



State of Palestine
Ministry of Education
General Administration of General Education

Licensing Instructions For Private Preschools 2020/2021AD



Quality Criteria for the Licensing of Private Preschools

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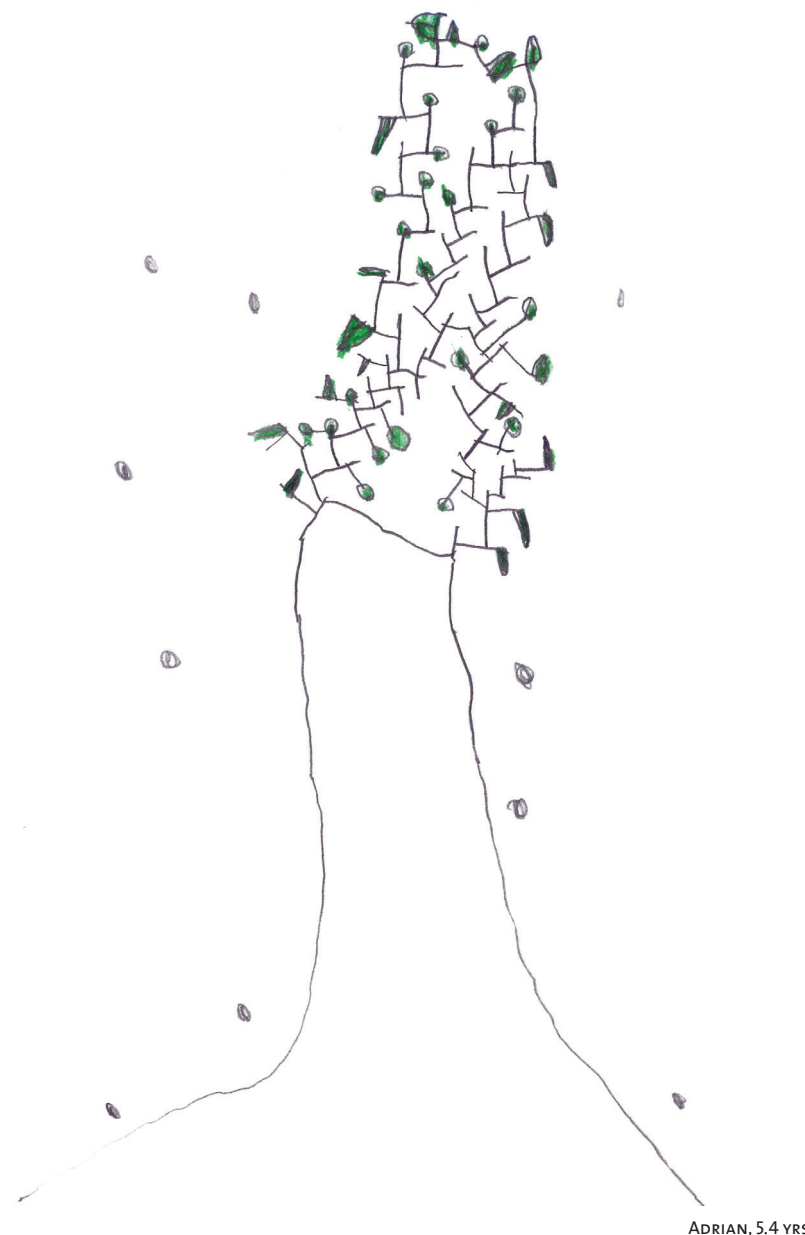
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Speech of His Excellency The Minister of Education

Early childhood is one of the most important stages of life and the most influential on the life of the individual, and the development of his/her future personality. Therefore, the Palestinian Ministry of Education is endeavoring to provide a pedagogical supportive and motivating learning environment that prepares inclusive and balanced growth components for our children, enables them of self-achievement and capacity-building and provides them with learning, healthy behaviors and approaches and life skills that enhance their abilities to build their future in a way that sets the basis for building their character and their ability to coexist with the surrounding environment and enables them to continue their life enthusiastically and efficiently. It also helps them to contribute in an active and enlightened manner to effectively advance and to instill in them the ability to deal with the future challenges that may face them, their families and communities, and to build their homeland and participate in making the world a better place.

Based on that, the Ministry of Education has included the early childhood and preschools in the Early Childhood National Strategy launched in 2017 as one of the important stages to be developed. It has issued a number of pedagogical references in the field of childhood represented by the Palestinian Childhood Framework, Preschool Teacher Manual and the Professional Standards for Preschool Teachers in order to clarify the work mechanism and its strategies, pedagogical and learning objectives and the desired outcomes from the preschool phase.

This work has been done through the partnership with institutions working in the field of Early Childhood at the national level supported by our international partners, especially the Italian organization RTM-Volontari nel Mondo, which has supported the development of this document.

Minister of Education
Prof. Dr. Marwan Awartani

Licensing Instructions For Private Preschools

INTRODUCTION:

Investing in Early Childhood is an investment in the wealth of the Nation. Evidence concluded from academic research and experiences in several countries shows that planning, creating, and financing Early Childhood Learning leads to improve education achievements and healthy life styles, instill cultural and moral values and civic participation of citizens, reduce anti-social behaviors, equalize opportunities in the successive generations, empower women, boost human resources, labor force, productivity and economic development and enhance social justice and cohesion.

The commitment of the Ministry of Education in the State of Palestine to support Early Childhood Learning is a major commitment devoted to achieve the above mentioned goals which requires a high level of collaboration between the Ministry of Education and other competent authorities on one hand and private providers on the other, is needed, in order to promote the dialogue and improve qualitative early childhood learning across the country continuously.

Due to what the country as well as the entire world experience of the Coronavirus COVID (19), it became necessary to adopt the public health and safety measure, issued by the Ministry of Health, in preschools and to comply with the health protocol in this regard in order to protect the children and employees and preserve their health and safety.

The Ministry of Education, after reviewing the General Education Law No (8) of 2017, and the provisions of the Universal Declaration of Human Rights of 1948, and the Convention of the Rights of the Child of 1989, to which the State of Palestine acceded, issued the Instructions for (Private Preschools) starting in the academic year 2021/2020 as stated hereinafter:

- These Instructions shall be called "Private Preschools Instructions."
- These Instructions shall be applied when adopted by His Excellency the Minister of Education and all previous instructions should be repealed.
- The annexes and templates attached to these instructions shall be part of them and shall be applied.
- The following terms shall have the meanings specified in the instructions unless the context indicates otherwise.

Ministry: The Palestinian Ministry of Education (MoE).

Minister: The Palestinian Minister of Education

Directorate: Directorate of Education in the educational districts.

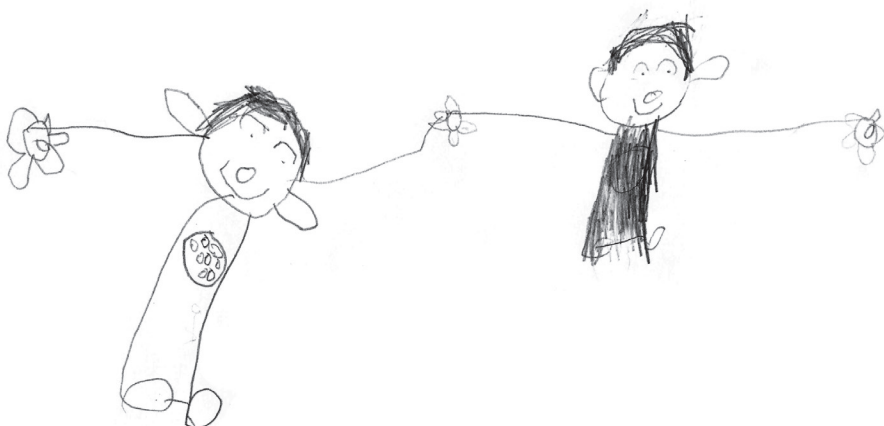
Instructions: All articles and annexes and templates set forth hereby.

Preschool: any educational institution giving child-care for a maximum of two-years before the basic grade one.

Private Preschool: any national preschool owned by individuals, societies, institutions, companies or religious bodies, licensed by the Palestinian Ministry of Education and adopts the Palestinian Curriculum.

Preschool License: The document which the Ministry of Education shall grant to the private preschool of all types under which such a preschool shall be allowed to perform its tasks within a specific period of time.

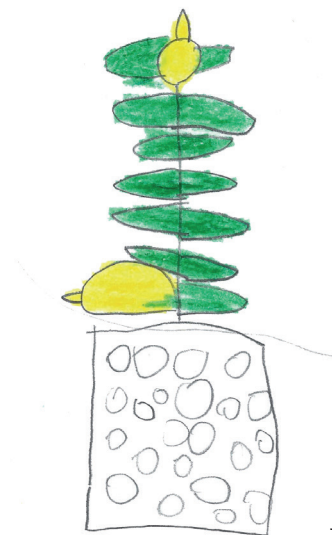
License Period: the period of time in which the private preschool is allowed to function based on the license granted to it.



RAMA, 5.8 YRS

Palestinian Curriculum in the Preschool Education: in an inclusive and comprehensive learning curriculum; promotes gender equality and it based on learning through playing within a (daily routine) system uses the Palestinian environment- and its privacy and natural cultural materials- through a set of learning means: such as creative art, experimental learning, child-focused and individual learning, learning interrelated to life reality and with the parents participation; in which the child faces exiting and direct learning situations that help him/her to build a proper system of values and crystalize a positive understanding towards him/ herself, achieve proper communication to easily face daily changes with flexibility and balance, and maintaining the Palestinian identity.

ECE: Early Childhood Education.



JOHN, 5.5 YRS

Licensing Process

The procedure of licensing a preschool begins by an application from the preschool owner to the Directorate of Education and a visit is conducted by the preschool Supervisor and Engineer of the Directorate of Education to which the licensing application was submitted. Then geometric examination will be issued by the Directorate of Education and environmental examination will be issued by the Ministry of Health to assess the situation of the preschool to be licensed.

- When the assessment process is completed by the Directorate
- The Directorate shall be entitled to reject licensing the preschool due to a severe lack of service quality, or due to incomplete documents required for licensing, and a letter in writing shall be sent to the preschool explaining the rejection reasons.
- When the preschool completes all licensing requirements supported by documents, a one-year license shall be issued to the preschool renewable annually.

It is important to consider avoiding conflicts of interests in the preschools. It is paramount, in this respect, to follow a well-established and transparent process for selecting the teachers, good working conditions for the selected personnel, continuous training and supervision, organizing periodic meetings between the Ministry of Education and private sector service-providers, in order to assess regulations and practices, and to revisit and orient them.

Licensing rules stated in these instructions shall be similarly applied in the State of Palestine. Some exceptions can be made for community-based, camp-based and Bedouin community-based preschools and the old city of Jerusalem, but the provided documents must be validated, which should also set up programs to support service providers in upgrading the standards of these institutions in order to develop an effective system for preschool learning.

Chapter 1 Relationship between the Ministry of Education and Private Preschools

Relationship between Private Preschools and the Ministry of Education

It is essential to develop and implement effective monitoring, following up & evaluation systems, enabling to collect detailed data on preschool programmes and services, along with monitoring the children's development and growth. Data must be collected and communicated regularly by providers, both public and private. To ensure that, data collection and communication must be embedded in the terms that every provider must respect, as a precondition for receiving services and licenses.

The relationship between the Ministry and the preschools should be based on mutual, continuous trust and cooperation in order to increase the number of enrolled children and ensure the quality of service provided to them. Therefore, local coordination meetings shall be held between the Directorate and service providers, in order to monitor the situation of the preschools, and share experiences for some projects implemented in the preschools.

1.1 Responsibility of Licensing Procedures

- a. It shall be prohibited to open a private preschool and start functioning unless obtaining a license from the Palestinian Ministry of Education.
- b. In case the private preschool has an internal statute, its provisions must not be contradictory to any text set forth in the instructions hereby.
- c. The private preschools shall activate the programs and activities that aim at developing the learner's self-confidence, consolidating his/her religious and moral values, developing a spirit of cooperation and teamwork through active learning, diversity of activities, developing sustainable professional education of the preschool staff, creating a good environment for teacher-child team work, providing the attractive educational environment and activating the role of the local community in enriching the learning process through community participation.
- d. Parents councils or any other form of bodies and community education

boards shall be established in the private preschools and they shall be represented in internal committees and councils to promote the principle of participatory learning process.

- e. All private preschools that have not been licensed within one month from being notified by the competent authorities through a letter in writing by the Ministry of Education shall be closed unless they begin the licensing process.
- f. Licensed and unlicensed preschools shall be immediately closed by the competent government agencies in case children are exposed to any danger and they will not be reopened until the cause of danger is removed.
- g. The following must be considered when choosing the name of private preschool:
 1. The name must not be contradictory to the culture of the Palestinian society.
 2. The name must not be identical to the name of another preschool in the same Directorate.
 3. The name must consider respecting the intellectual property- if any- by obtaining the necessary licenses from the competent authorities.
 4. There must be full commitment to the name and logo in all stamps and official documents issued by the preschool.
 5. The name must not be changed unless an approval in writing is obtained from the Ministry.
 6. No new or existing preschool is allowed to use the name of a school closed for a 3 year period of time, but the name can be used by another preschool after three years.

1.2 Annual Licensing Procedures

- a. The licensing year of private preschool shall come into effect from the first day of the school year for a one-year term from that date.
- b. Private preschool licensing application shall be received by the Education Directorate in two copies and all the documents shall be stamped by the preschool seal attached with all required documents. No application shall be considered if it does not include all these documents and the preschool principal shall be responsible for any wrong data in the application.
- c. The General Education Section at the Directorate shall verify the private preschool application based on the attached documents to ensure that they meet all licensing conditions and instructions.
- d. The General Administration of General Education at the MOE shall issue the private preschool license before the 1st of September each

year.

Provided that:

1. The preschool building shall be valid in terms of engineering and health based on the field visit.
2. The preschool building shall include an independent room for the principal.
3. The preschool building shall include various indoor pedagogical safe and diverse, age appropriate toys which can promote child capacity for interaction and creativity.
4. The preschool shall include various corners and spaces.
5. The preschool shall provide suitable health units for both sexes at the rate of one unit minimum for 20 children, and at least one of these units should be suitable for children with disabilities.
6. The preschool shall include an outdoor playground provided that part of the playground area must be shaded.
7. The preschool shall actively participate in the pedagogical activities organized by the Directorate and the Ministry.

1.3 Five-Year Licensing Procedures:

In addition to the requirements listed in (1.2) above, the five-year license shall come into effect after the approval of the Ministry of Education, starting from the first day of the school year in which the license was granted/renewed according to the following terms:

1. The private preschool should have been established at least before five years.
2. The preschool should not have received a warning during the five years prior to granting/renewing the license.
3. The preschool building shall be possessed by the owner or the society or company and duly licensed, or leased by a long-term leasing contract of not less than 10 years renewable.
4. Rooms shall be providing for the administration and the teachers.
5. The preschool shall include a multi-purpose hall.

1.4 Modification of Private Preschool Licensing

The Ministry shall be notified in writing within a period not exceeding one month when any of the hereinafter changes occur in the preschool, and the Ministry of Education shall replace the private preschool license (the five-years only) with a new license in the following cases:

- a- Transferring the private preschool ownership to another owner, and

for approval procedures the new owner shall submit:

1. A copy of ownership transformation contract to the new owner approved by an official body.
2. A good conduct certificate for the new owner.
3. A leasing contract in the name of the new owner if the building is leased.
4. If the private preschool belongs to a charitable society, the registration certificate of the society shall be attached.
5. If the private preschool belongs to a private or shareholding company, the registration certificate of the company shall be attached.

b- Death of the owner or any of the founding partners, and it requires:

1. A Devolution of Estate certificate and a custodianship certificate for minor heirs.
2. A power of attorney to one or more of the mature heirs to manage the private preschool after obtaining a good conduct certificate.

c- Replacing the principal of the private preschool with a new principal, and for the approval it shall be required to submit:

1. A good conduct certificate for the new principal from the Ministry of Interior.
2. A certified copy of academic qualifications.
3. A Curriculum Vitae of the new principal, including the practical experiences.
4. A medical report approved by an official body stating the safe health of the principal.
5. A duplicated copy of the work contract concluded between the owner and the principal.
6. A pledge in writing to comply with the instructions issued by the Ministry

d- Moving the preschool headquarters to a new building or adding a new building, and it requires:

1. New geometric examination of the new building, including the areas of classrooms and yards.
2. New health examination for the building issued by the Ministry of Health.
3. A duplicated copy of the building license and ownership document or leasing contract of the new building.

e- Changing the name of the private preschool to another name, which requires:

1. A letter in writing from the owner of the preschool stating the new name.

2. A copy of the new preschool stamp.

When any of the aforesaid changes happens in the one-year license preschools, the Ministry shall be notified in writing with a period not exceeding one month, and the necessary change shall take place at the renewal of the license.

1.5 Licensing Private Palestinian Preschools Abroad

The Ministry of Education shall grant / renew the license of private preschools outside Palestine, based on the following terms and criteria:

1. Providing a full study to the Ministry of Education on the preschool and sufficient justifications for its opening.
2. Granting the license to the preschool shall subject to the Ministry's estimate of the state or district's need in which the preschool will be opened.
3. Obtaining all necessary approvals from the host country.
4. Obtaining a no-objection from the Embassy of the State of Palestine in the host country.
5. Undertaking full commitment to the Palestinian curricula and all regulations and instructions of the Ministry of Education.
6. The preschool should not function before completing the licensing procedures duly as required by the Ministry.
7. The preschool shall be committed to facilitate direct supervision missions conducted by various staff of the Ministry, and it shall cover all the costs of official visits conducted by the staff of the Ministry to the preschool.

1.6 Licensing International Private Preschools in Palestine

The Ministry of Education shall grant / renew the licenses of private international preschools inside Palestine, based on the following conditions and criteria:

1. It shall be belonging to an official international institution or body.
2. It shall have a valid license to operate from the country of origin.
3. It shall obtain an official approval from its country's embassy in the State of Palestine.
4. It shall obtain a no-objection to its opening from the Palestinian Ministry of Interior.

5. It shall not practice its work before completing the licensing procedures as required by the Ministry.
6. A foreign general supervisor can be appointed for the preschool, and the preschool principal shall be Palestinian with a full-time job.
7. The number of foreign administrative and educational staff in the preschool should not exceed 50% of the total number of employees.
8. It shall provide the Ministry with the educational curricula that the preschool will adopt to obtain a written approval.
9. The international preschool can adopt the Palestinian curricula.
10. It shall comply with all instructions and regulations issued by the Palestinian Ministry of Education.

1.7 Closing the Licensed Private Preschool

The private preschool shall be closed in the Following cases:

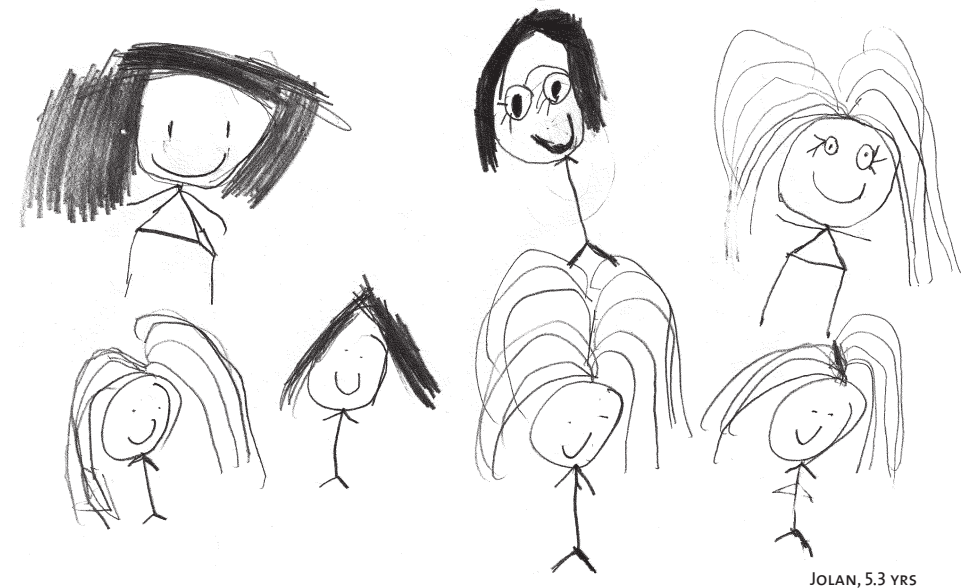
1. In case the owner of the preschool is willing to close it, and he/she shall not be entitled to do so before the end of the educational year provided that he/she shall notify the Ministry and parents in writing on the closure at least 3 months ahead of closure.
2. If the society or company to which the preschool belongs is disbanded, the preschool shall deem closed.
3. In case of any emergency happening during the school year that results in the preschool closure, the Directorate of Education shall take all necessary steps to register the children in other preschools.

1.8 Protection of Preschools

The private preschool may not allow access of any person or institution from outside the Ministry of Education system to the preschool or to deal with it unless obtaining a letter to facilitate their mission issued by the Ministry of Education through its Directorates.

1.9 Communication and Joint Activities with Institutions outside the Country

1. It shall be totally prohibited to receive financial grants or in kind or technical aids or making any contact or twining or normalization activities with any institution of the Israeli occupation.
2. It may not be allowed to receive financial grants or in kind or technical aids or making any contact or twining or any joint activity with foreign bodies or institutions except after the approval of the Ministry.



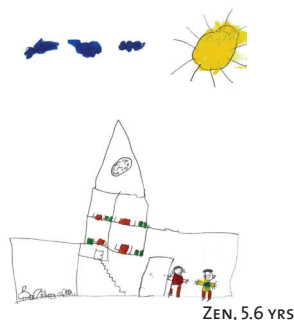
Chapter 2 Preschool Identity

2.1 National Identity of Preschool, which requires:

1. The Palestinian flag should be hung on the preschool building and inside the principal's office.
2. In case the preschool has a statute, none of its provisions shall contradict with any of the provisions stipulated in the instructions hereby, and the preschool must attach a copy of the statute to the licensing application and it shall notify the Ministry in writing on any amendment made on its statute.
3. The license of the preschool shall be showcased to enable parents and visitors to see it.
4. The preschool shall protect religious plurality as well as disseminating and promoting a culture of respect of religious beliefs, encouraging the enlightened thought that is based on the respect of others' beliefs, not attacking national and religious symbols and avoiding any steps that may threaten the civil peace.

2.2 Leadership and Ownership

1. The preschool principal shall be a Palestinian or Arab.
2. If the preschool principal is foreigner, a Palestinian or Arab full-time deputy principal must be appointed to facilitate communication.
3. If the preschool belongs to a non-profit association or company, a certification must be received from the Ministry of Interior, certifying that the registration certificate of the association or company is valid at the time of license renewal or granting.



Chapter 3 Administration

A good administration aims at putting in place rules and criteria to organize the work and deliver high quality KG1 and KG2 learning services to this age group and their parents.

The good preschool shall provide the children and parents a path for continuous development, and accordingly, it is necessary for each system "motivator" to provide effective administration, education and work. Thwe preschools that established good performance systems are the ones that focused their efforts in the good quality and synergy through various activities.

3.1 Identity in Administration:

The preschool shall necessarily have a clear identity to provide clear and explicit messages inside and outside the preschool environment, and the preschool must clearly communicate the admission procedures, fees, and other organizational matters related to the relationship between families (parents) and the preschool. Good management is able to present every document related to the preschool in an organized and systematic way, in order to make the management of each process easier, more transparent and more equitable.

The person in charge of the administration (the executive director) must be the reference for the Directorate; and in order to maintain a stable and continuous relationship the following should be considered:

1. Each private preschool must have its own stamp to be used in stamping all issued official correspondences and papers.
2. Each private preschool must have its own headed papers with its name, logo and national number.

3.2 Fees and Intuition

1. The annual fees and intuition of registered children may not exceed the projected annual increase percentage in the cost of living issued by the Palestinian Central Bureau of Statistics, unless the preschool obtains an approval in writing from the Ministry of Education to

- increase the fees based on documented justifications or convincing reasons provided by the preschool.
2. In the licensing granting/ renewal application, the preschool shall declare the annual fees earned from children and it shall be fully committed to such fees.
 3. The private preschool may implement meaningful pedagogical and recreational activities free or semi-free of charge.
 4. The private preschool shall be entitled to a payment of the total annual fees when the child is enrolled for the first time or upon the renewal of his/her registration in the following years.
 5. The private preschool may submit a written request to the Ministry of Education to exceptionally raise the fees by no more than 5% once every five years at least, after providing convincing justifications for such a raise.
 6. The private preschool and the Parents Board shall adhere to the mechanism agreed upon to pay the annual fees, and such a mechanism may not be changed unless the two parties agree.
 7. Transportation fees for children shall be collected separately and based on a mechanism agreed upon with the Parents Board.
 8. No child shall be deprived of the right to education, requesting to be moved, participating in the activities and it may not be allowed to penalize him/her due to financial dues, and the private preschool may take all legal measures against the guardian for any unpaid financial amounts by the guardian.
 9. The Ministry of Education shall be provided with the estimated preschool budget on an annual basis.

3.3 Admission and Registration:

1. The preschool phase shall be two years preceding the basic grade one, and this phase shall include:

KG1 (Bustan) grade: the age of the child shall be less than the age of entry to the first grade by two years and the age group is (3 years and 5 months- 4 years and 5 months) years.

KG2 (Tamhidi) grade: The age of the child shall be less than the age of entry to the first grade by one year and the age group is (4 years and 5 months- 5 years and 5 months).

2. The preschool children shall be registered based on the original birth certificate and the preschool shall keep a duplicated copy thereof and a copy of the vaccination booklet of each child.

3. The preschool shall provide the Ministry of Education with duplicated copies of sheets listing the names of preschool children, their date and place of birth, their ID card number in the first week of October as a deadline.
4. The territorial Directorate shall verify the above-mentioned sheets, approve them, send a copy back to the preschool and keep a copy thereof.
5. The private preschool may not reject the admission of any student for political, religious, sectarian or class reasons.
6. The private preschool shall adopt the integration of as many as possible children with disabilities in KG1 and KG2 classes.
7. The private preschool, as part of social responsibility, shall provide facilities according to its capabilities to accept orphans and children of martyrs, prisoners and wounded.
8. An area of 2 m2 shall be allocated for each child inside the classroom, provided that the classroom area must not be less than 16 m2.
9. An area of 2 m2 minimum shall be allocated to each child in the outdoor yards.
10. The maximum number of children in one division shall be (25) with an area not less than (25) square meters. If the room area is bigger and the number of children increases, an assistant teacher should be provided in the same classroom, and the number of children may not exceed (30) regardless of the increase in the classroom area.
11. The private preschool may not renew the registration of children for the following school year, in the following cases:
 - a. Non-payment of school fees and previous debts are accumulated without an agreed mechanism for payment.
 - b. If it is not possible to integrate children with disabilities due to the lack of necessary facilities and equipment in the preschool. The child transfer shall be done after coordination with the Special Education and Counselling Section in the Directorate to study the case and provide the suitable alternative for the child.
12. No child shall be accepted in the preschool at the age of entry to grade one.
13. The child shall be admitted to preschool at any time of the year, and the age requirement stated in item (1) above shall apply to him/her.

3.4 Files, Records and Reports:

1. The preschool shall submit lists of children's names, date of birth and registration two weeks before the end of the semester.
2. The Directorate shall verify and approve the above mentioned lists and re-send a copy thereof to the preschool.

3. Documents to be kept and submitted upon request are:

- a. A file for the names, specializations, academic degrees and work contracts of all the employees (teachers, directors, principals, janitors etc.).
- b. The files for the official correspondences between the Ministry and Directorate or any other institution and the preschool.
- c. Identification cards of children.
- d. A record of children worksheets.
- e. Tracking Children's Development Records.
- f. Attendance and absence sheets for children and employees.
- g. Monthly and semester teachers' plans, preparation and evaluation.
- h. Record of visitors and their directives.
- i. Record of preschool supplies in terms of furniture, tools and equipment...etc.
- j. Records of preschool pedagogical, cultural and recreational activities and field visits and activities with the parents.
- k. Record of the Principal follow-up on teacher activities.
- l. Record of meetings with teachers, parents and local community.

Chapter 4

Building and Learning Quality

Building Quality

Infrastructures constitute a first component of quality. They must first of all ensure security of beneficiaries against: risks of fire, collapse of the building, floods or other natural disasters, inhalation of toxic elements, and must secure an exit for children in case of danger and disasters.

The second component of quality is based on the environment provision of what supports research and learning processes of children. In this regard, they must provide adequate space for children by developing clear guidelines on square meters per child, an appropriate garden and outdoor characteristics, good qualities of the building itself (roof, walls, doors, windows), adequacy, quality and quantity of toilets, to be considered as a pedagogical space as well, a maximum number of children attending the building, quality and differentiation of furniture and materials, including technologies.

4.1 Learning quality at the preschool

In order to ensure the learning quality in the private preschool, the following shall be considered:

1. Providing an environment that is based on encouraging creativity, research, exploration and stimulating innovation and applied education.
2. Stimulating learning, and expanding its base according to available resources.
3. Equality of all on the basis of learning, care, support and follow-up.
4. Using sportive, musical, artistic and environmental activities of all kinds in the learning process.
5. Recruiting specialized and qualified teachers.

4.2 Preschool Capacity

The capacity of the preschool classroom shall be minimum (2 m²) for each child, and 2(2 m²) in the yards.

4.3 Specifications of Private Preschool Building

1. The building and its facilities should be duly licensed whether it is owned or leased
2. The height of the ceiling should not be less than (260 cm).
3. The classroom area should not be less than (16 m²).
4. Caravans and mobile buildings should not be used as classrooms or administration rooms or bathrooms,, except in the districts where concrete building is prohibited.
5. Providing suitable health units for both sexes at the rate of one unit per 20 students minimum, and at least one of these bathrooms should be suitable for children with disabilities. The preschool should provide one health unit for the preschool staff.
6. Providing adequate and potable water sources.
7. Providing external playgrounds and spaces suitable for the number of children in the preschool.
8. No space of less than 4m width shall be approved as an external space.
9. Side setbacks and surface of soak-away pits shall not be approved as external spaces.
10. The preschool playgrounds and facilities shall be free from drilling, wells, hazardous materials and barbed wires.
11. Providing adequate furniture suitable for children's ages and needs.
12. Providing a first aid kit containing essential medical supplies.
13. There shall be security fences and safe doors around the preschool building, and security barriers in front of the main entrances should be provided.
14. Providing an emergency exit to facilitate evacuation of students in case of emergency.
15. The preschool shall be safe and independent in terms of facilities.
16. The preschool building is preferred to be in the ground floor, and in case it is not possible it must not exceed the first floor.
17. There should be at least 50 m² between one preschool and another.
18. A kitchen should be provided with the necessary equipment taking into account the safety of the children.
19. There should be a safe distance not less than 500 meters from sources of danger (gas station, fuel station, landfill, pen, chemical plants... etc.).

4.4 Suggested Criteria for Integrating Children with Disabilities in Preschools

1. Preschools that are integrating children with disabilities shall submit

an application to the Directorate to meet the conditions of accepting children with disabilities.

2. The preschool integrating those children shall keep a complete child record containing all medical, educational and follow-up reports.

3. Sufficient knowledge shall be provided to preschool teachers on the basic principles of inclusive education.

4. The number of children in the inclusive class shall not exceed 25, and the proportion of children with disabilities shall not exceed %10 of the total number of students.

5. The class shall be followed-up by two educators (major teacher and supportive teacher/ inclusive education teacher (one team)).

6. Adapting the classroom to suit children with disabilities who were integrated and providing all assistive and specialized equipment in the preschool by referring to the Directorate.

4.5 Categories Suggested for Integration and their Criteria

a. Minor visual difficulty (Low Vision):

Special criteria for children with visual disabilities:

1. All degrees of minor visual disability shall be accepted.
2. Inclusive preschools shall provide all the means for this category such as: line-up, hearing aids, Perkins machines, speaking devices, etc.
3. Harmonize the classroom for integrated children to facilitate their integration and self-reliance in terms of facilitating their mobility and movement.

b. Minor and Intermediate Motor Disability:

Special criteria for children with motor disabilities:

1. All cases of motor disabilities shall be accepted except the severe ones.
2. Preschools shall make the necessary adjustments to facilitate the movement of children inside and outside the classroom in terms of entrances and others.
3. Inclusive preschools shall provide all assistive equipment in coordination with the competent parties based on the needs of each child.

c. Hearing Difficulties

Special criteria for children with hearing disabilities:

1. Children with a hearing loss not exceeding 70 dB shall be accepted by using hearing aids or cochlear transplantation.
2. Preschools shall make the needed alignments in the classroom to suit this category such as curtains, carpets, sound isolators and visual aids, etc.

4.6 Yards

1. External yards of a minimum double space of that specified for children inside the preschool, and this depends on the number of children in the preschool with the average of (2 m²) per child.
2. Shading part of the external yards to be suitable for the number of children in the preschool, so that the open (verandas) to the external yards shall be calculated as part of the shaded space.
3. It shall be totally prohibited to use the building roof, road spaces and set back area as drilling and cesspool roofs as an external space for children.
4. Suitable external space shall be specified for flower beds and trees.
5. Part of the preschool area shall be specified for external play and to be covered with sand or cork. Rubber tiles, anti-shock material or artificial grass.
6. It shall be prohibited to use sliding gates in preschools.

4.7 External toys

1. Providing safe external toys, and the distance between one toy and another shall not be less than 3 meters.
2. Encouraging the usage of raw material.
3. Encouraging the parents to create thematic areas.

Chapter 5 Learning environment

The learning environment plays a crucial role in pre-primary education. Children thrive in environments that suit their interests and development stages. The environment has to be viewed as a place that is welcoming, authentic aesthetically pleasing, represents the culture of the community and able to embrace nature. The layout of the environment shall also encourage relationships, communication, collaboration, and exploration through play.

It is critical for the preschool to offer children various choices of different corners and spaces and not only table-and-chairs, and this represents the academic environment. These choices include story zone, book zone, construction zone, drama zone, play zone, science zone, an atelier (art and creativity), depending on the possibilities the building provides.

5.1 Opening the preschool and Working Time

1. The work at the preschool shall begin at 8:00 am up to minimum 12:30 pm.
2. In case of a two-shift preschool, a principal shall be appointed for the evening shift if the number is exceeding (60) children, and shall be treated as if it is an independent preschool from the morning shift, and a special license shall be issued for the preschool which works in the evening shift.
3. Preschools may function all the year, provided that the year shall be divided into two semesters that agree with the work, holidays and feasts adopted in regular preschools in addition to a summer semester conditioned by the approval of the Ministry.
4. Afterschool classes may be opened after obtaining the written approval of the Ministry and the instructions should be respected.

5.2 Classroom Environment Organization

1. Children shall be organized into groups based on their ages, and children tendencies and needs should be considered.
2. The number of children per classroom should not exceed (25), and in case the classroom area allowed a bigger number another teacher

Chapter 6

Facilities and Services

should be added provided that the total number of children in the classroom should not exceed (30).

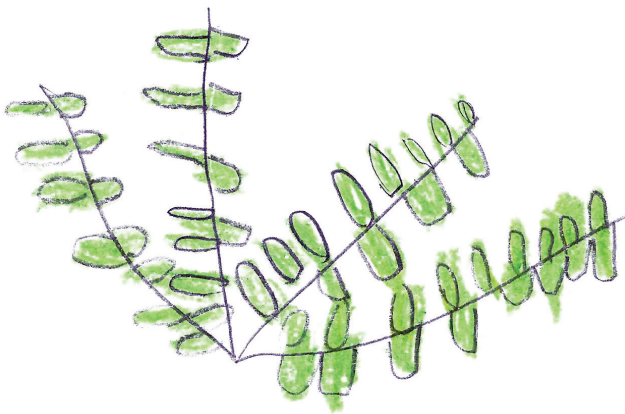
3. The teacher should work according a daily routine and program.

5.3 Furniture and Equipment, and the following should be considered:

1. Suitable, safe and sufficient furniture for children in terms of size and design.
2. Display areas for documentation (cork, ropes, threads, textiles).
3. Closets or modules with separated parts and providing suitable cloth hangers for children.
4. Board of suitable height for children's level.

5.4 Toys and Educational Material

1. Providing the supportive material that can contribute to the implementation of the Palestinian Preschool Teachers' Manual and the pedagogical project with its different activities and experiences.
2. Toys, materials and tools used in the implementation of the activities shall consider the child developmental features and outcomes stated in the Palestinian Preschool Teachers' Manual.



SAMA, 5.7 YRS

6.1 Buses

1. The bus must comply with the criteria issued by the Ministry of Transportation. The bus license and insurance must be valid and the driver must have a valid and suitable bus driving license.
2. It shall be necessary to appoint a supervisor for the bus from amongst the preschool staff to accompany the children during their transport and to ensure their arrival from and to preschool.

6.2 Health Monitoring and Counselling

1. The owner of the preschool shall contract an accredited doctor to conduct screening tests for the preschool children and the cases that need monitoring should be referred to the competent health centers or authorities.
2. The owner shall guarantee cooperation with any national campaigns related to the general health of children.
3. The owner shall appoint a part-time counselor, or a full time one if the number of preschool children is exceeding 100.

6.3 Protection, Security and Safety Tools, namely:

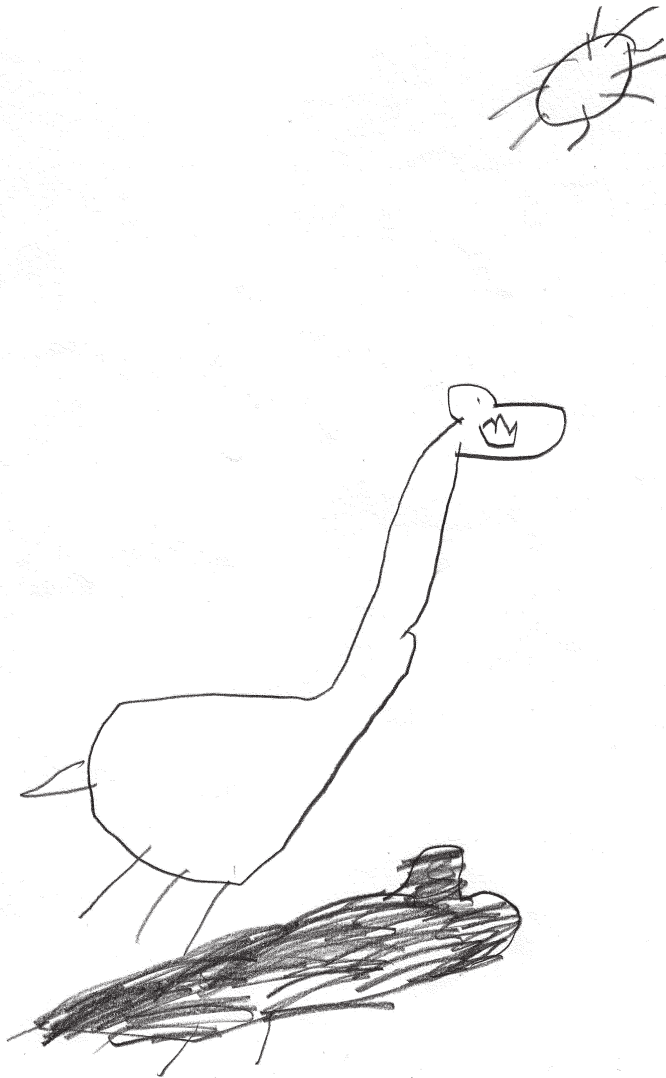
1. Fire extinguishing bottles and first aid kits containing all valid medical needs.
2. The preschool shall have safe walls, windows and doors and shall not use sliding gates in preschools.
3. The preschool shall provide safety barriers in front of the main entrance of the preschool.
4. The preschool shall install safe electricity plugs that are high from the ground.
5. The preschool shall provide a handrail to the stairs regardless of the number of stairs.
6. It is necessary to have more than one entrance/ exit to the preschool for easy evacuation of children when necessary and in case of emergency.
7. The preschool shall be prepared to meet the needs of children with

Chapter 7

Pedagogical Project and Compliance with the Curriculum

special needs through building ramps and preparing bathrooms for children and any other items that meet the needs of the integrated segment.

8. The preschool should store the cleaning materials and any other dangerous materials away from children.
9. The kitchen should follow the security and safety requirements.



ZEID, 5.1 YRS

Preschool education supports children from (3 years and 5 months to 5 years and 5 months old) in early learning. Preschool learning has the objective of improving children's use of language and social skills, developing and contextualizing the logical and reasoning skills, supporting children's capacities of expression and creativity, introducing alphabetical and mathematical concepts and codes, in addition to encouraging children to explore their surrounding world and environment, by supporting scientific curiosities and supervising gross motor skills through games and other activities and promoting social interactions with peers and to develop skills, autonomy and school readiness.

Evidence in academia shows that each child is different, and that might have different ways of learning. This assumption paved the way to a more child-centered learning whereby the programs and plans will be implemented in accordance with the curriculum to raise curiosity and create ideas. The role of the teacher shall be focused on observing, documenting and using these actions to plan further activities.

7.1 Quality in Learning, which can be achieved through:

1. Providing the preschool environment that promotes creativity and motivation and scientific research and stimulates the culture of innovation and applied education in cooperation with local partners to achieve these goals.
2. Equality among all in the fields of learning, welfare, support and follow-up.
3. Utilizing different techniques in education and guiding the students for safe use of electronic devices and benefiting them in developing purposeful and constructive education.
4. Using different sportive, musical, technical and environmental activities in the learning process.
5. Providing a school environment that promotes inclusion of children with disabilities.
6. Ensuring smooth transition from preschool to the first basic grade.

7.2 Freedom in the pedagogical project

1. Preschools shall comply with the Palestinian Preschool Curriculum of (2017) and the activities shall be implemented according to the strategies they believe fit.
2. The ministry shall approve the pedagogical activities that shall achieve the objectives of the preschool phase.
3. The preschool shall implement and put in practice effective learning through different approaches that are based on experiment, practice and use of active learning methods.
4. The Preschool shall function through active learning methods.
5. The pedagogical project should value children with special needs and abilities.
6. In case the preschool is willing to teach a language other than the native one, there should be focus only on the audio aspect.

7.3 Monitoring

1. It shall not be allowed to give the children written exams, and therefore the children shall not be given pass or fail certificates, but for evaluation purposes it shall be sufficient to evaluate the aspects of child growth and his/her interaction by implementing activities and worksheets on concepts and skills.
2. It shall never be allowed to give the children a homework.
3. Monitoring of the learning processes of children can be developed and monitored through pedagogical documentation.
4. Follow up the children attendance in preschool in order to address the frequent absent cases.
5. Ensure the participation of parents in the implementation of activities and update them on the developmental process of their children.

Chapter 8

Staffing Procedures

Staffing policies and working conditions are critical to ensure optimal experience to children and parents, and the capacity of staff to attend to the needs of children is influenced not only by their level of education and training but also by external factors, such as their work environment, salary and work benefits.

Therefore, the contract must outline the rights of the educators concerning maternity leave, annual leaves, sick leave, and any other rights, including monthly salary and any other benefits for the educators.

8.1 Preschool's Staff

In order to ensure the minimum protection of the children, it shall be allowed for the following to work in the preschools:

1. Principal and Deputy Principal
2. Teachers
3. Counselors
4. Janitors
5. Drivers

8.2 Preschool Principal

The private preschool principal should meet the following:

1. Holder of at least a diploma degree with a comprehensive exam in one of the teaching majors.
2. Obtaining an experience in the field of teaching for at least (2) years.

8.3 Preschool Teachers

The private preschool teacher should meet the following:

1. Holder of at least a diploma with a comprehensive exam in one of the teaching majors.
2. It is preferable that the teacher would have passed the pedagogical rehabilitation diploma.

8.4 Rights of Alternate Teachers

Alternate teachers must be treated the same conditions as the original teachers in preschools in terms of appointment conditions, rights and duties.

8.5 Modification in Preschool Staff

The educational institution shall obtain the approval of the Education Directorate in writing in the following cases of modification:

- a. Replacing the preschool principal with a new one, and for approval the owner of the preschool must provide the following:
 1. Certified copy of educational qualifications of the new principal.
 2. Medical report approved by an official body stating the safe health of the principal.
 3. Good conduct certificate issued by the Ministry of Interior.
 4. Curriculum Vitae of the new principal.
 5. Personal photo
 6. Pledge to comply with the instructions of the Ministry.
 7. Copy of ID of the new preschool principal.
- b. Appointment of new teachers in the private preschool. for the approval of appointment, the following must be met:
 1. Certified copy of their academic qualifications of the new teacher.
 2. Medical report approved by an official body stating the teacher's health safety.
- c. Employing a new driver, and for the approval procedures of his appointment the following shall be provided:
 1. Copy of the driver's ID.
 2. Medical report approved by an official body stating his health safety.
 3. Good Conduct certificate issued by the Ministry of Interior.
 4. Valid driving license

8.6 Second Language Teachers in Private Preschools

In case the preschool teaches a second language, other than the native, a specialized teacher holding at least a diploma in the language she teaches with a comprehensive exam must be appointed.

8.7 Rights and Duties of Preschool Staff

1. Labor Law shall be applied to the private preschool staff, including financial and moral rights. It is a precondition for licensing.
2. A written contract shall be signed, including all the rights and duties, with all the staff. In case any employees found without a contract the preschool shall be penalized.
3. The teachers shall have the right to improve in-service professional development continuously in accordance with the developmental plans of the MoE.
4. The teachers shall have the right to receive an experience certificate from the preschools in which they worked, certified by the Directorate.
5. There should be no discrimination against the employees on the basis of religion, race or affiliation, etc.



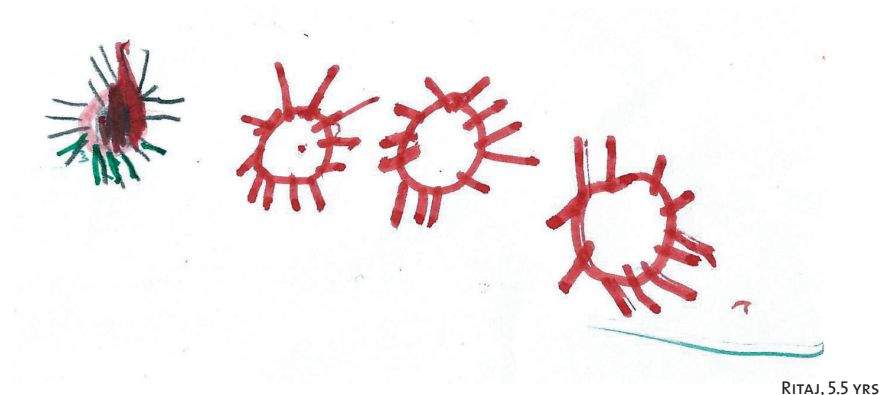
Chapter 9

Parents Participation and Parenting Programs

Family engagement is an important factor in helping to create successful early childhood programs, and such partnerships require that teachers and parents have shared understandings of classroom curriculum, pedagogy, and behavioral expectations; this requires open communication between teachers and families. However, significant barriers to family engagement exist for the parents of low-income or working mothers.

In order to enhance the participation approach, private preschools shall do the following:

1. Establish parents' councils at the preschools for the purpose of promoting participation and learning processes.
2. Promote continuous participation of parents in the activities that support their children learning processes and development.
3. Conduct regular meetings with parents on preschool issues.
4. Digital tools are necessary to be used to communicate with parents regarding preschool activities or the development of their children, but such tools must not substitute regular meetings.



Chapter 10

Offenses, Complaints and Penalties

1. In case the private preschool contravenes these instructions or any other instructions issued by the Ministry, the Ministry of Education or its Directorates shall impose the appropriate penalty against it.
2. In case of filing complaints against the private preschool, the Ministry shall form a committee to study and verify the complaint, and based on the results the Ministry shall issue appropriate recommendations against it.
3. If the violation or complaint relates to the preschool principal or an employee personally, the appropriate penalty shall be imposed against the offending person, but not the preschool.

10.1 Penalties

The penalties shall be imposed on the private preschool based on the offense it commits, as follows:

- A. **Compliance with instructions:** A letter shall be sent to the private preschool signed by the Director of Education to comply with the instructions issued by the Ministry of Education within two weeks in case of having the following violations:
1. The preschool license is not hanged in a clear place in the preschool.
 2. The preschool does not raise the Palestinian flag on the preschool building or raising it improperly.
 3. Lack of identification sign for the preschool.
 4. Lack of required files and records, or lack of their monitoring by the principal.
 5. Not preparing the child's ID cards.
 6. Insufficient teaching staff in terms of number and specialization.
 7. The lack of validity of seats and lack of suitability for the age group of children.
 8. Lack of adequate lighting and ventilation in classrooms.
 9. Lack of care in the hygiene of preschool facilities, such as (classrooms, bathrooms, yards.....)
 10. Non-compliance with the instructions of school canteens.

11. Lack of seal and header papers for the preschool.
12. Not providing adequate and sufficient fire extinguishers and a first aid kit.
13. Failure to form a Parents' Board.
14. Lack of commitment to using the Palestinian Preschool Teachers' Manual.

B. Warning: a warning shall be sent to the private preschool signed by the Director of Education to correct the violations within two weeks in the following cases:

1. Failure to remove the violations mentioned in the previous item after the expiry of deadline given to the preschool.
2. Not participating in meetings and training courses carried out by the Directorate or the Ministry without providing an acceptable excuse.
3. Not cooperating with the staff of the Directorate and the Ministry during their official visits to the preschool.
4. Non-compliance with the instructions of educational, recreational and religious school trips.
5. Increasing the number of children in the private preschool to be not commensurate with the internal spaces and outside yards.
6. Non-compliance with the instructions on school attendance, school holidays, feasts, school discipline and child transportation instructions.
7. Opening a nursery within the preschool.
8. Non-compliance with decisions issued by the Ministry of Education.
9. Making changes to the administrative and teaching staff and employees in the private preschool without informing the Directorate within a maximum period of one month from the date of change.
10. Recruiting a new principal, teachers or workers in the preschool who do not possess appropriate scientific qualifications.
11. The presence of constraints and hazardous materials affecting the safety of children in the preschool yard and its other facilities.
12. Making modifications to the preschool building without making new health and geometric examinations.
13. Refusal to issue any official document stipulated in the instructions for staff or children.
14. Using an invalid bus, or if the bus driver commits a violation. (Depends on the type of violation).
15. Non-compliance with instructions on school fees and intuitions.

C. First Notice: The Minister of Education or the Deputy Minister shall be recommended by the Director of Education, or the Director General of general Education in the Ministry, or upon the decision of a formal

committee to give a first notice when the private preschool commits one of the following violations:

1. Failure to correct the violations stated in the previous item after the deadline given to the preschool.
2. Intentionally providing incorrect information on the preschool, its students and staff.
3. Violating the instructions of child admission in preschools.
4. If the preschool principal does not perform her duties fully or if a mock principal is appointed.
5. Exploiting the academic qualifications of teachers and government employees from the Ministry of Education.
6. Discriminating on religious, sectarian, social or class basis against children, teachers, employees, and attacking religious and national symbols and rituals.
7. Using violence against children, whether physical or psychological.
8. Communicating and contacting the occupation institutions, or conducting any activity of normalization nature with the occupation.

D. Second Notice: The Minister of Education or the Deputy Minister shall be recommended by the Director of Education, or the Director General of General Education in the Ministry, or upon the decision of a formal committee to give a second notice when the private preschool insists not to remove the violation after the issuance of the first notice after the expiry of the given deadline to the preschool.

10.2 Reduction or Withdrawal of the License

1. If the private five-year licensed preschool receives a notice as a result of an offense, the five-year license shall be changed to an annual license, and the five-year license shall not be re-granted until five years after the end of the penalty.
2. The license shall be withdrawn by the Minister or the Deputy Minister.
3. It shall be recommended to the concerned authorities to close the preschool within one month from the date of license withdrawal in the following cases:
 - A. If the preschool receives a second notice and does not correct its status after the given deadline.
 - B. Death or injury of a child or an employee of the preschool due to negligence and failure to comply with safety and security procedures.
 - C. Upon a recommendation by an investigation committee formed by the Minister of Education.

D. The Ministry shall be eligible not to apply the penal system listed above in sequence if children are exposed to harm or danger as a result of negligence by preschool workers, and the preschool license shall be withdrawn directly.

10.3 Abolition of Penalties

The penalty for the preschool shall be abolished as follows:

- A. Warning: The penalty of warning shall be abolished after six months from the removal of the violation.
- B. First Notice: The penalty of first notice shall be abolished after one academic year from the removal of the violation.
- C. Second notice: The second notice shall be abolished after a full academic year from the removal of the violation.
- D. Reducing the five-year license resulting from the penalty shall remain for one year and renewed annually for five successive years.



TALEEN, 5,6 YRS

Annexes

Annex No. (1)

Documents required to be submitted to the Ministry to grant a license to private preschools

- Duly, fully and adequately completed licensing application in two stamped copies.
- Pledge of the preschool administration to comply with instructions.
- Completed pledges of the principal, funding resources and furniture.
- No-objection document to establish a private preschool issued by the Ministry of the Interior.
- Valid good conduct certificate for the preschool owner and principal.
- Valid good conduct certificate for the preschool drivers.
- Valid certificate from the Ministry of Interior if the preschool belongs to a charitable society.
- Copy of the registration certificate of the company from the Ministry of Economy if the preschool is registered as a company.
- Contract with a doctor.
- Contracting with a counselling institution or appointment of a female counselor.
- Estimated budget of the preschool.
- Building license and geometric examination for the preschool building and facilities.
- Health examination for the preschool building and facilities.
- Ownership document or long-term leasing contract.
- Recent photo for the owner and principal.
- Academic qualifications, curriculum vitae, experience certificate, a copy of ID, and disease-free certificate for all employees, duly certified by the responsible authorities.
- The ID of the driver and the bus driving license (if the preschool has a bus) and the good conduct certificate and the contract of the bus supervisor.

Documents required to be submitted to the Ministry to renew the license of private preschools

- Duly, fully and adequately completed licensing application in two stamped copies.
- Pledge of the preschool administration to comply with instructions.
- Valid no- conviction certificates for the preschool owner and principal.
- Valid no- conviction certificates for the preschool drivers.
- Copy of the registration certificate of the company if the preschool is registered as a company.
- Clearance certificate from the income tax.
- Contracting with a doctor.
- Estimated budget of the preschool.
- Contracting with a counselling institution or appointment of a female counselor.
- Copy of the geometric examination and attaching a new examination sheet when adding or modifying anything in the preschool building.
- New health examination when adding or modifying anything in the preschool building.
- New building license
- Academic qualifications, curriculum vitae, experience certificate and disease-free certificate for the new employees.

Required procedure for granting / renewing licenses for private preschools outside of Palestine

Preliminary steps to grant a license to open a preschool outside Palestine:

- Initial application shall be submitted by an official letter from the institution's administrators.
- Initial approval shall be given by the Ministry of Education to start the licensing procedures.
- A delegation from the Ministry or whoever delegated by the Ministry shall visit the proposed site to determine its suitability
- The consent of the host country to open the preschool.
- An approval of the Embassy of the State of Palestine to open the preschool in the host country.

Documents required to grant licenses to private preschools abroad:

- Duly, fully and adequately completed licensing application.
- Pledges of the preschool principal, funding resources and furniture.
- Pledge of the preschool administration to comply with instructions.
- Approval of the Embassy of the State of Palestine to open the preschool in the host country.
- Valid certificate if the preschool belongs to a charitable society.
- Copy of the registration certificate of the company if the preschool is registered as a company.
- Contracting with a doctor or supervise the preschool or health insurance document.
- Recent photo for both owner and principal.
- Geometric and health examination for the preschool building and facilities.
- Building ownership document or a long-term leasing contract.
- Academic qualifications for all preschool staff duly certified.
- Curriculum vitae and experience certificate for the principal.
- Disease-free certificates for all preschool staff duly certified.

A special bulletin for the child and parents on the duties and rights of the child in the private preschool

Since 1994, the Ministry of Education and Higher Education has licensed private educational institutions (private schools, preschools and educational centers), all of which are subject to the instructions, regulations and laws issued by the Ministry. The following is an explanation of the child duties and rights in the preschool.

Children Duties in Private Preschool:

1. Respecting applicable laws and regulations.
2. Respecting the administration and teaching staff.
3. Positive participation in all activities approved by the Ministry in coordination with the private preschool.
4. Parent shall be committed to pay the annual fees and intuitions to the private preschool upon registration or as agreed upon with the preschool.

Children Rights in Private Preschools:

1. Be provided with the appropriate learning environment.
2. Be provided with qualified and specialized teachers for all grades.
3. Be provided with the necessary facilities needed to serve the learning process: library, corners and teaching aids.
4. Children shall not be subjected to any form of discrimination based on religion, race, color or thought.
5. Be provided with counselling services and regular health supervision for children.
6. Children with disabilities shall have the right to enroll in private preschools when the necessary facilities are available.
7. Not to practice any psychological or physical violence against children.

Additional instructions concerning the licensing of private preschools in the Directorate of Al-Quds Al-Sharif (Jerusalem)

In order to strengthen the Ministry of Education's directives to support the steadfastness of our people in Al-Quds Al-Sharif, dealing with granting / renewing the licenses (private preschools) in Al-Quds Al-Sharif is flexible, so that additional facilitations shall be provided in the licensing procedures stated in the hereby instructions for Jerusalem private preschools, As follows:

- Non-application of the standards of classrooms and outdoor areas when granting / renewing the license of private preschools, but it is necessary to consider the conditions of safety and security.
- The private preschools in Al-Quds Al-Sharif are not required to provide tax clearance certificate when renewing the license.
- Licenses for new preschools in Al-Quds Al-Sharif Directorate shall be granted throughout the year.
- Granting a five-year license for private preschools in Al-Quds Al-Sharif, upon the availability of minimum licensing requirements.
- A health examination certificate issued by the school health department can be approved if it cannot be obtained from the Palestinian Ministry of Health.
- A no-conviction certificate can be issued to the owner and the new principal if a good conduct certificate cannot be obtained.

The attached Forms to the license in the case of requesting an (annual) license for a new preschool to be attached in the license application sent to the Ministry and a copy to the Directorate, and for renewal purposes they shall be kept in the preschool file in the Directorate of Education only and shall not be attached to the license application sent to the Ministry.

Annex N. (6)
Supervisors Check-list

First: Learning environment

1. Is the learning environment promoting the freedom of movement and the autonomy of children in the indoor and outdoor spaces?
2. Are there different areas for children allowing them to move freely and implement the activities provided by the Preschool:
 - a. Library and stories area
 - b. Construction and materials area
 - c. Internal toys area
 - d. Creativity, Art, Nature area
 - e. Music, movement, drama and imagination area
 - f. Soft area
 - g. Concentration area (language and mathematics)
3. Are there sufficient and safe materials and toys?
4. Are there natural materials?
5. Are the activities of the preschool documented?
6. Is the garden organized for proper educational activities and does it include green areas?
7. Is the environment clean and with proper hygiene?

Positive issues in the Preschool:

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Fields of improvement and development in the Preschool:

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Second: Pedagogical activities and compliance with the curriculum

1. Is the pedagogical approach clear, applied and implemented?
2. Do the children have the possibility to interact in the pedagogical activities?
3. Does the preschool have proper daily routine program?
4. Is there a visible planning of the activities?
5. Are the individual differences between children considered in the planning?

Positive issues in the preschool:

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Fields of improvement and development in the preschool:

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Third: Inclusive Education:

1. Do you accept children with disabilities in preschool?
2. Is there some kind of pedagogical support to children with disabilities?
Please clarify.
3. Are the pedagogical activities available to the participation of all children?

Positive issues in the preschool:

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Fields of improvement and development in the preschool:

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Fourth: Community participation

1. Are there any children who are exempted from paying fees? Mention the number.

Fifth: Parents participation:

1. Is there a participatory annual plan for the parents?
2. Are there regular meetings between parents and teachers?
3. Are the parents updated about their children's development and learning process?
4. Is there an elected parent council?
5. Are there awareness raising activities about the importance of early childhood education?
6. Are there communication mechanisms with the parents? Mention them.

Positive issues in the preschool

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Fields of improvement and development in the preschool

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Annex N. (7) Geometric Inspection Form For Private Preschools

First: Preschool Data

Name of the preschool Directorate:

Preschool Address:

.....

Second: Preschool Building:

Type of construction: Durability:

The roof: Durability:

Building floor: its suitability:

Walls: Their suitability:

Safety and security requirements are available on site:

Third: Rooms

| A. Administration and Activities Rooms | | | | |
|--|----------------|------|-----------------------------|----------|
| Room no. | Purpose of use | Area | Light and ventilation Level | Validity |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

| B. Classrooms | | | | | |
|---------------|-----------|--------------|------------------------------|-----------------|----------|
| Room No. | Room Area | Windows Area | Lighting & ventilation level | Number of lamps | Validity |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

- The level of lighting and ventilation means the ratio of the total area of the room's windows divided by the floor area of the room, and this percentage is considered appropriate if it reaches (0.17) or more.

Third: the squares/playgrounds

1. Dimensions of the outside space (width not less than 4 m):
2. The suitability of its area for students (each student is allocated 2 square meters from the square/playground)
3. Convenience of the floor of the outside space and if free of obstacles:
4. Availability of the main square/playground:
5. Availability of sufficient ventilation and natural lighting in the classrooms in accordance with the geometric specifications

Fourth: External fences and gates:

their suitability:

Fifth: The improvements to be made:

1.
2.
3.

Sixth: recommendations of the engineer:

1. The building is suitable for the establishment of:
2. The building is not suitable for the establishment of:
3. The building is suitable for the establishment of:
provided that:

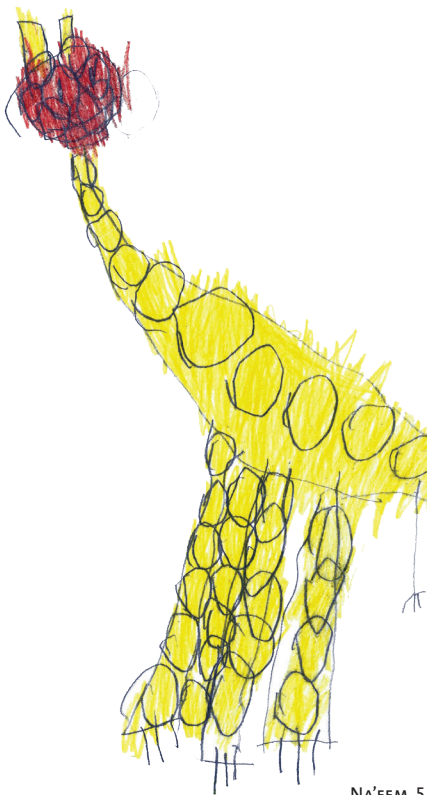
w

Official stamp:

Name of Engineer:

Signature:

Date:



NA'EEM, 5.8 YRS



JANA, 5.8 YRS



LANA, 5.6 YRS



STATE OF PALESTINE
Ministry of Education

دولة فلسطين
وزارة التربية والتعليم

Form No. (1)

Directorate of Education

Honorable Director of Education

Subject: Jobs and tasks I previously assumed

Dear Sir/Madam

I, the undersigned hereinafter
holder of ID number (.....)

Principal of
preschool Located in
National number

I inform you that I have previously worked in the following jobs:

1.
2.
3.

Before I work as a principal of the above-mentioned preschool.

Kind Regards

Full Name:

Signature:

Date: / / 20



STATE OF PALESTINE
Ministry of Education

دولة فلسطين
وزارة التربية والتعليم

Form No. (2)

Directorate of Education

Honorable Director of Education

Subject: Pledge

Dear Sir/Madam

I, the undersigned hereinafter
holder of ID number (.....)

Owner of
preschool Located in
National number

I pledge to complete all said required furniture and supplies, when I
receive the necessary license from the competent departments.

Kind Regards

Full Name:

Signature:

Date: / / 20



STATE OF PALESTINE
Ministry of Education

دولة فلسطين
وزارة التربية والتعليم

Form No. (3)

Estimated Budget for the Academic Year /

Preschool Name:

National Number:

Total number of Children:

Number of Preschool Teachers:

Current Monthly or Annual Fees:



STATE OF PALESTINE
Ministry of Education

دولة فلسطين
وزارة التربية والتعليم

| No. | Item | Clarification | Estimated Sum | |
|-----|--------------|--|---------------------------------------|--|
| 1. | Revenues | Total Fees: | | |
| | | Cafeteria: | | |
| | | Student Fees: | | |
| 2. | Expenditures | Building Rental Fees: | | |
| | | Monthly Salary of the Principal: Monthly Salary of Counselor: Monthly Salary of the Janitors: Monthly Salary of the driver: | | |
| | | Other salaries: | | |
| | | Tax Sum: | | |
| | | Electricity: | | |
| | | Telephone and Internet: | | |
| | | License renewal fees: | | |
| | | Stationary and toys: | | |
| | | Maintenance work: | | |
| | | Operating materials: | | |
| | | Insurance: | | |
| | | Total | | |
| | | * | Number of Children Exempted from Fees | |

Signature of the Principal:

Preschool Stamp:



Form No. (4)

Directorate of Education

**Application for granting / renewal (annual, five years) preschool
license for the year 2021/ 2020**

1. Data on the Preschool Building:

Preschool Name:

Full Address of Preschool:

Year of Establishment:

* National Number:

Phone Number:

* Owned / leased building:

Number of Administration Rooms:

* Number of teachers' rooms:

Number of Classrooms:

Number of teaching facilities:

Number of Health Units:

* Number of drinking sets:

2. Preschool owner's data (private ownership):

Full Name:

Full Address:

Phone Number:

* Mobile Number:

Form No. (4)

3. Preschool owner's data (public ownership):

Name of Association / Preschool:

Name of Association's President:

Full Address of the Association:

4. The Preschool Principal's Data:

Full Name of Principal:

Full Address:

Academic Qualification:

Experience in the Field of Preschools:

Date of appointment in preschool administration:

Phone Number: Mobile Number:

I have filled out this data myself and am responsible for the correctness
of what is stated therein.

Date

Preschool Stamp

Signature of
Preschool Principal

**Data on Annual Fees and Intuitions in Local Currency
for the Previous Year 2020/2019**

| Grade | The registration fees (seat reservation) shall be part of the child's annual intuition | Annual Intuition | Total | Comments |
|-------|---|---------------------|-------|----------|
| KG 1 | | | | |
| KG 2 | | | | |

**Data on Annual Fees and Intuitions in Local Currency for the Current
Year 2021/2020**

| Grade | The registration fees (seat reservation) shall be part of the child's annual intuition | Annual Intuition | Total | Comments |
|-------|---|---------------------|-------|----------|
| KG 1 | | | | |
| KG 2 | | | | |

* The preschool owner shall be fully responsible for any wrong data

**Staff Data for the Current Academic Year 20 / 20
(Appointment of one Teacher for Each Division)**

| No. | Full name | Job title | Academic qualification & specialization | Division the teacher is teaching | ID no. | Date of appointment in the preschool | Address & Mobile no. |
|-----|-----------|-----------|---|--|-----------|---|----------------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |
| 11. | | | | | | | |

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| 12. | | | | | | | |
| 13. | | | | | | | |
| 14. | | | | | | | |
| 15. | | | | | | | |
| 16. | | | | | | | |
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| 19. | | | | | | | |
| 20. | | | | | | | |
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| 27. | | | | | | | |
| 28. | | | | | | | |
| 29. | | | | | | | |
| 30. | | | | | | | |

* All preschool staff, including drivers, bus supervisors, janitors, principals, teachers and counselors shall be registered.

Formations of the previous academic year 20/ 20

| Level | Age | Number of Divisions | Number of Children | | | Total Area of Classrooms/M2 |
|-------|---------|---------------------|--------------------|--------|-------|-----------------------------|
| | | | Males | Female | Total | |
| KG 1 | 4.5-3.5 | | | | | |
| KG 2 | 5.5-4.5 | | | | | |
| Total | | | | | | |

Proposed formation for the next academic year 20 / 20

| Level | Age | Number of Divisions | Number of Children | | | Total Area of Classrooms/M2 |
|-------|---------|---------------------|--------------------|--------|-------|-----------------------------|
| | | | Males | Female | Total | |
| KG 1 | 4.5-3.5 | | | | | |
| KG 2 | 5.5-4.5 | | | | | |
| Total | | | | | | |

We pledge to adhere to the preschool curriculum approved by the Ministry of Education

Date: / / 20 AD

Signature of the preschool owner:

.....

Date: / / 20 AD

Signature of the preschool principal:

.....

Private Preschool Stamp:

.....

Data on Furniture and Equipment for the Academic Year 20/ 20

| No. | Type | Number | Validity | Comments |
|-----|------|--------|----------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
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| 14. | | | | |
| 15. | | | | |
| 16. | | | | |
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| 18. | | | | |
| 19. | | | | |
| 20. | | | | |
| 21. | | | | |
| 22. | | | | |
| 23. | | | | |

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|-----|--|--|--|--|
| 24. | | | | |
| 25. | | | | |
| 26. | | | | |
| 27. | | | | |
| 28. | | | | |
| 29. | | | | |
| 30. | | | | |

We certify that the above mentioned data and information are correct,

Date: / / 20

Signature of the preschool owner:

.....

Date: / / 20

Signature of the preschool principal:

.....

Private Preschool Stamp:

.....

First: For the Directorate:

The opinion of the Directorate of Education regarding the validity of the private preschool for licensing:

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.....

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.....

.....

Date: / / 20

Signature of
Preschools Supervisor owner

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Date: / / 20

Signature of the head
of General Education Section

.....

Date: / / 20

Signature of
the Director General of Education

.....

Second: For the Ministry

The opinion of the General Administration of General Education

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.....

Date: / / 20

Signature of
the Head of Preschools Section

.....

Date: / / 20

Signature of the Director
of Special Education Department

.....

Date: / / 20

Signature of
the Director General of Education

.....

Pledge of Preschool Principal

Honorable Director General of Education

Greetings,

I the principal of
Preschool pledge to abide by the following:

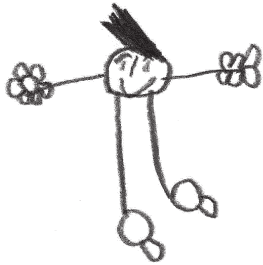
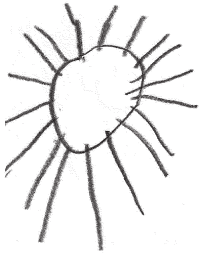
1. Commitment not to exceed the maximum allowed number of children in each division provided that an area of (2 m2) in the classroom and (2 m2) in the outdoor yard shall be provided for each child.
2. Not to exceed the number of children allowed in the license.
3. Abiding by the approved curriculum of the Ministry.
4. The preschool is independent from any other site in the building.
5. Not to open basic education classes in the preschool.
6. The preschool shall preferably be in the ground floor And not to exceed the first floor under any circumstances.
7. Commitment to full-time preschool management if the number of preschool children exceeds (60).
8. Not to give children tests and to only assess their growth.
9. Using modern methods of education.
10. Abiding by the official work time.
11. The Principal shall not assume other posts.
12. Notifying the Directorate of any changes in the preschool in terms of building, teachers and others and obtaining the approval of the Ministry of those changes.
13. Continuous communication and contact with the Directorate.
14. The preschool principal shall undertake to increase the number of children enrolled during the first semester to (16) so that the license will not be withdrawn.
15. If the preschool uses a transport bus, the bus must be usable according to the instructions of the Ministry of Transport; The license and insurance of the bus shall be valid; The driver shall have a valid driving license and shall comply with the number permitted in the license; with necessary regular examination of the bus to be sure of its validity.
16. It shall be necessary to appoint a supervisor for the bus to accompany the children when they are transported, and to ensure their arrival to and from the preschool.

Kind Regards,

Date: / / 20 AD

Signature of the preschool principal:

.....



ZEIN, 5.3 YRS



State of Palestine
Ministry of Education
General Administration of General Education
education@moe.edu.ps