



SECTION A - NAPEI EDUCATION EXCELLENCE AWARDS 2017 CRITERIA FOR EARLY CHILDHOOD EDUCATION PROVIDERS

No.	Assessment Criteria	1 mark available	mrks	2 marks available	mrks	3 marks available	mrks	4 marks available	mrks
1.0 INSTITUTION INFORMATION									
1.1	No. of Years registered with IPS/JPS	1 - 2 years only		2 - 3 years		4 - 5 years only		5 years and above	
1.2	Number and location of branches based in Malaysia	Only 1 centre		2 - 4 centres		5 - 7 centres		More than 7 centres	
1.3	Number and country of International Branches	1 centre in 1 country		1 centre in 2-3 countries		More than 1 centre in 1 country		More than 1 centre in more than 1 country	
1.4	Type of premises	Shop Lots/ residential units		Double storey corner house		Purpose built Campus in a bungalow		Purpose built Campus	
1.5	No. of Years as Member of NAPEI	1 - 2 years only		2 - 3 years		4 - 5 years only		5 years and above	
1.6	COMPLIANCE TO PRIVATE EDUCATION ACTS 1. Private Education Act 2. Companies Act (ACT 125) 3. Registration of Business Act (Act 197) 4. Occupational Safety and Health Act 1994 (Act 514)	Compliance only with Education Act		Compliance only with Education Act and Registration of Business Act		Compliance only with Education Act, Companies Act, Registration of Business Act		Compliance with all relevant Acts	
1.7	Growth in student enrolment over the last five years	5% and below		Between 5% to 7.5%		Between 7.5% to 10%		Above 10%	
1.8	Levels Conducted	Only Childcare (Year 3)		Only Childcare (Year 3 and 4)		Only Childcare (Year 3-4) and Kindergarten Year 5		Only Childcare (Year 3-4) and Kindergarten Year 5 & 6	
1.9	Number of NAPEI EDUCATION FAIRS attended	Only one		Two		Three		Four and more	
2.0 FORMATION AND REGISTRATION									
2.1	Registration	-		-		Registered but not up to date		Registered and up to date	
2.2	Governor Appointment letter and permit	Have board but no permits		Have permits for only some governors		Have permits but not up to date		Have permit and up to date	
2.3	Principal Permit	Have principal but no permit		Permit applied for but not approved yet		Have permit but not up to date		Have up to date permit	
2.4	Teaching Permit	-		Have teaching permit for some teachers		Have teaching permit for all teachers		Have teaching permit for all teachers and up to date	

2.5	Approved Fees	Fees not approved		Fees approved but not up to date		Fees approved but not complied with		Fees approval up to date	
3.0 MANAGEMENT OF CENTRE									
3.1	Client Charter	Have but not observed		Charter observed		Activities based on charter		Activities based on charter and recorded	
3.2	Vision and Mission	Have		Have and displayed		Have and displayed in appropriate location		Have, displayed in appropriate location and well promoted	
3.3	Strategic Planning for future	Have only a proposal		Structured proposal but no fixed timelines		Structured proposal with fixed timelines		Structured proposal with fixed timelines and implemented	
3.4	Governors appointed, registered approved.	Board appointed but not registered or approved		Board appointed and registered but not approved		Board appointed, registered and approved		Board appointed, registered, approved and up to date	
3.5	Principal /or Head master appointment letter	Have but outdated		Have but not confirmed		Have and confirmed but not approved		Have, confirmed and approved	
3.6	Teachers appointment letter	Have but without duties and responsibilities		Have with duties and responsibilities but not confirmed		Have with duties and responsibilities and confirmed		Have with duties and responsibilities, confirmed and approved	
3.7	Support Staff appointment letter	Have but not confirmed for all		-		-		Have and confirmed for all	
3.8	Centre Profile	Have only hard copy		Have hard and soft copy		Have hard and soft copy up to date		Have hard and soft copy up to date and well promoted	
3.9	Teachers Profile Records including appointment, confirmation, permits, increment, discipline and personal data	Have profile file for some teachers but incomplete		Have profile file for all teachers but incomplete		Have profile for all teachers and complete but not up to date		Have profile for all teachers, complete and up to date	
3.10	Support Staff Profile Records including appointment, confirmation, increment, discipline and personal data	Have profile file for some staff but incomplete		Have profile file for all staff but incomplete		Have profile for all staff and complete but not up to date		Have profile for all staff, complete and up to date	
3.11	Students Profile Records	Have profile file for some students but incomplete		Have profile file for all students but incomplete		Have profile for all students and complete but not up to date		Have profile for all students, complete and up to date	

3.12	Students Registration Record	Have record for some students but incomplete		Have record for all students but incomplete		Have record for all students and complete but not up to date		Have record for all students, complete and up to date	
3.13	Service Students Attendance Record	Have record for some students but incomplete		Have record for all students but incomplete		Have record for all students and complete but not up to date		Have record for all students, complete and up to date	
3.14	Students School Leaving Record	Have record for some students but incomplete		Have record for all students but incomplete		Have record for all students and complete but not up to date		Have record for all students, complete and up to date	
3.15	Visitors Record	Have record but not properly kept		Have record and proper record kept		Have record but not up to date		Have record and up to date	
3.16	School academic calendar	Have calendar only		Have calendar but implemented on ad hoc basis		Have and not followed as per deadlines		Have and well implemented as per deadlines	
3.17	Customer Care Record	Have customer care officer only		Have customer care officer and improper records		Have customer care officer and proper records		Have customer care officer, proper records and action taken	
4.0	TEACHING FACULTY								
4.1	Full time teachers	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
4.2	Teacher – student ratio 1:25	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
4.3	Qualifications	All have above SPM qualifications		Above 75% have Diploma		Above 75% have Degrees		Above 75% have Degrees and Masters	
4.4	% of trained teachers (Teachers Training)	50 - 70%		71 - 80%		81 - 90%		91 - 100%	
5.0	PLAYSCHOOL (Year 3 & 4) CURRICULUM								
5.1	Syllabus Booklet	Own syllabus		Government approved syllabus		Government approved syllabus with additional critical thinking skills syllabus		Government approved syllabus with International validation	
5.2	Teaching Record book	Have book only		Have and recorded well		Have, recorded well and monitored		Have, recorded well, monitored and action taken	
5.3	Curriculum Meetings	Only once a year		Have at least 4 times a year		Have at least 4 times a year and minuted		Have at least 4 times a year, minuted and action taken	

5.4	Teaching Aids	Have but insufficient		Have and sufficient		Have, sufficient and maintained well		Have, sufficient, maintained well and used regularly	
5.5	Achievement Records	Have File / book only		Have and recorded well		Have, recorded well and monitored		Have, recorded well, monitored and action taken	
6.0 PRESCHOOL (Year 5 & 6) CURRICULUM									
6.1	Syllabus Booklet	Own syllabus		Government approved syllabus		Government approved syllabus with additional critical thinking skills syllabus		Government approved syllabus with International validation	
6.2	Teaching Record book	Have book only		Have and recorded well		Have, recorded well and monitored		Have, recorded well, monitored and action taken.	
6.3	Curriculum Meetings	Only once a year		Have at least 4 times a year		Have at least 4 times a year and minuted		Have at least 4 times a year, minuted and action taken	
6.4	Teaching Aids	Have but insufficient		Have and sufficient		Have, sufficient and maintained well		Have, sufficient, maintained well and used regularly	
6.5	Achievement Records	Have File / book only		Have and recorded well		Have, recorded well and monitored		Have, recorded well, monitored and action taken	
7.0 NUTRITION PROGRAMME									
7.1	Certified and qualified Food Handlers (cooks and handlers)	Experienced cook only		Experienced cook and experienced handlers		Experienced and certified cook and experienced handlers		Certified and qualified cook and handlers	
7.2	Food Handlers vaccinated	Only some are vaccinated		–		–		All Vaccinated	
7.3	Food served clean and cooked and served within the statutory hours	Cooked and served within 3 hours		Cooked and served within 2 hours		Cooked and served warm within 1 hour		Cooked and served warm immediately	
7.4	Weekly Meals Schedule	Have a schedule		Have a schedule but subject to change		Have a schedule, strictly followed and approved by management		Have a schedule, strictly followed, approved by management and nutritionist	

7.5	Frequency of consumables food items quality checking for fungus, expiry dates, packaging and safe keeping	Once a month		Once a week		Everyday once		Everyday before distribution of consumables to cooks or food handlers	
7.6	Prepared food quality monitoring	Once a week		Twice a week		Everyday once		Everyday before each meal or snacks	
8.0 HEALTH AND SAFETY PROGRAM									
8.1	Transport Arrangement	Transportation available		Only Private cars available		All transport vehicles are approved by JPJ		Have own centre vehicle and all transport vehicles are approved by JPJ	
8.2	Premises Safety	Only Security guard available		Security guard, security alarm and fire extinguishers only		Security guard, security alarm, fire extinguishers, maintenance records available		Security guard, security alarm, fire extinguishers, maintenance records available and all in working condition	
8.3	Medical arrangements	First aid box available		First aid box available and trained staff available		Sick bay available with first aid box and trained staff		Sick bay and on call doctor or nurse available	
8.4	Sanitation Arrangements (toilets)	Normal sanitation facilities		Normal sanitation facilities with sanitary staff		Customised sanitary facilities for children and adults with sanitary staff		Customised sanitary facilities for children and adults with sanitary staff, maintained well and all in working condition	
8.5	Maintenance of premises and facilities	Maintenance officer available and maintained		Premises Maintenance done monthly		Premises Maintenance done weekly		Premises Maintenance done weekly and records kept	
9.0 PARENTAL COMMUNICATION									
9.1	Student, Parent and Public notification system	Notified through letter only		Notified through letter and email only		Notified through letter, email and whatsapp		Notified weekly through letter, email, SMS and whatsapp	
9.2	Parent – Teacher – Student meeting/discussion	Once a year		Twice a year		Thrice a year		4 or more times a year	
10.0 SPECIAL NEEDS PROGRAM									
10.1	Arrangements for special needs children	Special attention in normal class		One to one sessions		Operating a separate class		Operating a separate school	

11.0 CO-CURRICULAR FACILITIES & ACTIVITIES									
11.1	Educational Field trips and excursions	Once a year		Twice a year		Thrice a year		Four or more times a year	
11.2	Water play	Water play arranged outside		Water play conducted in own play pool		Water play conducted in own play pool with supervision		Water play conducted in own play pool with supervision by specialist	
11.3	Annual Concert	–		–		Annual concert conducted internally		Annual concert conducted open to public	
11.4	Sports activities	Monthly		Weekly		Weekly and coaching		Weekly and coaching and annual sports	
11.5	Festival celebration activities	Once a year		Twice a year		Thrice a year		Four or more times a year	
11.6	Appreciation days	Once a year		Twice a year		Thrice a year		Four or more times a year	
11.7	Others – Please specify								
12.0 PHYSICAL RESOURCE FACILITIES									
12.1	Computer Room	Have for all levels but insufficient		Have sufficient for all levels but not well maintained		Have sufficient for all levels, maintained well but not accessible		Have sufficient for all levels, maintained well, good working condition and accessible	
12.2	Reading Room/time	Allocated only for some levels		Allocated for all levels		Allocated for all level with fixed schedule		Allocated for all level with fixed schedule, closely monitored and recorded	
12.3	Thematic corners/ sections	Below 5 but not well equipped		Below 5 and well equipped		Above 5 but some not well equipped		Above 5 and all well equipped	
12.4	Counselling Room	Counselling done in classroom		Counselling room available but not used		Counselling room available and used well		Counselling room available, used well and easily accessible	
12.5	Library – Books	Have for all levels but insufficient		Have sufficient for all levels		Have sufficient for all levels but not maintained well		Have sufficient for all levels, maintained well and in good working condition	

12.6	Library – Readers	Have for all levels but insufficient		Have sufficient for all levels		Have sufficient for all levels but not maintained well		Have sufficient for all levels, maintained well and in good working condition	
12.7	Library – Charts & posters	Have for all levels but insufficient		Have sufficient for all levels		Have sufficient for all levels but not maintained well		Have sufficient for all levels, maintained well and in good working condition	
12.8	Kitchen and dining	Have but not well equipped		Have and well equipped		Have, well equipped, clean and tidy		Have, well equipped, clean, tidy, safe and in good working condition	
12.9	Play equipment	Have for all levels but insufficient		Have sufficient for all levels		Have sufficient for all levels but not maintained well		Have sufficient for all levels, maintained well and in good working condition	
12.10	Playground	Using public playground and maintenance dependant on public works		Using public playground, well maintained, safe distance and pathway works		Have own playground and maintained well		Have own playground with safe access and maintained well	
12.11	Others – Please specify								
13.0 FINANCIAL MANAGEMENT									
13.1	Funding of operations	-		Solely dependent on student fees		Supported by individual partners		Supported by company directors	
13.2	Profitability	Over the last 5 years, profitable for only 2 years		Over the last 5 years, profitable for only 3 years		Over the last 5 years, profitable for only 4 years		Over the last 5 years, profitable for all 5 years	
14.0 STUDENT SERVICES									
14.1	Counselling Services	Counselling done ad hoc basis but records not kept well		Counselling done ad hoc basis but records kept well		Counselling regularly done but records not well kept		Counselling regularly done and records kept well	
14.2	Student Welfare program	Have an ad hoc program		Well structured program only		Well structured but not fully carried out		Well structured and fully carried out	
14.3	After/before school care service	Only after school		Available for after and before school		Available for after or before school with selected activities		Available for after and before school activities and have records	



15.0 STUDENT OR STAFF ACHIEVEMENTS		
15.1	Achievement by students	Indicate all achievements
15.2	Achievement by staff	Indicate all achievements
16.0	Provide a brief description of your institution's core business, products and services. Please attach your institution brochure if it is available.	