure safety, and support healthy development.</li> <li><b>Toy Cleaning &amp; Organization</b> – Safe cleaning methods, disinfecting, and proper storage.</li> <li><b>Living Area Cleaning</b> – Dusting, wiping surfaces, sanitizing play mats, and safe furniture arrangement.</li> <li><b>Safety &amp; Routine</b> – Use child-safe cleaning methods, supervise children, and maintain a regular cleaning schedule</li> </ul>	<p><b>Task 19:</b> Trainee Practice safe cleaning and proper storage of toys.</p> <p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>Trainees are given a mix of plastic, fabric, and soft toys.</li> <li>Wash or wipe toys using child-safe disinfectants.</li> <li>Dry and sort toys by age/type, placing them in designated storage bins.</li> <li>Trainer checks for cleanliness, proper sorting, and safe storage.</li> </ul> <p>Trainee Ensure a clean and safe play/living</p>

		<p>area for children.</p> <p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>• Trainees dust furniture, wipe surfaces, and sanitize play mats.</li> <li>• Rearrange furniture for safe movement and remove hazards.</li> <li>• Perform the tasks while supervising a “child” (trainee/doll) safely.</li> <li>• Trainer evaluates thoroughness, child safety, and adherence to safe cleaning methods.</li> </ul>				
	<ul style="list-style-type: none"> <li>• <b>Day 14:</b></li> </ul> <p><b>Preventing Common Illnesses</b></p> <ul style="list-style-type: none"> <li>• <b>Fever Prevention:</b> Monitor temperature routinely; dress in light layers; ensure hydration; apply cool compresses for elevated readings.</li> <li>• <b>Cough and Cold Care:</b> Elevate head during sleep; use saline drops/humidifier; isolate from others; administer age-appropriate remedies per parental guidance.</li> <li>• <b>Diarrhea Identification:</b> Recognize frequent loose stools, abdominal pain, or blood; track frequency and consistency.</li> <li>• <b>Dehydration Detection:</b> Observe dry mouth, reduced urine, sunken eyes/fontanelle, or lethargy; measure intake/output.</li> <li>• <b>Parental Notification:</b> Report fevers <math>&gt;100.4^{\circ}\text{F}</math> (<math>38^{\circ}\text{C}</math>), persistent symptoms <math>&gt;24</math> hours, breathing distress, or dehydration signs immediately.</li> </ul>	<p><b>Task 20:</b></p> <p><b>Train caregivers to identify common childhood illnesses and respond appropriately.</b></p> <ul style="list-style-type: none"> <li>• Use a child mannequin or doll with props (thermometer, saline drops, humidifier, water cup).</li> <li>• Prepare “scenario cards” indicating symptoms: fever, cough/cold, diarrhea, dehydration.</li> </ul> <p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. Fever Monitoring: Trainee measures “temperature” using a thermometer, decides if light layers or cool compresses are needed.</li> <li>2. Cough &amp; Cold Care: Simulate elevating head, using saline drops/humidifier, and isolating the child.</li> <li>3. Diarrhea &amp; Dehydration: Trainee tracks “stool frequency” from scenario cards and checks hydration signs (dry mouth, sunken eyes, lethargy).</li> <li>4. Parental Notification: Trainee practices reporting to a trainer acting as parent, explaining symptoms clearly and suggesting next steps.</li> </ol>				
	<p><b>Day 15:</b></p> <p><b>Waste Disposal and Clean Environment</b></p> <ul style="list-style-type: none"> <li>• Throwing diapers correctly <ul style="list-style-type: none"> <li>• Kitchen waste handling</li> <li>• Toilet cleaning</li> <li>• Preventing flies and insects</li> <li>• Keeping house odor-free</li> </ul> </li> </ul> <table border="1" data-bbox="409 1911 886 2068"> <thead> <tr> <th>Size</th> <th>Daily Changes Needed</th> </tr> </thead> <tbody> <tr> <td>Preemie/Newborn (N/0)</td> <td>8-10</td> </tr> </tbody> </table>	Size	Daily Changes Needed	Preemie/Newborn (N/0)	8-10	<p><b>Task 21:</b></p> <p><b>Train caregivers to safely dispose of used diapers and maintain a clean environment.</b></p> <p><b>Setup:</b></p> <ul style="list-style-type: none"> <li>• Use a doll or mannequin, disposable diapers, wipes, disposable gloves, plastic disposal bags, and a covered waste bin.</li> <li>• Provide soap, water, and a clean towel for handwashing.</li> </ul> <p><b>Instructions for Trainees:</b></p> <ol style="list-style-type: none"> <li>1. Put on disposable gloves before</li> </ol>
Size	Daily Changes Needed					
Preemie/Newborn (N/0)	8-10					

<p><b>Week 4:</b> Nutrition and Feeding for Newborns and Infants</p>	<table border="1"> <tr><td>Size 1 (Small)</td><td>7-8</td></tr> <tr><td>Size 2 (Medium)</td><td>6-7</td></tr> <tr><td>Size 3 (Large)</td><td>6</td></tr> <tr><td>Size 4</td><td>5-6</td></tr> <tr><td>Size 5+</td><td>4-5</td></tr> </table>	Size 1 (Small)	7-8	Size 2 (Medium)	6-7	Size 3 (Large)	6	Size 4	5-6	Size 5+	4-5		<p>handling a used diaper.</p> <ol style="list-style-type: none"> <li>Remove and fold the diaper carefully, wrapping it securely to contain waste and odor.</li> <li>Place the used diaper and wipes into a disposal bag, tie it tightly, and throw it in a covered waste bin.</li> <li>Remove gloves safely and discard them.</li> <li>Wash hands thoroughly with soap and water for at least 20 seconds.</li> <li>Disinfect the changing area after disposal.</li> <li>Trainer observes proper technique, safety, and hygiene compliance.</li> </ol>
Size 1 (Small)	7-8												
Size 2 (Medium)	6-7												
Size 3 (Large)	6												
Size 4	5-6												
Size 5+	4-5												
<p><b>Day 16:</b></p> <p><b>Breastfeeding Support Protocols</b></p> <ul style="list-style-type: none"> <li>Position baby correctly by cradling head/neck supportively with skin-to-skin contact.</li> <li>Feed on demand responding to hunger cues like rooting or hand-sucking.</li> <li>Burp baby post-feeding by patting gently over shoulder or lap.</li> <li>Maintain upright posture 20-30 minutes after feeds to prevent reflux.</li> <li>Recognize feeding cues including fussing, lip smacking, or rapid breathing.</li> </ul>	<p><b>Task 22:</b></p> <p><b>Trainer to demonstrate the Correct Burping Method After Feeding and Trainees to practice on doll</b></p> <ul style="list-style-type: none"> <li>Hold the baby upright against your chest with the baby's head resting gently on your shoulder.</li> <li>Support the baby's neck and upper back firmly with one hand.</li> <li>Use your other hand to gently pat or rub the baby's back in an upward motion.</li> <li>Continue patting or rubbing for a few minutes until the baby burps (releases air).</li> <li>Keep the baby in an upright position for a short time after burping to prevent milk from coming back up.</li> </ul>												
<p><b>Day 17:</b></p> <p><b>Choosing Bottle Size by Age (general guide)</b></p> <ul style="list-style-type: none"> <li>Newborn (0–3 months): Use small bottles (60–120 ml / 2–4 oz).</li> <li>Infant (3–6 months): Use medium bottles (120–180 ml / 4–6 oz).</li> <li>Older infant (6–12 months): Use larger bottles (180–240 ml / 6–8 oz).</li> </ul> <p><b>Preparation of Formula Milk</b></p> <ul style="list-style-type: none"> <li>Measure formula powder accurately using level scoops per package instructions.</li> <li><b>Mixing with clean water:</b> Mix with boiled, cooled clean water at specified ratios; shake gently to dissolve.</li> <li><b>Correct bottle temperature:</b> Test bottle temperature on wrist (lukewarm, not hot); warm in water bath if needed.</li> <li><b>Bottle cleaning:</b> Sterilize bottles/nipples daily; wash with hot soapy water post-use; air-dry thoroughly.</li> </ul>	<p><b>Task 23:</b></p> <p>Preparing and Cleaning a Baby Feeding Bottle</p> <p>Trainee to safely prepare, store, and feed formula to infants.</p> <p><b>Setup:</b></p> <ul style="list-style-type: none"> <li>Use a baby doll, formula powder (or safe substitute), bottle with nipple, measuring scoop, boiled and cooled water, and a small bowl or bottle warmer.</li> <li>Provide soap, sponge, and drying rack for bottle cleaning.</li> </ul> <p><b>Instructions for Trainees:</b></p> <ol style="list-style-type: none"> <li>Measure formula powder accurately using the scoop according to instructions.</li> <li>Mix formula with boiled and cooled water at correct ratios; shake gently until fully dissolved.</li> <li>Test bottle temperature on wrist</li> </ol>												

	<ul style="list-style-type: none"> <li><b>Storage of milk Formula Feeding Protocols:</b> Store prepared formula refrigerated up to 24 hours; discard unused portions after feeding.</li> </ul> <p><b>Storing Powdered Formula (Unmixed)</b></p> <ul style="list-style-type: none"> <li>Keep unopened tins in a cool, dry indoor place (not in the fridge, car, or direct sunlight). Check and respect the “Use By” date.</li> <li>After opening, close the lid tightly and store the tin in a cool, dry place; use within about 1 month or as written on the label.</li> <li>Do not store opened powder in the refrigerator and always use the scoop that comes with the tin.</li> </ul> <p><b>Storing Breastmilk</b></p> <ul style="list-style-type: none"> <li>Put freshly expressed breastmilk in clean, labeled containers (name, date, and time), and refrigerate or freeze soon after pumping.</li> <li>In most guidelines, breastmilk can be kept in the fridge (<math>\leq 4^{\circ}\text{C}</math>) for up to 4 days, and longer in the freezer depending on freezer type; local health guidance should be followed.</li> </ul>	<p>to ensure it is lukewarm; warm in a water bath if needed.</p> <ol style="list-style-type: none"> <li>Feed the baby doll, maintaining proper feeding posture and gentle support of head and neck.</li> <li>After feeding, wash and sterilize the bottle and nipple with hot soapy water; air-dry completely.</li> <li>Store any prepared formula correctly in a refrigerator for up to 24 hours and discard leftovers after use.</li> <li>Trainer observes accuracy in measurement, hygiene, feeding posture, and safe handling practices.</li> </ol> <p><b>Trainee to practice Feeding and After-Feeding Cleaning</b></p> <ul style="list-style-type: none"> <li>Feed the baby in a semi-upright position, holding the bottle so the teat is full of milk (to avoid swallowing air).</li> <li>Do not force the baby to finish the bottle; stop if the baby turns away or seems full.</li> <li>After feeding, discard any leftover milk from the bottle (do not reuse).</li> <li>Rinse the bottle, nipple, and cap with warm water immediately after use.</li> <li>Wash all parts with warm water, mild dish soap, and a bottle brush, scrubbing inside the bottle and nipple well.</li> <li>Rinse all parts again with clean water to remove soap.</li> <li>Place parts on a clean rack or towel to air dry; avoid wiping inside with used cloths.</li> <li>If recommended, sterilize bottles and nipples (steam sterilizer/boiling) according to age and local practice.</li> </ul>
<p><b>Week 5:</b> Nutrition and Meal Preparation for Toddlers and Preschoolers</p>	<p><b>Day 18:</b></p> <ul style="list-style-type: none"> <li><b>Sterilization of Feeding Equipment</b></li> <li>Trainees master sterilization to eliminate bacteria from infant feeding tools, preventing infections.</li> <li><b>Wash bottles:</b> Scrub interiors with hot soapy water using bottle brush; rinse thoroughly under running water; inspect for damage.</li> <li><b>Boil method:</b> Submerge clean equipment in boiling water; cover with plate to keep submerged; maintain boil for 10 minutes; cool safely.</li> <li><b>Dry tools:</b> Position upside down on clean drying rack; air-dry completely; avoid using towels to</li> </ul>	<p><b>Task 24:</b> Trainees to properly clean, sterilize, and store infant feeding equipment.</p> <p><b>Setup:</b></p> <ul style="list-style-type: none"> <li>Provide used baby bottles, nipples, caps, and rings (or practice ones).</li> <li>Equip with warm water, mild dish soap, bottle brushes, a large pot, stove or hotplate, drying rack or clean towel, and clean storage container.</li> </ul>

	<p>prevent contamination.</p> <ul style="list-style-type: none"> <li>• <b>Store safely:</b> Assemble dry parts; place in sealed, clean container; store in cool, dry area away from pets and dust.</li> <li>• <b>Sterilize daily:</b> Perform full cycle (wash, boil, dry, store) every day; repeat for newborns until 12 months; monitor equipment wear.</li> </ul>	<p><b>Instructions for Trainees:</b></p> <ul style="list-style-type: none"> <li>• <b>Initial Wash:</b> Rinse all parts in clean water immediately after “use.”</li> <li>• <b>Soap Cleaning:</b> Wash bottles, nipples, caps, and rings with warm water and mild soap using a bottle brush; rinse thoroughly.</li> <li>• <b>Boiling Sterilization:</b> Place all parts in a large pot, cover with water, bring to a rolling boil for 5–10 minutes, then allow to cool in the pot.</li> <li>• <b>Drying:</b> Place sterilized items on a clean drying rack or towel; allow to air dry completely.</li> <li>• <b>Safe Storage:</b> Store dry bottles and nipples in a clean, covered container; avoid touching the inside or tip with unwashed hands.</li> </ul>
<p><b>Day 19:</b></p> <p><b>Introducing Solid Food</b></p> <ul style="list-style-type: none"> <li>• Offer soft, easily mashable foods.</li> <li>• Ensure appropriate texture for the infant’s age.</li> <li>• Feed using a small spoon.</li> <li>• Introduce one new food at a time.</li> <li>• Observe and record any reactions to new foods.</li> </ul>		<p><b>Task 25:</b> Safely prepare and feed solid foods to infants while monitoring for reactions.</p> <p><b>Instructions for Trainee:</b></p> <ol style="list-style-type: none"> <li>1. <b>Prepare Food:</b> Mash or cook fruits, vegetables, or cereals to a smooth texture suitable for an infant.</li> <li>2. <b>Feed the Infant:</b> Using a small, shallow baby spoon, feed the baby doll gently and slowly, offering small amounts at a time.</li> <li>3. <b>Introduce One Food at a Time:</b> Practice giving only one new food, explaining a 3–5 day observation period for allergies.</li> <li>4. <b>Monitor Reactions:</b> Watch the baby doll for any signs of discomfort or allergic reaction (trainer may simulate cues).</li> <li>5. <b>Respond Appropriately:</b> If a reaction occurs, stop feeding immediately and report to the trainer acting as the caregiver.</li> <li>6. <b>Record Details:</b> Complete a feeding log noting the food type, texture, amount, and any reactions observed.</li> </ol>
<p><b>Day 20:</b></p> <p><b>Choking Prevention</b></p> <ul style="list-style-type: none"> <li>• Cut food into small, safe pieces.</li> <li>• Maintain correct upright feeding posture.</li> <li>• Avoid feeding while the child is lying down.</li> <li>• Supervise the child during meals.</li> <li>• Learn and apply emergency choking response steps.</li> </ul>		<p><b>Task 26:</b> Train trainees to prevent choking during feeding and respond appropriately in emergencies.</p> <p><b>Instructions for Trainee:</b></p> <ol style="list-style-type: none"> <li>1. <b>Food Preparation:</b> Cut simulated food (e.g., soft play-dough or</li> </ol>

		<p>training food) into small, safe pieces suitable for infants and toddlers.</p> <ol style="list-style-type: none"> <li>2. <b>Feeding Posture:</b> Practice feeding a baby doll in a correct upright position; do not feed while lying down.</li> <li>3. <b>Supervision:</b> Role-play supervising the child during the entire “meal,” ensuring attention is on feeding.</li> <li>4. <b>Emergency Response:</b> Learn and demonstrate basic choking response (e.g., back blows, chest thrusts for infants) on a mannequin under trainer supervision.</li> </ol>
	<p><b>Day 21:</b></p> <p><b>Child Seating and Posture During Meals</b></p> <ul style="list-style-type: none"> <li>• Seat the child upright with back support.</li> <li>• Use a sturdy, age-appropriate high chair or table.</li> <li>• Secure safety straps properly.</li> <li>• Keep feet supported on a stable surface.</li> <li>• Ensure the eating area is clutter-free and safe.</li> <li>• Avoid feeding while the child is lying down or moving.</li> <li>• Supervise the child continuously to prevent choking.</li> </ul>	<p><b>Task 27:</b></p> <p>Trainee to maintain correct seating, posture, and supervision during child feeding to reduce choking risks and promote safe eating habits.</p> <p>The Trainer shall ensure that the child is seated safely and comfortably during all meals, with correct posture, proper support, and continuous supervision.</p> <p><b>Task Steps:</b></p> <ul style="list-style-type: none"> <li>• Position the child in an upright sitting posture with back straight, head upright, and shoulders relaxed.</li> <li>• Secure the child in a stable high chair or child table using straps or harness; ensure correct height and balance.</li> <li>• Provide firm foot support using a footrest, chair rung, or floor to maintain posture and stability.</li> <li>• Ensure the child does not lie down, slouch, kneel, stand, or move excessively during meals.</li> <li>• Remain close throughout feeding to supervise, cut food into small pieces, and encourage slow, careful chewing.</li> <li>• Adjust the chair, booster seat, or footrest as the child grows to ensure continued comfort and safety.</li> <li>• Clean and sanitize the high chair or table after each meal and inspect daily for loose parts, sharp edges, or damage.</li> </ul>
	<p><b>Day 22:</b></p> <p><b>Preparing Mashed and Soft Foods</b></p>	<p><b>Task 28:</b></p> <p>The Trainee shall prepare mashed and soft</p>

	<ul style="list-style-type: none"> <li>• Wash vegetables and fruits thoroughly.</li> <li>• Boil or steam until soft and tender.</li> <li>• Mash or puree to a smooth, lump-free texture.</li> <li>• Cool food to a safe feeding temperature.</li> <li>• Use fresh ingredients and avoid reheating leftovers.</li> <li>• Avoid adding salt, sugar, or strong spices.</li> <li>• Serve immediately or store safely for short periods.</li> </ul>	<p>foods using fresh ingredients, safe cooking methods, and proper hygiene to ensure correct texture, nutrition, and food safety.</p> <p><b>Task Steps:</b></p> <ol style="list-style-type: none"> <li>1. Gather all required fresh ingredients, including fruits, vegetables, and permitted seasonings.</li> <li>2. Wash fruits and vegetables thoroughly under clean running water to remove dirt and residues.</li> <li>3. Peel and cut ingredients into small, even-sized pieces to ensure uniform cooking.</li> <li>4. Boil or steam ingredients until fully soft and easily mashable.</li> <li>5. Drain excess water, if required, to control consistency and nutrient retention.</li> <li>6. Mash cooked food using a fork, masher, or blender according to the child's age and feeding stage.</li> <li>7. Add small amounts of milk, broth, or water to achieve smooth and safe consistency when needed.</li> <li>8. Allow prepared food to cool to a safe serving temperature before feeding.</li> <li>9. Check texture carefully and adjust to smooth or slightly chunky as appropriate.</li> <li>10. Serve food immediately or store in clean, airtight containers under proper conditions.</li> <li>11. Use only fresh ingredients to maintain taste, nutrition, and safety.</li> <li>12. Clean and sanitize all utensils, cookware, and the work area after preparation</li> </ol>
<p><b>Week 6:</b> Infant and Toddler Equipment (Use, Safety, and Care)</p>	<p><b>Day 23:</b></p> <p><b>Serving Food Safely</b></p> <ul style="list-style-type: none"> <li>• Wash hands and use clean utensils before serving.</li> <li>• Serve age-appropriate portion sizes.</li> <li>• Ensure the child sits upright in a safe, stable seat.</li> <li>• Keep mealtime free from distractions and play.</li> <li>• Check food temperature before serving.</li> <li>• Discard unfinished food after the meal.</li> <li>• Clean utensils, surfaces, and feeding area thoroughly.</li> </ul>	<p><b>Task 29:</b> <b>Serving Food Safely</b></p> <p>The Trainee shall follow proper hygiene, temperature control, and supervision practices while serving meals to children or elderly individuals.</p> <p><b>Task Steps:</b></p> <ul style="list-style-type: none"> <li>• Wash hands thoroughly with soap and clean water before handling or serving food.</li> <li>• Clean and sanitize all serving surfaces, tables, and trays before meals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use clean, dry utensils, plates, bowls, and cups for each individual and each meal.</li> <li>• Check food temperature before serving; serve hot foods hot and cold foods cold.</li> <li>• Prevent cross-contamination by keeping raw and cooked foods separate at all times.</li> <li>• Serve correct portion sizes according to age, health condition, and dietary needs.</li> <li>• Ensure proper sitting posture during meals to reduce choking risks.</li> <li>• Stay present to supervise eating, especially for children and elderly persons.</li> <li>• Minimize distractions such as screens, toys, or loud noise during meal times.</li> <li>• Offer water or appropriate drinks to support safe swallowing.</li> <li>• Clean and wash all utensils, dishes, and tables immediately after meals.</li> <li>• Store leftovers safely in clean, covered containers and refrigerate promptly.</li> <li>• Dispose of food waste and scraps hygienically in covered bins.</li> </ul>
<b>Day 24:</b> <p><b>Developing Healthy Eating Habits</b></p> <ul style="list-style-type: none"> <li>• Encourage the child to eat slowly and chew thoroughly.</li> <li>• Introduce a variety of nutritious foods and flavors.</li> <li>• Limit sugary drinks and avoid junk or processed foods.</li> <li>• Model healthy eating habits during family meals.</li> <li>• Maintain regular meal and snack times.</li> <li>• Teach the child to appreciate food and express gratitude.</li> <li>• Praise positive eating behavior without pressure or force.</li> </ul>	
<b>Day 25:</b> <p><b>Food Storage and Safety</b></p> <ul style="list-style-type: none"> <li>• Cover food properly to prevent contamination.</li> <li>• Store perishable items in the refrigerator promptly.</li> <li>• Discard leftover milk or formula; do not reuse.</li> <li>• Check expiry and use-by dates before serving.</li> <li>• Keep food areas clean and free from insects or pests.</li> <li>• Use airtight containers for dry foods.</li> <li>• Reheat cooked food thoroughly before reuse.</li> <li>• Maintain separate storage for raw and cooked foods.</li> </ul>	
<b>Day 26:</b> <p><b>Basic Infant Feeding Equipment</b></p> <ul style="list-style-type: none"> <li>• Use sterilized feeding bottles suited to the baby's age.</li> </ul>	<b>Task 30</b> <p>Trainee shall ensure safe, hygienic, and age-appropriate use of infant feeding</p>

<ul style="list-style-type: none"> <li>• Select soft, hygienic bottle nipples and secure with tight caps.</li> <li>• Feed using shallow, smooth-edged spoons and unbreakable bowls.</li> <li>• Clean bottles and utensils with dedicated bottle brushes.</li> <li>• Understand the purpose and correct use of each feeding item.</li> <li>• Handle all feeding tools with clean, dry hands.</li> <li>• Sterilize equipment before first use and after every feeding.</li> <li>• Inspect items regularly for cracks or wear and replace as needed.</li> <li>• Avoid sharing feeding equipment between infants.</li> <li>• Store clean items in a dry, covered area to prevent contamination.</li> </ul>	<p>equipment to support proper nutrition and prevent contamination.</p> <p><b>Trainee Responsibilities:</b></p> <ol style="list-style-type: none"> <li><b>Prepare Feeding Equipment Safely</b> <ul style="list-style-type: none"> <li>○ Gather all necessary items: bottles, nipples, caps, feeding spoons, bowls, cleaning brushes, and sterilizer.</li> <li>○ Check that nipples and caps are appropriate for the baby's age and in good condition (no cracks or wear).</li> </ul> </li> <li><b>Understand and Use Equipment Correctly</b> <ul style="list-style-type: none"> <li>○ Use bottles for newborns and introduce spoons and bowls around 6 months.</li> <li>○ Sterilize bottles and nipples before first use and after each feeding session.</li> <li>○ Test milk or formula temperature on the wrist to ensure it is lukewarm.</li> </ul> </li> <li><b>Maintain Hygiene and Safety</b> <ul style="list-style-type: none"> <li>○ Wash hands thoroughly before handling feeding items.</li> <li>○ Never share feeding utensils between babies.</li> <li>○ Wash all bottles, nipples, spoons, and bowls immediately after use with warm soapy water.</li> <li>○ Use brushes to clean hard-to-reach areas thoroughly.</li> <li>○ Sterilize equipment daily and dry completely before storage.</li> <li>○ Store feeding items in a clean, dust-free area.</li> </ul> </li> <li><b>Prevent Common Mistakes</b> <ul style="list-style-type: none"> <li>○ Do not reuse leftover milk or formula.</li> <li>○ Avoid using unsterilized bottles or unwashed utensils.</li> <li>○ Never overheat milk or formula.</li> <li>○ Keep feeding items protected from dust, flies, or contamination.</li> </ul> </li> </ol>
<p><b>Day 27:</b></p> <p><b>Manage Sleeping and Rest Equipment</b></p> <ul style="list-style-type: none"> <li>• Participants develop practical skills to ensure safe, hygienic, and comfortable infant sleep environments, focusing on equipment use and maintenance. This unit emphasizes safe practices and hygiene.</li> <li>• Inspect baby crib and cot: Check for stability, secure</li> </ul>	<p><b>Task 31:</b></p> <p>Trainee shall ensure that all infant sleeping and rest equipment is safe, clean, and correctly set up to prevent accidents and support healthy sleep.</p> <p><b>Trainee Responsibilities:</b></p> <ol style="list-style-type: none"> <li><b>Prepare and Inspect Equipment</b> <ul style="list-style-type: none"> <li>○ Select a sturdy crib or cot that meets safety standards (no</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>joints, absence of sharp edges or loose parts.</li> <li>Select mattress and bedding: Choose firm, well-fitting mattress; use breathable, clean bedding; avoid overly soft materials.</li> <li>Install mosquito net: Position securely over crib, ensuring no gaps; check for holes or tears daily.</li> <li>Use baby sleeping bags: Select appropriate size for age; ensure proper fastening without restricting movement.</li> <li>Monitor baby safely: Operate baby monitor for basic awareness; keep device at safe distance from crib.</li> <li>Position baby correctly: Place baby on back to sleep; use secure crib without pillows, toys, or loose blankets.</li> <li>Maintain bedding hygiene: Wash bedding regularly; keep dry and free from dampness or stains.</li> <li>Remove unsafe items: Eliminate pillows, heavy blankets, stuffed animals, or any objects that could cause suffocation.</li> <li>Conduct daily safety checks: Verify crib structure, bedding condition, monitor functionality, and net integrity before sleep.</li> <li>Store equipment properly: When not in use, clean and store items in a dry, dust-free area.</li> </ul>
<b>Day 28:</b> <ul style="list-style-type: none"> <li><b>Manage Bathing and Hygiene Equipment</b> <ul style="list-style-type: none"> <li>Participants master safe use, cleaning, and storage of bathing tools to promote infant hygiene and prevent infections or injuries.</li> <li>Prepare workspace: Gather all items (bathtub, sponge, towels, soap, shampoo, nail cutter, brush, comb, diapers, wipes, potty chair) within arm's reach; fill bathtub with lukewarm water (test</li> </ul> </li> </ul>	<b>Task 32:</b> <ul style="list-style-type: none"> <li><b>Bathing and Hygiene Equipment</b></li> <li><b>Trainer Demonstration</b> <ul style="list-style-type: none"> <li>Trainer demonstrates full bathing and hygiene routine on doll step by step:</li> <li>Preparation of all items within reach</li> <li>Safe placement and support of the</li> </ul> </li> </ul>

	<p>temperature on wrist).</p> <ul style="list-style-type: none"> <li>Position baby securely: Support baby's head and neck in bathtub; use non-slip mat to prevent sliding.</li> <li>Bathe baby: Gently wash body with soft sponge and mild baby soap; rinse thoroughly; shampoo hair with baby shampoo, avoiding eyes.</li> <li>Dry baby gently: Pat skin dry with soft towel; avoid rubbing; ensure folds (neck, groin) are fully dry.</li> <li>Trim nails safely: Use blunt baby nail cutter; trim during sleep or with assistance to avoid scratches.</li> <li>Brush and comb hair: Use soft-bristled brush or wide-tooth comb; gently detangle from ends to roots.</li> <li>Change diaper hygienically: Clean genital area with wipes front-to-back; apply diaper cream if needed; secure diaper snugly.</li> <li>Use potty chair: Position baby stably; encourage during toilet training; empty and rinse immediately after use.</li> <li>Clean equipment: Wash bathtub, sponge, potty with hot soapy water; rinse and disinfect regularly; replace sponge monthly.</li> <li>Dry and store safely: Air-dry all items completely; store in ventilated, dry area away from sunlight and contaminants; keep products sealed.</li> </ul>	<p>baby in the tub</p> <ul style="list-style-type: none"> <li>Gentle washing with sponge and mild soap</li> <li>Hair rinsing with care</li> <li>Nail trimming demonstration using proper tools</li> <li>Hair brushing and combing</li> <li>Diaper changing and proper use of wipes</li> <li>Proper storage of all items and cleaning of equipment</li> <li>Trainer emphasizes hygiene, safety, and room temperature maintenance.</li> </ul> <p><b>Trainee Practice</b></p> <ul style="list-style-type: none"> <li>Each trainee practices the full routine using a dummy doll:</li> <li>Set up the bathing area with all items within reach</li> <li>Support and "bathe" the doll safely</li> <li>Perform nail trimming, hair brushing, and diaper changing</li> <li>Clean and store all equipment properly after practice.</li> </ul>
<p><b>Week 7:</b> Child Safety and Home Safety Management</p>	<p><b>Day 29:</b></p> <p><b>Manage Mobility and Play Equipment</b></p> <ul style="list-style-type: none"> <li>Participants master safe setup, use, and maintenance of mobility and play tools to support infant development while preventing injuries.</li> <li>Inspect stroller thoroughly: Check brakes, harness, wheels, and frame for stability; unfold securely before use.</li> <li>Secure baby in stroller: Fasten five-point harness snugly; position seat reclined for newborns; avoid overloading.</li> <li>Use baby walker cautiously: Supervise constantly on flat surfaces; discontinue after 6 months to prevent falls or delays.</li> <li>Position high feeding chair: Lock wheels and straps; adjust height for adult reach; test stability before seating.</li> <li>Operate baby swing safely: Select low speed for newborns; limit use to 30 minutes; never leave unattended.</li> <li>Spread play mat cleanly: Place on flat, soft surface; ensure no sharp objects underneath; clean regularly.</li> <li>Select age-appropriate toys: Choose soft toys and rattles without small parts; match developmental stage (e.g., high-contrast for infants).</li> <li>Supervise all play actively: Stay within arm's reach; monitor for choking hazards or tipping risks.</li> <li>Clean equipment daily: Wipe stroller, chair, swing,</li> </ul>	<p><b>Task 33:</b></p> <p>Trainee to be assigned by a trainer to care for a infant doll in a daycare or home setting. Your responsibilities include using mobility and play equipment to support the baby's physical while ensuring safety at all times.</p> <p><b>Trainee Responsibilities in the Scenario:</b></p> <ol style="list-style-type: none"> <li><b>Prepare Equipment Safely</b> <ul style="list-style-type: none"> <li>Select and assemble all equipment appropriate for the infant's age and weight: stroller, baby walker, high chair, swing, play mat, soft toys, and rattles.</li> <li>Inspect each item for damage, loose parts, or choking hazards before use.</li> </ul> </li> <li><b>Safe Use During Feeding and Mobility</b> <ul style="list-style-type: none"> <li>Place the doll in the high chair with the harness secured during feeding.</li> <li>Use the stroller for outdoor walks; ensure brakes are engaged when stationary.</li> <li>Allow short, supervised use of the walker on flat, firm surfaces only; never leave the baby unattended.</li> </ul> </li> </ol>

	<p>mat with mild soap; wash toys in hot soapy water; air-dry fully.</p> <ul style="list-style-type: none"> <li>Remove unsafe items immediately: Discard broken toys, loose parts, or worn equipment; store securely out of reach.</li> </ul>	<p><b>3. Supervised Play</b></p> <ul style="list-style-type: none"> <li>Place the baby on the play mat with soft, age-appropriate toys.</li> <li>Ensure toys are non-toxic, free from small parts, and regularly inspected.</li> <li>Monitor the baby closely to prevent falls, choking, or entrapment.</li> </ul> <p><b>4. Maintenance and Hygiene</b></p> <ul style="list-style-type: none"> <li>Clean and maintain all equipment according to manufacturer instructions after use.</li> <li>Store toys and equipment in a safe, clean area.</li> </ul>
	<p><b>Day 30:</b></p> <p><b>Manage Safety and Training Equipment for Toddlers</b></p> <p><b>Install Safety Devices</b></p> <ul style="list-style-type: none"> <li>Fit safety gates firmly at stairs; test stability.</li> <li>Apply corner protectors on sharp furniture edges.</li> <li>Insert socket covers snugly in unused outlets.</li> <li>Attach cabinet locks securely; keep keys out of reach.</li> <li>Install car child seats correctly, rear-facing for infants, and adjust harness/seat belts.</li> </ul> <p><b>Strategic Placement</b></p> <ul style="list-style-type: none"> <li>Position gates, outlet covers, and locks at all hazard points.</li> </ul> <p><b>Supervise and Educate</b></p> <ul style="list-style-type: none"> <li>Monitor toddlers to prevent misuse or climbing.</li> <li>Gradually teach potty use with demonstrations, praise, and scheduled breaks.</li> </ul> <p><b>Maintenance and Hygiene</b></p> <ul style="list-style-type: none"> <li>Conduct daily checks for wear, looseness, or damage; replace faulty items.</li> <li>Clean and air-dry equipment; store spares in adult-only areas.</li> </ul>	<p><b>Task 34:</b></p> <p>Trainer demonstrates installation of corner protectors, socket covers,</p> <ul style="list-style-type: none"> <li>Shows proper placement, adjustment, and daily safety checks.</li> <li>Demonstrates cleaning and maintenance of equipment.</li> </ul> <p><b>Trainee Practice</b></p> <ul style="list-style-type: none"> <li>Trainees install socket covers, Corner Protectors around a training area</li> <li>Adjust locks, and covers for stability and correct fit.</li> <li>Perform daily inspection and cleaning of all equipment.</li> <li>Role-play supervision, redirecting dummy toddler from unsafe actions.</li> </ul>

<p><b>Day 31:</b></p> <p><b>Securing Kitchens and Hazardous Substances</b></p> <ul style="list-style-type: none"> <li>• Installing childproof locks on cabinets and drawers</li> <li>• Safe storage of knives, cleaners, hot pots, and other dangerous items</li> <li>• Storing medicines and toxic substances in high, locked cabinets</li> <li>• Using child-resistant caps and displaying poison control numbers</li> </ul>	<p><b>Task 35:</b></p> <p>Trainees shall ensure kitchens and storage areas are childproofed to prevent toddler access to dangerous items, chemicals, and medicines.</p> <ul style="list-style-type: none"> <li>• <b>Safe Storage of Hazardous Items</b></li> <li>• Store knives, scissors, hot pots, and other dangerous items out of toddler reach.</li> <li>• Organize items to prevent accidental tipping or falls.</li> <li>• <b>Store Medicines and Toxic Substances Securely</b></li> <li>• Place all medicines, vitamins, and cleaning chemicals in high, locked cabinets or safe boxes.</li> <li>• Use original child-resistant caps and ensure locks are functioning properly.</li> <li>• <b>Display Poison Control Information</b></li> <li>• Keep the poison control number visible in the kitchen or storage area for emergencies.</li> </ul>
<p><b>Day 32:</b></p> <p><b>Prevent Falls and Injuries</b></p> <ul style="list-style-type: none"> <li>• <b>Clear safe floor space:</b> Remove rugs, cords, or clutter from walkways; vacuum daily to eliminate small objects or debris.</li> <li>• <b>Eliminate slippery surfaces:</b> Apply non-slip mats in bathrooms, kitchens, and tubs; wipe spills immediately with dry cloth; choose footwear with grip.</li> <li>• <b>Supervise climbing actively:</b> Spot toddlers on furniture or stairs; teach "feet on floor" rule; limit access to high surfaces.</li> <li>• <b>Designate safe play area:</b> Enclose with soft-edged boundaries; pad hard floors with foam mats; position away from stairs or edges.</li> </ul>	
<p><b>Day 33:</b></p> <ul style="list-style-type: none"> <li>• <b>Install protective gates:</b> Secure expandable gates across stairways and doorways; lock hardware-mounted models; test swing direction daily.</li> <li>• <b>Anchor furniture securely:</b> Bolt dressers, shelves, and TVs to walls; install anti-tip straps; verify stability by shaking at child height.</li> <li>• <b>Use protective gear:</b> Fit helmets for tricycles; apply elbow/knee pads for rough play; check fit before outdoor activities.</li> <li>• <b>Conduct daily hazard scans:</b> Inspect at toddler eye level for loose railings, wobbly items, or hazards; repair immediately and log checks.</li> </ul>	
<p><b>Day 34:</b></p> <p><b>Water Temperature Safety Awareness</b></p>	

	<p>Understanding safe bath water limits, risks of scalding, and basic anti-scald measures.</p> <ul style="list-style-type: none"> <li><b>Kitchen and Fire Hazard Awareness</b> Common burn risks in kitchens, safe distances for children, and fire-prevention basics in home settings.</li> <li><b>Chemical and Medication Safety</b> Identification of household poisons, safe storage principles, labeling importance, and child access risks.</li> <li><b>Heat and Electrical Hazard Recognition</b> Awareness of risks from irons, heaters, kettles, and electrical appliances within a child's reach.</li> <li><b>Emergency Awareness for Burns and Poisoning</b> Recognizing situations requiring immediate medical attention and understanding correct first-response principles.</li> </ul>
<p><b>Week 8:</b> Basic First Aid and Emergency Response</p>	<p><b>Day 35:</b></p> <ul style="list-style-type: none"> <li>Orientation of rights related to safe working conditions and work place harassment</li> <li>Identification of suspicious behaviors &amp; know basic home safety rules.</li> <li>How to flag or raise them to upper Authority</li> <li>Identify safety needs of children, elderly, ill family members.</li> <li>Identify internal threats (poor housekeeping, unsafe tools) and external threats (strangers, forced entry attempts)</li> <li>Importance of accurate reporting, and the financial, social, and religious consequences of false or incorrect reporting.</li> </ul> <p><b>Hand-Holding &amp; Crossing Rules:</b> Teach toddlers to hold hands firmly; practice "stop, look, listen" at crossings.</p> <p><b>Traffic Awareness:</b> Avoid busy roads; use sidewalks and zebra crossings; supervise constantly near traffic.</p> <p><b>Stranger Safety:</b> Teach "say no to strangers"; role-play identifying safe adults.</p> <p><b>Playground Safety:</b> Select age-appropriate, soft-surfaced playgrounds; supervise climbing and one-at-a-time rules.</p> <p><b>Visibility &amp; Preparedness:</b> Dress toddlers in bright clothing; carry emergency contacts; brief rules before outings.</p> <p><b>Task 36</b></p> <ol style="list-style-type: none"> <li>Trainer presents 3–5 simple scenarios (verbal or on paper), for example: <ul style="list-style-type: none"> <li>Someone gives unwelcome personal comments/ bad touch to a worker.</li> </ul> </li> <li>Trainees answer: <ul style="list-style-type: none"> <li>Is this safe or unsafe?</li> <li>Who should you report it to? (Supervisor, Employer, Family member)</li> <li>What action would you take first?</li> </ul> </li> </ol> <p><b>Task 37:</b></p> <p><b>Objective:</b> Enable trainees to learn safe outdoor supervision and road-crossing techniques through guided practice.</p> <p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li><b>Trainer Demonstration:</b> <ul style="list-style-type: none"> <li>Trainer shows correct hand-holding technique with a toddler doll (hold above wrist).</li> <li>Demonstrates "stop, look, listen" at a simulated crossing.</li> <li>Shows how to guide a toddler safely on sidewalks and around obstacles.</li> <li>Demonstrates proper playground supervision with doll: lifting onto equipment, one-at-a-time rule, and spotting hazards.</li> </ul> </li> <li><b>Trainee Practice:</b> <ul style="list-style-type: none"> <li>Each trainee practices holding the doll and walking along the "street" path safely.</li> <li>Perform crossing procedure while saying "stop, look, listen."</li> <li>Guide the doll through obstacles safely.</li> <li>Practice lifting the doll onto mock playground equipment</li> </ul> </li> </ol>

		and enforcing safety rules.
	<p><b>Day 36:</b></p> <p><b>Understanding First Aid:</b></p> <ul style="list-style-type: none"> <li>• Importance of immediate response</li> <li>• Reporting to Parents</li> <li>• When to call for professional medical help</li> </ul> <p><b>Common Injuries &amp; Conditions:</b></p> <ul style="list-style-type: none"> <li>• Minor cuts, scrapes, and bruises</li> <li>• Burns and scalds (thermal safety and immediate care)</li> <li>• Nosebleeds</li> <li>• Choking and airway obstruction</li> <li>• Fever, dehydration, and basic illness management</li> </ul>	<p><b>Task 38:</b></p> <p>Scenario : While playing, the toddler doll “scrapes” its knee on a pretend toy. The trainee must clean and bandage the wound.</p> <p><b>Clean the Wound:</b></p> <ul style="list-style-type: none"> <li>• Wash hands thoroughly.</li> <li>• Use a cotton ball or soft cloth to gently “clean” the area with water or antiseptic.</li> </ul> <p><b>Apply the Bandage:</b></p> <ul style="list-style-type: none"> <li>• Dry the area gently with a clean cloth.</li> <li>• Place a small bandage or gauze over the “wound.”</li> <li>• Ensure it is secure but not too tight, allowing movement.</li> </ul> <p><b>Comfort and Check:</b></p> <ul style="list-style-type: none"> <li>• Pretend to reassure the doll (“all done, it won’t hurt”).</li> <li>• Check that the bandage covers the wound fully.</li> </ul> <p><b>Hygiene and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Dispose of used materials safely.</li> <li>• Wash hands after the task.</li> <li>• Report parents Immediately</li> </ul>
	<p><b>Day 37:</b></p> <p><b>Emergency Response Procedures:</b></p> <ul style="list-style-type: none"> <li>• Assessing the situation safely</li> <li>• Calling emergency services and providing accurate information</li> <li>• Comforting and reassuring the child</li> </ul> <p><b>Hygiene and Infection Control:</b></p> <ul style="list-style-type: none"> <li>• Handwashing and sanitization before and after treatment</li> <li>• Safe handling of wounds and dressings</li> </ul> <p><b>Disposal of contaminated materials</b></p>	
	<p><b>Day 38:</b></p> <p><b>Burn Assessment &amp; Immediate Action</b></p> <ul style="list-style-type: none"> <li>• Identify minor vs. severe burns using size, depth, and location.</li> <li>• Cool minor burns immediately with lukewarm water; avoid harmful applications.</li> </ul> <p><b>Fever Monitoring &amp; Care</b></p> <ul style="list-style-type: none"> <li>• Measure temperature correctly (rectal for infants, underarm for toddlers).</li> <li>• Manage mild fever: light clothing, fluids, tepid sponge, age-appropriate medication.</li> </ul> <p><b>Recognizing Emergencies</b></p>	<p><b>Task 39:</b></p> <p>During playtime, a toddler doll accidentally touches a warm surface (simulated minor burn) and later shows signs of fever.</p> <p><b>Burn Assessment:</b></p> <ul style="list-style-type: none"> <li>• Examine the simulated burn on the doll.</li> <li>• Identify if it is minor (superficial, small) or severe (large or deep).</li> <li>• Decide if immediate medical escalation is required (for severe burn).</li> </ul>

	<ul style="list-style-type: none"> <li>Signs requiring urgent medical attention: high fever, seizures, stiff neck, non-blanching rash, extensive burns.</li> </ul>	<b>Immediate Burn Care:</b> <ul style="list-style-type: none"> <li>Place the affected area under lukewarm water for 20 minutes.</li> <li>Avoid applying butter, oil, or ointments.</li> <li>Cover the burn loosely with sterile dressing and elevate limb if possible.</li> </ul> <b>Fever Monitoring:</b> <ul style="list-style-type: none"> <li>Measure the doll's temperature correctly underarm for toddler doll).</li> <li>Record the reading in a log.</li> </ul> <b>Fever Care:</b> <ul style="list-style-type: none"> <li>Simulate dressing the doll in light clothing.</li> <li>Offer water to represent hydration.</li> <li>Use tepid sponge on doll if fever &gt;39°C (simulated).</li> </ul>
<b>Day 39:</b> <p><b>Manage Choking and Breathing Problems</b></p> <ul style="list-style-type: none"> <li>Trainees practice on infant/toddler mannequins to recognize choking, deliver back blows/thrusts, and provide aftercare until help arrives.</li> <li><b>Recognize choking signs:</b> Identify weak cough, high-pitched noise, blue lips, clutching throat, or inability to cry/breathe on mannequin; shout "Choking!" loudly.</li> <li><b>Position infant correctly:</b> Support head lower than chest; cradle face-down on forearm with head supported; deliver 5 firm back blows between shoulder blades using heel of hand.</li> <li><b>Perform chest thrusts (infants):</b> Turn infant face-up on thigh; give 5 chest thrusts with two fingers on breastbone center; repeat back blows/thrusts up to 5 cycles.</li> <li><b>Deliver abdominal thrusts (toddlers):</b> Stand child upright; wrap arms around waist; clench fist above navel; thrust inward/upward 5 times sharply; check mouth for expelled object.</li> <li><b>Call emergency services immediately:</b> Dial 997, city, "Child choking, [age/location]"; continue maneuvers while on phone; hand phone to bystander if possible.</li> <li><b>Provide aftercare:</b> If object expelled, check breathing; place in recovery position if unconscious but breathing; monitor for 30 minutes; seek medical evaluation even if recovered.</li> <li><b>Practice sweep cautiously:</b> Only sweep mouth with finger if visible object (hook shape); never blind sweep; log scenario time and outcomes.</li> </ul>	<b>Task 40:</b> Trainer train to recognize and respond safely to choking in infants. <p><b>Steps for Trainee:</b></p> <ul style="list-style-type: none"> <li><b>Superficially Recognize Choking:</b> Observe doll for signs like weak cough, struggling, or inability to cry.</li> <li><b>Alert Others:</b> Shout "Choking!" to notify trainer/others.</li> <li><b>Position the Doll:</b> Lay doll face-down on forearm, head lower than chest, supporting head and neck.</li> <li><b>Back Blows:</b> Deliver 5 firm back blows between shoulder blades using the heel of hand.</li> <li><b>Chest Thrusts:</b> Turn doll face-up on forearm or lap; give 5 gentle chest thrusts using two fingers on center of chest.</li> <li><b>Repeat Cycle:</b> Alternate back blows and chest thrusts up to 5 times or until object is "dislodged" (trainer can remove the pretend object).</li> <li><b>Aftercare:</b></li> <li>Lay doll on back; simulate checking breathing.</li> <li>Discuss steps for monitoring and calling for help in a real scenario.</li> <li><b>Documentation:</b> Note actions performed, sequence, and any corrections needed.</li> </ul>	
<b>Day 40:</b> <p><b>Fire Safety Hazard Safety Response</b></p> <ul style="list-style-type: none"> <li>Recognize common household hazards (wet floors,</li> </ul>	<ul style="list-style-type: none"> <li><b>Task 41:</b></li> </ul>	

<ul style="list-style-type: none"> <li>faulty appliances, clutter).</li> <li>Identify risks for children, elderly, and pets.</li> <li>Explain what hazards can be resolved independently.</li> </ul> <p><b>Fire Safety for Electrical Hazards</b></p> <ul style="list-style-type: none"> <li>Use proper fire extinguishing techniques for electrical fires.</li> <li>Apply preventive measures to avoid accidents.</li> </ul> <p><b>Fire Safety Protocol</b></p> <ul style="list-style-type: none"> <li>Do not use water on electrical fires.</li> <li>Use a CO<sub>2</sub> or dry powder fire extinguisher for electrical appliances.</li> <li>Keep flammable materials away from the appliance. Understand steps to take in fire, gas leakage, electric sparks.</li> </ul>	<p><b>dummy CO<sub>2</sub> or Dry Powder extinguisher:</b></p> <ul style="list-style-type: none"> <li>Pull the pin</li> <li>Aim at the base</li> <li>Squeeze the handle</li> <li>Sweep side to side</li> </ul> <p><b>Outcome:</b> <b>Trainers know how to physically operate the correct extinguisher.</b></p>
--	--

## LIST OF MACHINERY / EQUIPMENT

**For the Class of 25 Students (9-Weeks Course)**

S.No	Name of Items	Unit
1	Baby bottles	25 ( 4-8 oz sizes with orthodontic teats, screw caps)
2	Bottle brushes	25 Units (nylon bristles for thorough cleaning)
3	Sterilization pots	25 units, (stainless steel, 2-4 liter capacity)
4	Formula mixing pitchers	25 units (with measurement markings)
5	Drying racks	10 units (12-slot plastic for air drying)
6	Sealed storage containers	25 units (BPA-free plastic)
7	Baby bottles	25units (4-8 oz sizes with orthodontic teats, screw caps)
8	Portable cribs/cots	25 units (foldable with firm mattresses)
9	Mosquito nets	20 units (fine mesh, fitted edges)
10	Baby sleeping bags	25 units (0-12 months sizes, cotton/breathable)
11	Baby monitors	25 units (audio/video with night vision)
12	Bathing and Hygiene Equipment	25 sets
13	Baby bathtubs	25 units (non-slip interior, 360-degree swivel)
14	Bath sponges	25 units (soft silicone, antimicrobial)
15	Hooded towels	25 units (cotton terry, newborn-toddler sizes)
16	Baby nail clippers	25 units (blunt rounded edges)
17	Hair brushes/combs	15 units (soft-bristle/wide-tooth)
18	Potty chairs	10 units (stable with removable liners)
19	Diaper changing stations	25 units (padded with safety straps)
20	Mild soap/shampoo dispensers	25 units (pump-style)
21	Baby strollers	25 units (lightweight with 5-point harness, brakes)
22	High feeding chairs	25 units (adjustable height, tray locks)
23	Baby swings	25 units (battery-operated, 0-9kg weight limit)
24	Play mats	25 units (waterproof padded, 6x8 ft)
25	Soft toys/rattles	50 units (washable, no small parts)
26	Baby walkers	25 units (for demo only with brake systems)
27	Safety gates	10 units (pressure/hardware-mounted, 29-38" wide)
28	Corner protectors	50 units (foam/EVA rubber)
29	Socket covers	25 units (tamper-resistant plugs)
30	Cabinet locks	20 units (magnetic/adhesive)

31	Car child seats	25 units (rear-facing infant models)
32	First aid kits	25 units (stocked with bandages, antiseptics, gloves, scissors, thermometers)
33	Infant/toddler CPR mannequins	25 units (choking/back blow capable)
34	Fire extinguishers	5 units (ABC multi-purpose, wall-mounted)
35	Smoke detectors	5 units (battery-operated with test buttons)
36	Carbon monoxide detectors	5 units (digital display)
37	Cleaning and Maintenance Equipment	As per requirement
38	HEPA vacuums	2 units (lightweight cordless)
39	Mops/buckets	3 sets (microfiber with wringer)
40	Disinfecting spray/wipes (bulk, child-safe formula)	As required
41	30–40 basic English flash cards for nanny theme	2
42	Doll Wear (Pant, Shirt ,Legging)	3
43	corner protectors	5
44	Socket covers	5

#### **LIST OF CONSUMABLE MATERIAL**

**For the Class of 25 Students (9 Weeks Course)**

S.No	Name of Items	Unit
1.	Disposable gloves.	(latex/nitrile, 5,000 pairs) for wound care, diapering, cleaning.
2.	Baby wipes for hygiene demos, spill cleanup.	10,000 units
3.	Disinfecting wipes for equipment surfaces.	(50 canisters, 500 sheets each)
4.	Paper towels for drying hands/tools.	100 rolls
5.	Tissues for general use, nose wiping practice.	50 boxes
6.	Baby diapers/pull-ups for changing practice.	2,000 units, newborn-toddler sizes
7.	Baby formula powder for mixing/feeding simulations.	50 kg
8.	Baby food pouches/jars for nutrition prep demos.	500 units
9.	Bibs for mess protection.	Disposable/cloth washable, 500 units
10.	Antiseptic wipes for bottle sterilization.	2,000 units
11.	Hot soapy water solution for washing bottles/sponges.	200 liters
12.	Hand soap refills for handwashing stations.	50 liters, liquid pump
13.	Trash bags for waste disposal.	500 units, 13-gallon
14.	Storage cubbies/shelves	10 units, low-level labeled
15.	Whiteboards/flip charts, Sterile gauze pads for wound dressing.	5 Bottles (2,500 units, 4x4 inch)
16.	Adhesive bandages for cuts/bleeds.	5,000 units, assorted sizes
17.	Non-stick burn dressings for burn simulations.	As per need or (1,000 units)
18.	Antiseptic solution for wound cleaning.	As per need or (50 liters, iodine/chlorhexidine)
19.	Instant cold packs for fever/burn practice.	As per need or 500 units
20.	Paracetamol syrup for fever management demos.	As per need or dose cups, 500 units
30	Digital thermometer probe covers for hygiene.	1000 units
31	Art/Craft and Training Aids (for Skill-Building Activities)	As required
32	Construction paper for labeling/safety posters.	5,000 sheets, assorted colors
33	Glue sticks for craft/assembly tasks.	500 units
34	Crayons/markers for drawing emergency plans.	25 sets of 24, washable
35	Play dough for fine motor practice.	100 tubs, 1kg each
36	Batteries for monitors, thermometers, toys.	AA/AAA, 200 units
37	Labels/nametags for equipment personalization.	1000 stickers
38	Incident log sheets for documentation practice.	2000 forms
39	Water bottles for hydration during drills or theory sessions)	Reusable disposable, 50 units