

MEMORANDUM OF UNDERSTANDING

In pursuance of the Royal Government's policy to establish **Daycare Centers**, the Department of school Education, Ministry of Education, Royal Government of Bhutan, hereinafter referred to as "the Department of School Education" and the Proprietor of Daycare Centre hereinafter referred to as "the Proprietor of Daycare Center" have signed this Memorandum of Understanding (MOU) on the , with regard to the establishment of a Daycare Centre in

This MOU is signed between the Royal Government of Bhutan, duly represented by the Director of the Department of School Education, Ministry of Education, authorized to conclude this MOU by virtue or the decision of the Royal Government of Bhutan and the proprietor of Daycare Centre, domiciled in, and authorized to conclude this MOU.

SECTION A

General

1. The Proprietor shall follow the *Guidelines for the Establishment and the Operation of Daycare Centre* issued by the Department of School Education, Ministry of Education.
2. The Department of School Education shall approve the appointment of the Head of the Day Care Centre.
3. The Proprietor shall ensure that all the minimum requirements in terms of both physical facilities and human resources are in place prior to the opening of the centre.
4. The Department of School Education shall monitor and assess the standard in the centre from time to time.
5. The ownership of the centre shall not be transferred to any interested individuals or parties without approval from the Department of School Education.
6. The centre shall provide any information as part of regular reports or for specific studies conducted by the Department of School Education.
7. The centre shall not engage in any activities, which are anti-social, or against national interest and the policy of the Royal Government.
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9. The Proprietor shall maintain a separate Bank Account for the center. All receipts and expenditure should be transacted through the Bank Account and proper records maintained and made available to the authorities as and when required.
10. The center shall pay all taxes as per prevailing rules and regulations of the Royal Government of Bhutan.
11. The center is not allowed to upgrade to primary school.

Curriculum

12. The centre shall follow the curriculum developed on its own based on the Curriculum Guide developed and approved by the Department of School Education.
13. Any additional courses and activities to be introduced at the center must receive prior approval from the Department of School Education.

Admission

14. The centre shall enroll children whose parents are currently residing in Thimphu.

Fees

15. The centre fees shall be proposed by the proprietor and approved by the Department of School Education
16. The center fees shall be collected biannually.
17. Any increase in the fees shall require prior approval from the Department of School Education.

Hours of operation

18. The center will operate from 9 AM to 5 PM, Monday through Friday.
19. Any change in the hours of operation shall require prior approval from the Department of School Education.

Facilities and Materials

20. The centre shall provide adequate space, facilities and materials as per the Guidelines.
21. The center shall provide basic safety and hygiene provisions as per the Guidelines.

Staff

22. The center shall ensure that the minimum staff-child ratio of 1:15 established by the Department of School Education is maintained.
23. The center will employ only competent staff that are trained or academically qualified as specified in the Guidelines.
24. Head and proprietor of the center should have professional experiences in teaching or health care for young children.
25. Expatriate staff may be recruited according to the prevailing government rules and regulations.
26. Staff from the center can participate in relevant in-country, in-service programmes/workshops organized by the Department of School Education. However, expenses pertaining to participation will be borne by the Centre.

Management

27. The Center shall be governed by a Management Board comprising the following:
 - President: Proprietor
 - Member Secretary: Head of the center (or the head caregiver, if the head of the center is same as the proprietor)
 - Members:
 - Parents' representatives (one parent from every 15);
 - Caregivers' representatives (1 caregiver from 3)
 - DEO/Representative from the Education Ministry.
28. The Management Board shall be responsible for:
 - Ensuring proper implementation of the Government policy and guidelines:
 - Ensuring quality of services provided.
 - Recommending the intake capacity of children and admission modality.
 - Approving the calendar of activities.
 - Reviewing the progress and performance of the centre.
 - Awarding scholarships to deserving children if any.

Other Conditions

29. The center shall support parents of young children to enhance their knowledge and skills on childcare through any opportunity of formal and informal gathering/interactions.
30. The center shall maintain individual records (including health records) of the children.
31. The center shall not be closed without the prior approval from the Department of School Education. Closure of the center by either party, Proprietor or Department of School Education, shall require three month's notice and adequate provisions should be made for the children affected.
32. Contravention of any of the terms and conditions set under the MOU may amount to termination of the License.
33. The decision of the Department of School Education shall be final and binding in case of a dispute on the interpretation of any of the terms and conditions.
34. The MOU shall be effective for a period of one year from the date of its signing, after which it shall be subject to renewal.
35. The renewal of the MOU shall be based upon the performance of the center and adherence to the terms and conditions of the MOU.

SECTION: B

36. The Center shall commence from the
37. The Centre Fees for a child per month shall be fixed as Nu.
Depending on the demand for the refreshment, the proprietor will work out the costing and seek the consent of the parents.)
38. The center shall enroll only children aged 3 years and above, and below 6 years, of parents currently residing in

SIGNED for and on behalf of the
DEPARTMENT OF SCHOOL EDUCATION

In the presence of:

DIRECTOR
Department of School Education
Ministry of Education
Royal Government of Bhutan
(Legal Stamp)

Proprietor in the presence of:

(.....)
..... Daycare Centre
.....
(Legal Stamp)

This Memorandum of Understanding is written in English and signed on the day of the month of the Year corresponding to, between the Royal Government of Bhutan and the proprietor ofDaycare Center, Thimphu in the office of the Director of the Department of School Education.