



Minimum Boarding Standards

For Orphanages/Child Care Organizations

in Pakistan



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

فَأَمَّا الْيَتِيمَ فَلَا تَقْهَرْ

DO NOT OPRESS THE ORPHAN

Members of the Working Group
Responsible for the Development of the Document
Minimum Boarding Standards for Orphanages/Child Care Organizations in Pakistan

Name	Organization	Position
1. Mr. Nadeem Ahmed Khan	Khubaib Foundation Chairman	Convener, Working Group
2. Ms. Nafeesa Inayatullah Khattak	Islamic Republic Of Pakistan Member National Assembly	Member, Working Group
3. Ms. Samina Saeed	Islamic Republic Of Pakistan Senator	Member, Working Group
4. Mr. Mobashir Hasan	Pakistan Bait-Ul-Mal Deputy Managing Director	Member, Working Group
5. Ms. Emelia Allan	UNICEF Child Protection Specialist	Co-opted member
6. Ms. Safia Awan	SOS Children's Villages Pakistan Vice President	Member, Working Group
7. Mr. Azam Khan	Al-Khidmat Foundation Representative	Member, Working Group
8. Ms. Izhar Fatima	Anjuman Faiz-UI-Islam Representative	Member, Working Group
9. Mr. M. Ali Khan	Khpal Kor Foundation Representative	Member, Working Group
10. Mr. Saghir Ahmed Aslam .	Saba Trust Representative	Member, Working Group
11. Mr. Ishaq Israr .	Penny Appeal Representative	Member, Working Group

Preface

Following a meeting chaired by Special Assistant to the Prime Minister on Poverty Alleviation and Social Safety, Dr Sania Nishtar in July 2019, a Working Group (WG) of Civil Society and Non-governmental Organizations was constituted with following ToRs:

- a) Development of a consolidated database of all the private orphanages in the country by Pakistan Bait-ul-Mal;
- b) To frame a uniform operational policy framework through a centralized body for registration of the private sector orphanages;
- c) To suggest the introduction of centralized operational and administrative uniform SOPs for both the private and public sector orphanages;
- d) To develop a doable mechanism for the facilitation of the private sector orphanages by government under the banner of Ehsaas.

The Working Group conducted sixteen meetings spanning thirteen months to draft this document with the help of experts and scholars that have been in the field of child protection for ages. The organizations and agencies represented during the deliberations and development of these SOP's include Pakistan Bait-ul-Mal, Khubaib Foundation, UNICEF, SOS Children's Villages Pakistan, Al-Khidmat Foundation, Anjuman Faiz-ul-Islam, Khpal Kor Foundation, Saba Trust and Penny Appeal.

This document contains the Minimum Standards for Orphanages / Child Care Organizations in Pakistan. The document is the initial step towards holding institutions and organizations accountable for the quality of care they provide to orphan and destitute children. The implementation of these SOP's shall bring significant improvement and visible changes in the lives of most vulnerable segment of our society.

As convener of the Working Group, I thank and felicitate all who contributed in drafting this document. On behalf of the members of the Working Group I would like to thank members of Pakistan Bait-ul-Mal including Mr. Mobashir Hasan, Deputy Managing Director, Ms. Shandana Hidayat Director Projects, Syed Umair Ali and Ms. Sidra Maqsood for their time and valuable input. We pledge and will continue to provide orphans and destitute children with protection and empower them with education, life skills and opportunities.

NADEEM AHMED KHAN
Convener of Working Group

Table of Contents

Members of the Working Group	3
Responsible for the Development of the Document	3
Preamble:.....	9
Core Values of Orphanages / Child Care Organizations	11
Chapter 1	12
Eligibility, Registration and Allotment of Supplies	12
Standard 1: Eligibility Criteria	12
Standard 2: Required Documents.....	12
Standard 3: Responsibilities of the Orphanages / Child Care Organization.....	13
Standard 4: Medical and Psychological Examination	14
Standard 5: Reception at Residential/Living/Resident Facility	15
Standard 6: Residential Facility.....	15
Standard 7: Supplies for Boarders	16
Standard 8: Duration of Adjustment	16
Chapter 2	18
Nutrition and Health	18
Standard 9: Food and Nutrition.....	18
Standard 10: Health Care	18
Standard 11: Psychological Care.....	19
Chapter 3	20
Daily Routines and Activities	20
Standard 12: The Daily Routine	20
Standard 13: The Annual Activities.....	20
Chapter 4	21
Education and Self-Development	21
Standard 14: Education Plan.....	21
Standard 15: Self Development.....	22
Standard 16: Safety and Security.....	22
Standard 17: Home / House facilities.	22
Standard 18: Facility Maintenance	23
CHAPTER 6	25
STAFF and MANAGEMENT	25
Standard 19: Boarding staff.....	25
Standard 20. Management Committee	25
Standard 21. General Rules and Regulations	26

Chapter 7	27
General Standards.....	27
Standard 22. Right of the child and protection against abuse	27
Standard 23. Contact with Mother/AFD.....	28
Standard 24. Career Guidance and Counseling	29
Standard 25. Respect and Dignity.....	29
Annexure # 1 Affidavit by PHOC.....	30
Annexure # 2 Admission / Registration Form	31
ANNEXURE # 3 Medical Examination Form	34
ANNEXURE # 4 Psychological Examination Form.....	36
Annexure # 5 Uniform items and Casual Dress for Orphan boys Boarders.....	37
Summer on 1 st April Each Year (Boys).....	37
Winter on 1st October Each Year (Boys).....	38
For Orphan Girls Boarders.....	39
Summer on 1 st April Each Year (Girls)	39
Annexure # 7- Sports / Taekwondo Uniform for Orphan Boarders.....	41
Annexure -8: Weekly Main Meal Menu.....	42
Summer Weekly Mess Menu	42
Annexure - 9: Diet Plan for newborn to age 3	44
Annexure - 10: Annual Activities Calendar.....	46
Annex: 13 Toilet Hygiene Schedule	64

Definitions

Definitions of terms used in this document are as follow:

1. Approved Family Designees (AFD)

A list of Approved Family Designees shall be compiled at the time of admission at the Orphanage. Family may include immediate blood relatives: mother, siblings, and grandparents (maternal and paternal). Extended family may include blood relatives: maternal and paternal uncles and aunts. Attested copies of CNIC or NICOP of 'Approved Family Designees' must be provided at the time of admission.

2. Boarder

A boarder is a child receiving shelter and necessities, care and protection in an Orphanage / Child Care Organization.

3. Care

The provision of necessities required to ensure a child's physical and emotional security as well as physical, mental and social development.

4. Child

A child is a minor till the age of 18 as specified in the Majority Act, 1875 Pakistan and the UN Convention on the Rights of the Child.

5. Child Abuse

Refers to any act of omission or neglect or treatment that may be injurious to the mental and physical wellbeing of a child. Manifestations include child dumping, child neglect, child labour, incest, and rape, ritual murder of children, indecent assault, sexual exploitation, child street vending, excessive corporal punishment, and ill-treatment.

6. Physical Abuse

Physical Abuse is the result of a deliberate attempt to hurt a child. It includes all forms of corporal or incorporeal punishment such as hitting/ spanking/ slapping/ pushing/ beating/ isolating/ shaming or humiliating a child.

7. Child Exploitation

Exploitation refers to the use of an individual for one's own benefit, gratification or satisfaction. Child labor, sports or performance acts, trafficking and sexual exploitation etc.

8. CNIC / NICOP

Computerized National Identity Card / National Identity Card for Overseas Pakistanis.

9. Deserving Family

A deserving family is one that has limited means to provide adequate care and protection for the children within the family. They can be biological parents or guardians.

10. Guardian

A person, other than biological parent who has parental responsibility for a child, which may include a guardian appointed under the Guardian and Ward Act, 1890 (VIII of 1890).

11. Caregiver / Warden / House Master / Child Care Taker

A care giver / warden is a person who is assigned to take care the responsibility of child admitted in the organization.

12. Maltreatment

All forms of child abuse including kidnapping, restraint, denial of food, water, sanitation or menstrual supplies, physical abuse, emotional ill-treatment, sexual abuse, neglect, negligent treatment or exploitation of children resulting in actual or potential harm to the child's health, survival, development or dignity.

13. NADRA

National Database and Registration Authority

14. Neglect

Intentional failure on the part of a natural (Biological Parents) or legal guardian, or caregiver, or organization, or institution, responsible for the care of a child, to provide for the development of the child in all areas relating to the child's basic

needs including but not limited to his/ her: well-being, health, education, emotional and social development, nutrition, shelter and safe living conditions, proper supervision, security and protection from harm.

15. Orphan

Any child whose father is dead, and who has not reached the age of majority (18) will be classified as an orphan (Yateem). In Islamic jurisprudence, an illegitimate child and a child deserted by both parents also fall within the definition of an orphan.

16. Orphanage

A place where, under the supervision and guidance of trained staff, orphans are provided care, food, clothing, shelter, education, security, and an environment conducive to their physical, emotional and social development according to accepted medical standards. Orphanages are temporary places providing care and protection till children can be provided family based care / or can be placed within families.

17. Protection

Protection means providing safety for a child, to keep him/ her safe from all types of social, physical, mental, sexual and emotional harm.

18. PHOC

Person Handing Over Child to Orphanage / Child Care Organization.

Note:

Any word and expressions used but not defined in this document shall have the meaning assigned to them in the laws of Pakistan in force at the time.

Preamble:

The Government of Pakistan envisages Pakistan to be a “Welfare State” based on Islamic principles established by Hazrat Muhammad Rasool Allah Khatam-un-Nabiyyin (PBUH) in the State of Medina. Keeping in view this concept, “orphan care” is considered the collective responsibility of the state and citizens. A safe and loving home with parents, siblings and family is the best environment for a child. When children are

brought to Orphanages / child care facilities they have been deprived of their natal home.

‘Minimum Standards for Orphanages / Child Care Organizations in Pakistan’ was developed to provide guidelines for the management of Orphanages / child care facilities. The objective is to provide the children with rights as documented in the United Nations Convention on the Rights of the Child and UN guideline for the alternative care of children.

This primer document spell out the definitions to be maintained, responsibilities and the standards required to be upheld by Orphanages / Child Care Organizations.

The organization will encourage and facilitate approved family designates to interact with the child while ensuring the rights and safety of the child are upheld.

This is to enhance links with family members in order to maintain the child’s grassroots’ connections.

Monitoring authorities will use this document to audit the care and safety of the children. The standards are intended to ensure that the care provided will be consistent with the rights of the children.

These standards have been developed in reference to the laws of Pakistan and the UN Convention on the Rights of the Child. These standards cater to the minimum possible requirements of an Orphanage / child care facilities infrastructure and staff required to ensure the child’s health, nutrition, education, physical, emotional and mental wellbeing, safety, and social development.

As the Hazrat Muhammad Rasool Allah Khatam-un-Nabiyyin (PBUH) once said: “I and the one who sponsors an orphan will be in Paradise like these two” – and he gestured with his forefinger and middle finger, holding them close together.

Main Objectives of Orphanages / Child Care Organizations

1. To provide care and protection to the orphans in line with the national and international standards.
2. To provide shelter, food, clothing, educational and health facilities for orphans.
3. To support and work for relief and rehabilitation of orphans till they become 18 years old, and to bring them in mainstream and reintegration with their families where possible.
4. To facilitate them in studies or technical education.
5. To provide them with career counseling sessions/ seminars and help facilitate them to choose their field of interest.
6. To motivate and facilitate for community services.

7. To teach them basics of religion and inculcate in them interfaith harmony.
8. To help them become productive individuals of the society.

Core Values of Orphanages / Child Care Organizations

Following the teachings of the Quran and the Holy Prophet Muhammad (SAW), core values are as under:

1. ***Sincerity (Ikhlas)*** – In serving Orphans and the most vulnerable, our efforts are driven by sincerity to God and the need to fulfil our obligations to humanity.
2. ***Excellence (Ihsan)*** – Our actions to fulfil the needs of orphans are marked by excellence in our operations and the conduct through which we help the deserving people we serve.
3. ***Compassion (Rahma)*** – Believe the protection and well-being of orphan's life is of paramount importance
4. ***Social Justice (Adl)*** – Our work is founded on enabling people and institutions to fulfil the rights of the orphans and vulnerable.
5. ***Custodianship (Amana)*** – We uphold our duty of custodianship over Earth and its resources.

Boarding Standards for Orphanages / Child Care Organizations in Pakistan

Chapter 1

Eligibility, Registration and Allotment of Supplies

Standard 1: Eligibility Criteria

A child who fulfills the following criteria shall be eligible and may be considered for registration and subsequent admission subject to the approval of the admission committee of the Organization:

- If both parents are not alive, or if the father is not alive;
- If the child has not reached to the age of majority (18 years). (Or depends on the internal policy of the organization);
- If the immediate blood relatives are unable, unwilling, or unfit to provide for the orphan child's basic needs, which include the child's health, education, shelter, nutrition, security and protection from harm, neglect and exploitation;

Standard 2: Required Documents

2.1. The following documents and information shall be provided by the Person handing over the Child (PHOC) at the time of admission:

1. Birth Certificate issued by registered Hospitals/ Union Council / Cantonment Board / NADRA;
2. Form-B from NADRA / Family Registration Certificate from NADRA / Registered Certificate form relevant Government Authority;
3. Father's Death Certificate issued by NADRA or Union Council;
4. Mother's Death Certificate issued by NADRA or Union Council (if applicable);
5. Photocopy of Father's CNIC (if available);
6. Photocopy of Mother's CNIC (if available);
7. Affidavit on stamp paper from the PHOC (sample affidavit is attached as Annexure –1);
8. Photocopy of PHOC's CNIC;

9. Previous school leaving certificate /current class of child student (if available);
10. 4-passport size photographs of the Child with plain background (to be arranged by Organization);
11. 2-full body photographs of the Child with plain background (to be arranged by Organization);
12. Short biography of child (Urdu / English);
13. Family photograph of child (if available);
14. Photograph of the PHOC as well as others accompanying the child at the time of admission (to be arranged by Organization);
15. The following Emergency Contact Information will be provided by the PHOC:

Sr	Name	Relationship	Contact No.	Address
1		Mother		
2		PHOC / Mention Relationship		
3				
4				

- 2.2. If the documents required for the child's admission are not available with, or provided by the PHOC then the admitting organization shall inform NADRA / Relevant Authorities (within 5 working days), and seek their assistance to ensure that the child is registered with NADRA.

Standard 3: Responsibilities of the Orphanages / Child Care Organization

- 3.1 The admitting organization's designated representative shall receive the child.
- 3.2 Admission of boarder shall be confirmed after verification of documents submitted by the PHOC accompanying the child at the time of admission.
- 3.3 The admitting organization shall fill the admission / registration form and attach necessary documents of the orphan (sample of admission / registration form is attached as Annexure –2).

- 3.4 An interview of the PHOC accompanying the orphan / child shall be conducted in order to document the family background and facts about the child, photographs of the interviewee must be attached with admission form.
- 3.5 The Care Giver / Warden will ensure assigning of registration ID to the new boarder.
- 3.6 It is the responsibility of Orphanage / Child Care Organization to enroll the child in school.
- 3.7 The Orphanage / Child Care Organization shall provide gifts to the children on special occasions like birthdays, weddings and festivals like Eid as per the policy of the organization.
- 3.8 The Orphanage / Child Care Organization shall provide caregivers / Wardens and support staff that has direct/ indirect contact with the children, sensitivity training in relevant areas such as: Child protection policy, UN Convention on the Rights of the Child, Child Development, Child Care etc.
- 3.9 The Orphanage / Child Care Organization shall provide class-wise books and stationery to all orphan boarders as per their requirement.
- 3.10 The Orphanage / Child Care Organization shall provide reports and statistics to the governing ministry as and when required.

Standard 4: Medical and Psychological Examination

- 4.1 While ensuring the dignity of the boarder / child, an initial medical and psychological examination of the child must be performed by a medical doctor certified by the Pakistan Medical Commission (PMC), at a local government hospital. Two responsible and gender-appropriate caregivers / wardens from the orphanage / child care organization shall accompany the child (sample of Medical and Psychological Forms are attached as Annexures–3 & 4).
- 4.2 Medical and Psychological examination of the new boarder must be performed by a medical doctor at a local government hospital while ensuring the dignity of the boarder. Tests and X-ray will be performed: a Chest X-ray, Jaw X-ray, Complete Blood Picture, and Urine Analysis. Thereafter the boarder individual medical file will be maintained by the organization. The medical file will be treated with confidential protocol. Tests and X-rays of the Child to be carried out shall be: Chest X-ray, Jaw X-ray, Complete Blood Picture, and Urine Analysis.

Individual boarder's medical file shall be maintained by the organization. The medical file will be treated with confidential protocols.

- 4.3 The admitting organization shall ensure the child's immunization/ vaccination as per the guidelines provided by the Expanded Program on Immunization (EPI) Pakistan.

Standard 5: Reception at Residential/Living/Resident Facility

- 5.1 The new boarder / admitter will be introduced by the facility incharge to his / her Caregiver / Warden and the children he/she will be living with. They will present a small gift to new boarder / child (if possible).
- 5.2 The caregiver / Warden will ensure the child is provided with the required clothes and supplies as listed in the organization policy handbook (the samples of uniform items, casual dress etc. is at annexure-5, annexure-6, and annexure-7).
- 5.3 The Caregiver / Warden shall ensure arrangements for the child's neat and tidy appearance such as bathing, manicure, dental hygiene, haircut etc.

Standard 6: Residential Facility

- 6.1 The residential facility shall be divided into two groups as per age of the children:
- Boarding Home
 - Boarding House
- 6.2 The boarding home shall be for junior boarders under the age of 12 which is further sectioned / divided into five groups:
- 1) Group A Newborn to 3 years
 - 2) Group B 4 to 6 years
 - 3) Group C 7 to 8 years
 - 4) Group D 9 to 10 years
 - 5) Group E 11 to 12 years
- 6.3 The boarding house shall be for the boarders of the age between 13 to 18 years which is further sectioned / divided into three groups:

1. Group A 13 to 14 years
 2. Group B 15 to 16 years
 3. Group C 17 to 18 years
- 6.4 Boarding home and house shall be separate from each other. No boarder of boarding house shall visit or reside in the boarding home or vice versa.
- 6.5 Boarding home shall be managed by female caregivers / staff whereas the boarding house shall be managed by male caretakers/staff.
- 6.6 Whereas the female boarding facility shall be managed and run by the female caregivers / staff.
- 6.7 If orphanage does not have separate buildings for home and house, they shall establish separate portions for home and house in the same building.

Standard 7: Supplies for Boarders

- 7.1 The boarders / Children will be allocated supplies as per their age groups.
- 7.2 An independent, designated sized bed, and closet shall be allotted to the boarder.
- 7.3 At least two resident boarders of same age group shall be introduced as friends to the new boarder on initial entry to facilitate for adjustment to new boarding environment.
- 7.4 The Care Giver / Warden of the boarding home shall assign a special caregiver to the new boarder who is under the age of 3 years.
- 7.5 The Care Giver / Warden shall provide a lunch box / pocket money and a water bottle to the boarders studying at schools located within same premises. whereas pocket money shall be given to those boarders who are taking education outside of the premises on daily basis.
- 7.6 The orphanage management shall also give special gifts / cash to the boarders on their achievements in academics or other activities and on different occasions during the year.

Standard 8: Duration of Adjustment

- 8.1 Children who have a difficult time adjusting must be provided counseling by a certified trained child counselor. Children who have suffered physical/ mental

trauma must be provided medical care and professional therapy to help them heal.

- 8.2 During the period, the new child shall be provided special care and opportunity to adjust in the facility and form new friendships.

Chapter 2

Nutrition and Health

Standard 9: Food and Nutrition

- 9.1 Nutritious food shall be provided to the boarders as per approved diet plan by orphanage management committee, in consultation with professional nutritionist and representative of boarders according to seasons and age of the children. The sample of diet plan is at Annexure–8.
- 9.2 The approved food menu should be displayed in the dining area for regular and transparent compliance.
- 9.3 The Orphanages / Child Care Organizations shall ensure the provision of safe and ‘clean drinking water’ at all times for all the children.
- 9.4 Children with special dietary needs shall be accommodated. Athletes, malnourished children and children with medical issues will be provided meals at times other than meal times on required basis.
- 9.5 The institution will encourage children to have their meals together to foster family values and companionship among them.
- 9.6 A special approved diet plan by the professional nutritionist shall be followed for newborn to age 3. The sample of diet plan for newborn to age 3 is at annexure–9.

Standard 10: Health Care

- 10.1. An environment of cleanliness and hygiene shall be maintained by the organization and the health and personal hygiene of each child shall be monitored, while ensuring the dignity of the child.
- 10.2. A medical checkup of each child from a recognized government hospital shall be undertaken at regular intervals (minimum of once a year) and the medical record of each individual child shall be maintained confidentially by the organization.
- 10.3. For minor children, the organization shall ensure timely immunizations/ inoculations/ vaccinations, to be administered at times prescribed by the medical advisors, and in accordance with the recommendations of the office of the Federal Expanded Program on Immunization (EPI).
- 10.4. Proper and immediate medical care shall be provided in case of any illness / any emergency.

10.5. Various mental and physical activities, sports and entertainment shall be organized for the enjoyment of the boarders.

Standard 11: Psychological Care

- 11.1. Mental and emotional health-related conditions shall be handled with extreme care, understanding and empathy. A certified psychologist or a trained therapist / psychologist shall provide treatment to the child.
- 11.2. To enhance mental and physical capacity of the children, events like physical exercise, sports, extra-curricular activities, motivational lectures, out-door recreational camps shall be arranged as per approved annual plan calendar. The sample of annual activities calendar is at annexure–10.
- 11.3. Children suffering from any trauma / behavioral issues shall be referred to psychologist, or a therapist, or a child specialist, as the case may be, to help them overcome their issues.
- 11.4. Activities and assistance that support the children’s psychosocial development shall be based on the individual needs of the children, following the advice of a qualified professional psychologist.
- 11.5. Activities for the children to develop life skills should be provided by the organization according to a proper plan. These will enhance the level of confidence in the children.

Chapter 3

Daily Routines and Activities

Standard 12: The Daily Routine

- 12.1. Daily routines and activities shall be observed separately for junior and senior boarders.
- 12.2. The calendar year shall be divided into the following three monthly routine schedules for the boarders.
 - a. April to July
 - b. August to November
 - c. December to March

The samples of daily routine schedules for junior and senior boarders is at Annexure–11.

- 12.3. Daily routine time table should properly be displayed for all boarders.

Standard 13: The Annual Activities

- 13.1. There shall be various educational, social/ cultural/ intellectual exposures and entertaining activities organized for the boarders by the organization during the year. The sample of annual activities is attached as annexure–10.

Chapter 4

Education and Self-Development

Standard 14: Education Plan

14.1. The education and self-development of the boarders shall be observed under the following three main areas of educational focus:

- Physical
- Mental
- Academic

14.2. The boarders shall be engaged in regular sports and athletics activities for the confidence building, psychological uplifting and the strong healthy physique as per sample given daily routines' schedule at annexure-11. Those who are younger shall also enjoy play-time that will help build their socio-emotionally, and improve polish their skills.

14.3. Boarders shall be engaged in informational learning programs/ processes to inculcate in them the best qualities and to refine their personalities by following the sample of daily routines and Annual Activities calendar at annexure-10 and annexure- 11.

14.4. In case the management has no on-campus schooling facility, best possible school shall be selected for the education of boarders.

14.5. Boarders shall be engaged in extra coaching classes in boarding homes and houses in evening to achieve academic excellence.

14.6. Since most of orphan children belong to rural areas and do not have basic knowledge of all subjects, a special three-months foundation program in basic courses shall be arranged for newly admitted children. The organization has to ensure that children have basic knowledge of all subjects before joining school.

14.7. Boarders with minor disabilities can be accepted and integrated with other children. Children with major disabilities will be referred to the relevant institutions.

Standard 15: Self Development

- 15.1. Self-development of the boarders shall be carried out on the basis of good character building, religious and national values as per annexure–12.

Chapter 5 Building, Accommodations and Facilities

Standard 16: Safety and Security

- 16.1. All infrastructure of an orphanage shall be raised and maintained on the principles of ‘safety first’ as per local government policy.
- 16.2. All facilities shall be very carefully maintained with a due risk assessment as safety and security point of view.

Standard 17: Home / House facilities.

- 17.1. The boarding infrastructure of an orphanage shall comprise of the following facilities:
1. Accommodation/ Hostel including common room & study area;
 2. Washrooms, toilets and sanitation facilities. All washrooms shall be cleaned all the time. The sample of toilet hygiene schedule is attached as annexure–13;
 3. Kitchen and dining area;
 4. Masjid / Prayer area;
 5. Dispensary (to be supervised by registered medical doctor/ certified technician);
 6. Laundry area;
 7. Play area (Outdoor & Indoor);
 8. Staff Accommodation;
 9. Library
- 17.2. The accommodation of the boarding home/ house should be resistant to natural disasters, spacious, airy with reasonable weather control and with enough sunlight.

- 17.3. The accommodation of the boarding home/ house should have the bedrooms' layout such as with enough space between beds with provision of enough privacy and easy movement of the children.
- 17.4 .The building shall be equipped with the firefighting equipment, CCTV Cameras (at entrance and in corridors), speakers system (in corridors), water coolers etc.
- 17.5 The washrooms and sanitation facility shall be kept clean with proper hygienic standards along with a regular supply of water. These facilities shall be well lit and in a close proximity to the living and sleeping area. The ratio of number of washrooms and sanitation facilities shall be as under:
- 10 Children – 1 Toilet
 - 10 Children – 1 Shower stall
 - 10 Children – 1 Wash sink
- 17.6. The lights of corridors and Common areas need to be illuminated throughout the night.
- 17.7. The caregiver / warden must reside in the same building as the children.
- 17.8. Caretaker shall sleep with junior boarders till age 6 in the same room.
- 17.9. The entire facility must be well maintained in all respect, and be equipped with furniture etc. and all requirements as needed in proportion to the number of children.

Standard 18: Facility Maintenance

- 18.1. The facility shall be inspected on monthly basis by the maintenance department and any required maintenance shall be done accordingly.
- 18.2. All areas of facility must thoroughly be cleaned on daily basis.
- 18.3. Bed sheet & pillow covers shall be changed at least twice in a week in junior hostel while once a week in senior hostel.
- 18.4. Where required, mattress shall be covered with the plastic lining. Wet bed sheets must be changed immediately.
- 18.5. Shoes shall be taken off at shoe rack outside before entering the boarding home/ house. Separate slippers shall be worn for the washrooms.

18.6. Every building shall maintain:

- Building maintenance register
- Building complaint register

CHAPTER 6

STAFF and MANAGEMENT

Standard 19: Boarding staff

19.1. Staff will undergo initial training to create awareness and familiarity with the rules regarding conduct of duties. These staff members should be monitored by a monitoring team to evaluate their annual performance. Subsequent annual training workshops are mandatory.

19.2. The female orphanages and the boarding home of junior male boarders shall be managed by a senior female warden along with assistant wardens and caregivers.

One assistant warden shall be responsible for 50 boarders. The ratio of caregivers with the boarders shall be as under:

- One caregiver for 3 boarders (infant to 2 years)
- One caregiver for 5 boarders (age 3 to 5 years)
- One caregiver for 10 boarders (age 6 to 8 years)
- One caregiver for 12 boarders (age 9 to 11 years)
- One caregiver for 14 boarders (age 12 +)
- In case of a new child less than of 3 years, arrangement of a foster mother shall be done for this new child's adjustment period, providing extra love, care and necessary reassurance.

19.3. The boarding house for the male senior boarders shall be managed by a senior male warden and Assistant wardens. One Assistant warden shall be responsible for 50 senior boarders and shall as well divide the senior boarders into groups and committees for organization purposes.

19.4. Other teaching and admin staff shall be provided as per needs of the boarders and the orphanage.

19.5. Additional staff may be hired as on need basis.

Standard 20. Management Committee

20.1. Boarding management committee implements the action plans given by the head office / central office and review the progress on monthly basis. Smaller

organizations without central office will ensure that the standards set-forth in this document are followed.

- 20.2. Boarding management committee shall hold monthly meetings with clear agenda on administrative and financial issues and shall report to head office / central office.

Standard 21. General Rules and Regulations

- 21.1. General rules, regulations and policies for the management of staff including staff training, orphanage and smooth running of organization shall be developed and applied accordingly, over and above the standards mentioned herein before.

Chapter 7

General Standards

Standard 22. Right of the child and protection against abuse

22.1. Child Protection Policy

Children in any country, society or community are most vulnerable and are potentially at risk of abuse and exploitation. It is imperative that strict measures are put in place so child abuse, which is rampant, is prevented at all costs.

The guidelines provided by the United Nations Convention on the Rights of the Child (UNCRC) have safeguarded children and so this international policy document must be the benchmark for our policy for child protection. The UNCRC outlines children's rights to protection from:

1. Abuse and neglect (article 19)
2. Discrimination (article 2)
3. Different forms of exploitation (article 32-36)

Child safety is everybody's business and this should be our motto.

We have to ensure that all children particularly those under our care are protected against:

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect & negligent treatment

In order to achieve this, all stakeholders should be involved. These should include:

1. The children
2. Caregivers
3. Administrators
4. Co- workers
5. Educators
6. Social workers and donors
7. Biological families/AFD

8. Maintenance staff and security personnel

We must put into place a policy that covers a four-phase structure to be complied with in all institutions:

1. Awareness
2. Prevention
3. Reporting
4. Response

Strict adherences to such a policy shall provide our children the care and protection they rightly deserve in keeping with Islamic principles and values.

- 22.2. The Orphanages / Child Care Organizations shall have **zero tolerance** for any form of child abuse, sexual harassment, bullying, violence, neglect or exploitation by its employees or others.
- 22.3. Any staff member, if found guilty, shall be terminated immediately and the management shall take action against him/ her according to the prevailing laws.
- 22.4. The Orphanage / Child Care Organization shall be required to listen to the views of children and take them seriously. All Child Protection Policy issues must be investigated and the case must be documented and filed with confidentiality protocols in place.
- 22.5. All children have equal right to protection from any violence, exploitation, abuse and neglect.
- 22.6. Relevant activities shall be observed to inform children of what constitute inappropriate conduct, so they respect the rights of the other children. They should also be informed of reporting mechanism in the case of complaints or abuse.

Standard 23. Contact with Mother/AFD

- 23.1. Boarders / Children can contact their mothers and Approved Family Designees (AFD) on designated weekends or whenever required. The Orphanage / Child Care Organization management will facilitate the process of communication.

- 23.2. Mothers / AFD can contact and meet anytime during working hours at boarding home / house where orphanage management facilitates them.
- 23.3. Boarders / Children are allowed to go to their homes to spend summer and winter vacation, and on other occasions with their families for reintegration process.

Standard 24. Career Guidance and Counseling

- 24.1. Beginning from the age of fifteen, the children should be provided information about various career options. They should be guided as how to pursue careers in a field that interests them, including but not limited to:
 - i. Armed Services: Army, Air force, Navy,
 - ii. Construction: Management, Site Supervision, Site Surveyor,
 - iii. Engineering: Electric, Mechanical Structural
 - iv. Computer: Programming, Repair, Manufacturing
 - v. Judiciary: Lawyer, paralegal, transcriber, cler
 - vi. Technical: Automobile, plumbing, electric, solar,
 - vii. Finance: Accounting, Finance
 - viii. Service: Hotel Management, culinary, sous chef, waiter
 - ix. Education
 - x. Entrepreneurship

The children should be given information on the education plan, scope of work and eligibility criteria for jobs in these fields. Experts from respective sectors should be invited to the career counseling sessions.

Standard 25. Respect and Dignity

- 25.1. The views and opinions of the children shall be heard and respected. The children should be consulted in the decision-making processes that directly impact their lives.
- 25.2. The word 'Orphan' should not be used directly, openly and visibly in front of the child. For example 'orphan' cannot be used on the front signboard.
- 25.3. The word 'Orphan' should not be spoken in front of the children.
- 25.4. The word 'Orphan' should not be written inside the institution.
- 25.5. The children shall at all times be treated with respect and dignity.

ادارے کا نام

معاهدہ مابین والدہ /سرپرست و (ادارے کا نام)

(کم از کم 100 روپے کے سٹامپ پیپر پر)

1- میں مسمیٰ /مسماة _____ ولد/ دختر/زوجہ _____ ساکن/ساکنہ _____
حلفاً اقرار کرتا / کرتی ہوں طالب علم/طالبہ _____ ولد/بنت _____
ساکن /ساکنہ _____ کے والد/والدین فوت ہو چکے ہیں
اور میں ہی اس کی / اس کا سرپرست / والی ہوں -

اجازت نامہ

2- میں بحیثیت والدہ /سرپرست اس بات کی بخوشی اجازت دیتی / دیتا ہوں کہ

میں مکمل رضا مندی سے اپنے بچے _____ کو (ادارے کا نام) میں داخلے کے لیے بھجوا رہا ہوں۔ میں اپنے
ولد _____ بچے کے روشن مستقبل کے لئے ہر ممکن تعاون کرتی/ کرتا رہوں گا اور میں (ادارے کا نام) انتظامیہ کی/
کا بے حد مشکور ہوں جس نے مشکل کی اس گھڑی میں میرے بچے کو اپنی کفالت میں لے کر اسے تعلیم،
خوراک، صحت، رہائش اور تربیت کا ماحول فراہم کرنے کی ذمہ داری لی ہے۔

3- بحیثیت والدہ / سرپرست میں ضمانت دیتا / دیتی ہوں کہ (ادارے کا نام)
میں قیام کے دوران درخواست گزار اور طالب علم :

I. ادارے کے قواعد و ضوابط (جو موجود ہیں یا نئے بنیں گے) کا پابند رہے گا۔

II. ادارے کی املاک کی حفاظت کرے گا اور جان بوجھ کر کوئی نقصان نہیں پہنچائے گا۔

III. کسی بھی غیر اخلاقی حرکت کا مرتکب نہیں ہوگا۔

4. بحیثیت سرپرست میں اپنے بچے کی طرف سے قصداً _____ ادارے کو پہنچنے والے نقصان کا ذمہ دار
ہوں گا/ گی -

5- کسی بھی خلاف ورزی کی صورت میں ادارے کی جانب سے تا دبیی کاروائی بشمول اخراج طالب
علم پر کوئی اعتراض نہیں کروں گا/گی۔

6. میڈیکل ایمرجنسی کی صورت میں ادارہ میرے بچے کے حق میں کوئی بھی فیصلہ کرنے کا مختار ہوگا
جس میں :

I. ابتدائی طبی امداد بشمول ابتدائی دوا وغیرہ

II. ڈاکٹر کی جانب سے دی گئی دوا کا استعمال بشمول ٹیکہ وغیرہ

III. ڈاکٹر کی جانب سے دیے گئے میڈیکل ٹیسٹ وغیرہ کروانے کا اختیار

IV. انتہائی ضروری آپریشن اور اس کے دوران بے ہوشی کا اختیار

7- چھٹی کی صورت میں ادارے سے گھر اور گھر سے واپس ادارے میں ہر وقت پہنچانے کی ذمہ داری
میری ہوگی۔

دستخط والدہ /سرپرست..... نشان انگوٹھا.....

شناختی کارڈ نمبر.....

گواہ 1.. نام _____ دستخط.....

..... شناختی کارڈ.....

گواہ 2.. نام _____ دستخط.....

..... شناختی کارڈ.....

دستخط سربراہ ادارہ ہذا تاریخ.....

داخلہ فارم



تصویر

موجودہ تعلیم

بچے کا نام

جنس لڑکا / لڑکی

تاریخ پیدائش:

پیدائش پرچی کے مطابق

ڈاکٹری رپورٹ کے مطابق

قریب ترین تاریخ پیدائش

ولد (S/O)

والد کا نام

کامل پتہ

پیشہ

(D/O)

ماں کا نام

ماں کے والد کا مکمل پتہ

ماں کے والد کا پیشہ

بچے کے والدین کے بارے میں تفصیل:

باپ زندہ / فوت (فوت ہونے کا شہادیت)

ماں زندہ / فوت (فوت ہونے کا شہادیت)

بچے کی ماں اگر طلاق شدہ ہے اور دوسری شادی کر لی ہے:

طلاق نامہ کی مصدقہ کاپی

نکاح نامہ کی مصدقہ کاپی

بچے کے بارے میں تفصیل اگر وہ کسی بیماری میں مبتلا رہا ہو:

بچے کے ماں / باپ کے بارے میں تفصیل اگر وہ کسی بیماری میں مبتلا رہے ہوں:

بچے کے اگر بہن بھائی ہوں تو ان کی تفصیل :-

نام	عمر	پیشہ	رہائش کا پتہ
۱۔			
۲۔			
۳۔			
۴۔			
۵۔			
۶۔			

ماں باپ کی جائیداد کی تفصیل اگر ہے:

بچے کے والد کی طرف سے عزیز واقارب یعنی تایا، چچا، پھوپھی وغیرہ کی تفصیل:

نام	پیشہ	ماہانہ آمدن	مماثل پتہ
۱۔			
۲۔			
۳۔			
۴۔			

بچے کی ماں کی طرف سے عزیز واقارب یعنی ماموں، خالہ وغیرہ کی تفصیل :-

نام	پیشہ	ماہانہ آمدن	مماثل پتہ
۱۔			
۲۔			
۳۔			
۴۔			

بچے کو داخل کروانے والے شخص کا بچے کے ساتھ رشتہ اور مکمل نام و پتہ بمعہ شناختی کارڈ کی کاپی:

بچے کو داخل کروانے والے شخص کے دستخط

ادارہ ہذا کے علاوہ اگر بچے کا کوئی وارث ہو تو اس کا بچے کے ساتھ رشتہ اور مکمل نام و پتہ بمعہ شناختی کارڈ کی کاپی:

ادارہ ہذا میں بچے سے ملاقات کیلئے عزیز واقارب کی تفصیل:-

تمثیل پتہ

رشتہ

نام

تمثیل پتہ	رشتہ	نام
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ادارہ ہذا میں آنے سے پہلے اگر بچہ کسی ادارہ میں رہا ہو تو اس کی تفصیل:-

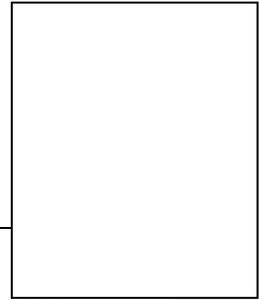
ادارہ کی انتظامیہ کے تاثرات و فیصلہ:-

دستخط پروجیکٹ ڈائریکٹو:

اگر بچے کو داخل کر لیا گیا ہے تو ادارے کی ڈپنری کی رپورٹ اس فارم کے ساتھ لگائی جائے۔

ANNEXURE # 3 Medical Examination Form

Date: _____



1. BIO DATA

- a. Name: _____
- b. Blood Group: _____
- c. Father's Name: _____
- d. Mother's Name: _____
- e. Siblings: Brothers _____ Sisters: _____
- f. Sibling Order: _____
- g. Date of Birth: _____ Years _____ Months _____
- h. Address\Area: _____

- i. Contact No: _____

2. Test Reports

Sr. #	Test Name	Test Report	Normal Range
1			
2			
3			
4			
5			
6			

3. Medical Status

- j. Medical History: _____
- k. Physical Disease: _____
Mild /Moderate /Chronic
- l. Treatment:(Past): _____
- m. Present: _____

n. **Current Progress:** _____

o. **Future**

Recommendations: _____

3.1. Medical Checkups:

Sr. #	Particulars	Date:	Date:	Date:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Medical Incharge

ANNEXURE # 4 Psychological Examination Form

Psychological Status:

a. Any mental problem: _____

b. Symptoms: _____

c. History: _____

d. Previous Treatment: _____

e. Current Psychological Assessment

f. Tests: _____

g. Analysis: _____

h. Diagnosis: _____

i. Therapeutic Treatment: _____

j. Therapeutic Recommendations: _____

Psychologist over all Report: _____

Psychologist

Annexure # 5 Uniform items and Casual Dress for Orphan boys Boarders
Summer on 1st April Each Year (Boys)

Sr No.	Particulars		Quantity	
1	School Uniform Set (summer season):		2 sets	
	1)	Shirt		2
	2)	Pent		2
	3)	Neck Tie		2
	4)	Belt		2
	5)	Badge		2
	6)	Socks		2
	7)	Under Garments		4
	8)	Other Accessories		2
9)	School Shoes	1 Pair		
2	School Bag		1	
3	Shalwar Qameez Set (summer season):		2 sets	
	1)	Shalwar Qameez Suit		2
	2)	Azaar Band		2
3)	Namaz Cap	2		
4	Casual Dress (Pent/Trouser & Shirt)		1 Set	
5	Sleeping Suit		1	
6	Sports Dress / track suit (summer season)		1	
7	Sports Shoes / Sneakers		1 Pair	
8	Sleepers		1 Pair	
9	Hygieric Kit:		1 Kit	
	1)	Towel		2
	2)	Handkerchief		3
	3)	Tooth Paste		6
	4)	Tooth Brush		6
	5)	Bath Soap		6
	6)	Shampoo		6
	7)	Hair Oil		6
	8)	Comb		1
	9)	Attar / Body Spray		1
	10)	Surma		1
	11)	Body Lotion		2
	12)	Shoe Polish		6
	13)	Shoe Brush		3
	14)	Prickly Heat Powder		3
	15)	Nail Cutter		1
16)	Cotton Buds	1 X Pck		
10	Wrist Watch		1	

Winter on 1st October Each Year (Boys)

Winter on 1st October Each Year (Boys)

Sr No.	Particulars	Quantity
1	School Uniform Set (winter season):	2 sets
	1) Shirt	2
	2) Pent	2
	3) Neck Tie	2
	4) Belt	2
	5) Badge	2
	6) Socks	2
	7) Under Garments	4
	8) Other Accessories	2
	9) School Shoes	1 Pair
	10) Jersey Pullover	2
	11) Blazer	1
	12) Lagging	1
2	School Bag	1
3	Shalwar Qameez Set (winter season):	2 sets
	1) Shalwar Qameez Suit	2
	2) Azaar Band	2
	3) Namaz Cap	2
	4) Casual Sweater	1
4	Casual Dress (Pent/Trouser & Shirt)	1
5	Sleeping Suit	1
6	Sports Dress / track suit (winter season)	1
7	Sports Shoes / Sneakers	1 Pair
8	Sleepers	1 Pair
9	Hygienic Kit:	1 Kit
	1) Towel	2
	2) Handkerchief	3

Annexure - 6: Uniform Items and Casual Dress

For Orphan Girls Boarders

Summer on 1st April Each Year (Girls)

Sr No.	Particulars		Quantity	
1	School Uniform Set (summer season):		2 sets	
	1)	Prescribed Uniform		2
	2)	Head Scarf		2
	3)	Socks		2
	4)	School Shoes		1 Pair
2	School Bag		1	
3	Casual Dressing (summer season):		3 sets	
	1)	Seasonal Suiting		3
	2)	Head Scarf		3
4	Sleeping Suit		1	
5	Casual Shoes			
6	Sleepers		1 Pair	
7	Hygienic Kit:		1 set	
	1)	Towel		2
	2)	Hair Catcher		1
	3)	Hair Pins		1 X Pck
	4)	Handkerchief		3
	5)	Tooth Paste		6
	6)	Tooth Brush		6
	7)	Bath Soap		6
	8)	Shampoo		6
	9)	Hair Oil		6
	10)	Comb		1
	11)	Attar / Body Spray		1
	12)	Surma		1
	13)	Body Lotion		2
	14)	Shoe Polish		6
	15)	Shoe Brush		3
	16)	Prickly Heat Powder		3
	17)	Nail Cutter		1
18)	Cotton Buds	1 X Pck		
8	Sanitary Items		As per requirement	
9	Bangles		1 Set	
10	Abbaya / Hijab		As per requirement	

Winter on 1st October Each Year (Girls)

Sr No.	Particulars	Quantity	
1	School Uniform Set (winter season):	2 sets	
	1) Prescribed Uniform		2
	2) Jersey Pullover		
	3) Head Scarf		2
	4) Socks		2
	5) School Shoes	1 Pair	
2	School Bag	1	
3	Casual Dressing (winter season):	3 sets	
	1) Seasonal Suiting		3
	2) Head Scarf	3	
4	Sleeping Suit		
5	Casual Shoes	1 Pa	
6	Sleepers	1 P	
7	Hygienic Kit:	1 Kit	
	1) Towel		2
	2) Hair Catcher		1
	3) Hair Pins		1 X Pck
	4) Handkerchief		3
	5) Tooth Paste		6
	6) Tooth Brush		6
	7) Bath Soap		6
	8) Shampoo		6
	9) Hair Oil		6
	10) Comb		1
	11) Attar / Body Spray		1
	12) Surma		1
	13) Body Lotion		2
	14) Shoe Polish		6
	15) Shoe Brush		3
	16) Cold Cream		1
	17) Nail Cutter		1
	18) Cotton Buds	1 X Pck	
8	Sanitary Items	As per requirement	
9	Bangles	1 Set	
10	Abbaya / Hijab	As per requirement	
11	Casual Sweater	2	
12	Shawal	1	

Annexure # 7- Sports / Taekwondo Uniform for Orphan Boarders

Sr.#	Particulars	QTY
1.	TKD /Sports Uniform	2
2.	Belts	2
3.	Kit Bag	1
4.	Warm Cap	1
5.	Sweat Upper	1
6.	Sweat Shirt	2
7.	Wind Breaker Shirt	2
8.	Warmer	1
9.	Track Suit	2
10.	Sports Shoes	1
11.	Socks	6
12.	Water Bottle	1
13.	Undergarments	4
14.	Under Suit	1
15.	Warm Grips	2

Annexure -8: Weekly Main Meal Menu

Summer Weekly Mess Menu

Days	Breakfast	Brunch 10:30am	Lunch	High Tea Time 4:30pm	Dinner
Monday	Red Lobia+ Naan+Tea	Pakoray	Beef Alu Qeema +Roti+ Zarda	Snacks+Jam-e- Sheeri	Daal Channa+Roti +Fruit
Tuesday	Alo Ki Bujiya +Paratha + Tea	Black Channy Chat	Mix Vegetable+ Roti	Snacks+Mango Squash	Red Lobia with White Rice + Fruit
Wednesday	Channy+ Naan + Tea	Black Channa Chat	Chicken Baryani+ Raita	Black Daal Mix Chat	Mix Daal+ Roti + Fruit
Thursday	Alu Anda + Paratha+ Tea	Pakoray	Curry Pakora+ Roti+ Halwa	Snacks+Jam-e- Sheeri	Beef Qorma +Roti + Fruit
Friday	Honey+ Cream+ Paratha +Tea	Chaana Chat	Chaana Pulao+ Raita	Snacks+Limon Squash	Mixed Vegetables +Roti + Fruit
Saturday	Alo Anda +Paratha +Tea	Lubia Chaana Mix Chat	Daal Mash +Roti	Snacks+Mint Juice	Chicken Haleem+Naan + Fruit
Sunday	Halwa+ Paratha +Tea	Snacks	Mattar Pulao Or Dal With Rice	Snacks+ Limonj Squash	Red Lobia+ Roti + Fruit

Note: A cup of milk is given to all boarders at sleeping time

Mess In-charge

Admin Officer

Project Director

Winter Weekly Mess Menu.

Days	Breakfast	Brunch 10:30am	Lunch	High Tea 4:30pm	Dinner
Monday	Red Lobia + Naan+Tea	Pakoray	Beef Alu Qeema +Roti+ Zarda + Fruit	Snacks+ Tea	Daal Channa+ Roti Chicken Corn Soup
Tuesday	Alo Ki Bujiya +Paratha + Tea	Black Channy Chat	Mix Vegetable+ Roti + Fruit	Snacks+ Green Tea	Red Lobia with White Rice + Vegetable Soup
Wednesday	Channy+ Naan + Tea	Black Channa Chat	Chicken Baryani+ Raita + Fruit	Snacks+ Tea	Mix Daal Roti + Merjimid Soup
Thursday	Alu Anda + Paratha +Tea	Pakoray	Curry Pakora+ Roti+ Halwa + Fruit	Snacks+ Green Tea	Beef Qorma+ Roti + Thai Clear Soup
Friday	Honey+ Cream+ Paratha+ Tea	Chaana Chat	Chaana Pulao+ Raita + Fruit	Snacks+ Tea	Mixed Vegetable + Cream Of Almond Soup
Saturday	Alo Anda+ Paratha+ Tea	Lubia Chaana Mix Chat	Daal Mash Roti + Fruit	Snacks+ Green Tea	Chicken Haleem+ Naan + Beef Yakhni
Sunday	Halwa+ Paratha+ Tea	Snacks	Mattar Pulao Or Dal With Rice + Fruit	Snacks+ Tea	Red Lobia+ Roti + Chicken Yakhni

Note: A cup of milk is given to all boarders at sleeping time

Mess Incharge

Admin Officer

Project Director

Annexure - 9: Diet Plan for newborn to age 3

Infant to 12months (upto 1 Year)

Age	Food	Number of Times Per Day	Suggested Serving Size	Feeding Tips
0 to 4 months	Milk(Formula) 0 to 1 month 1 to 2 months 2 to 3 months 3 to 4 months	On demand or 6 to 8 times 5 to 7 times 4 to 6 times 4 to 6 times	2 to 4 oz. 3 to 5 oz. 4 to 7 oz. 5 to 6 oz.	<ul style="list-style-type: none"> 6 to 8 wet diapers a day good sign that baby is getting enough. Always hold baby and bottle to feed. Don't microwave bottles Don't force baby to eat a lot.
4 to 6 months	Milk (Formula) Baby Cereal	4 to 6 times 1 to 2 times	6 to 8 oz. 1 to 2 tbsp.	<ul style="list-style-type: none"> Don't prop the bottle. If baby is taking over 32 oz. start cereal. Start with rice cereal. Don't put cereal in bottle.
6 to 8 months	Milk (Formula) Baby Cereal Fruits & Veggies (Strained/Mashed)	3 to 5 times 1 to 2 times 2 to 4 times	6 to 8 oz. 2 to 4 tbsp. 2 to 3 tbsp.	<ul style="list-style-type: none"> Give milk/formula before giving solids. Don't heat in microwave. Keep solids refrigerated. Start one fruit or vegetable at a time. Only strained foods. No food in chunks.
8 to 12 months	Milk(Formula) Other Dairy Foods Yogurt Grains Baby Cereal Crackers/Bread Dry Cereal Fruits & Veggies (Strained or Mashed) Fruit Juice (any other than Orange) Meat (Strained Chicken/beef/dried beans)	3 to 4 times 3 to 4 times Offer 1 to 2 times 1 to 2 times 3 to 4 times 1 time 1 to 2 times	6 to 8 oz. 6 to 8 oz. 1 to 2 tbsp. 2 to 4 tbsp. Small amt. 3 to 4 tbsp. 4 oz. in cup 3 to 4 tbsp.	<ul style="list-style-type: none"> Try using cup Baby can hold bottle but don't give bottle in bed. Start soft finger foods. Be patient. Feed in high chair. Feed only foods that will dissolve in mouth. Juice does not replace milk. Give juice in cup. No pieces of meat that need chewing.

For Ages 1 to 3 Years Old

Food Group	Servings Per Day	Portion Size for Ages 1 to 3
Fruits	2-3 Servings	¼ cup mashed, sliced or chopped fruits/ ¼ cup 10% juice
Vegetables	2-3 Servings	¼ cup cooked/boiled, mashed or chopped vegetables.
Grains	6-11 Servings	½ sliced bread/ ¼ cup cooked cereal, rice or pasta/1/3 cup of dry cereal/2-3 crackers.
Meats AND other Proteins	2 Servings	1 ounce meat, fish or chicken/ ¼ cup cooked beans/ 1 or ½ egg.
Dairy	2-3 Servings	½ cup milk/ 1/3 cup yogurt

Annexure - 10: Annual Activities Calendar

Annual Calendar: Tentative			
April 2019 to March 2020			
Appendix 4			
Month	Day	Date	Activity
April 2019	Monday	1	College reopens 1 st Term Starts
	Tuesday	2	Uniform, Books & Stationery Distribution(Orphans)
	sunday	7	World Health Day Celebrations,Medical & Psychology Camps
	Monday	8	Qirat & Naat Competition
	Wed-Sun	2nd Week	Quran E Kareem & Uloom e Sharia Final Exam (10 - 14April)(Boarders)
	Friday	12	Class Decoration / Arts & Painting Competition
	Monday	15	Table/ Hostel Manners training for Orphan Boarder Students
	Tuesday	16	POD taekwondo Demonstation & Black belt Ceremony(Boarders)
	Wednesday	17	Bazm -e-Urdu
	Friday	19	college & hostel cleaning day
	Monday	22	International Earth Day (Boarders)
	Thursday	25	Pakistan Orphan Day at Islamabad.
	Sunday	28	Visitor day- Boarders+ Combine birthday Celebration(Boarder Orphans)
	May	Wednesday	1
Friday		3	Ice-cream Day (Boarder Orphans)
Sat,Sun,Mon		4,5,6	Khubaib Junior Taekwondo Championship(Boarders)
Tuesday		7	Spell Bee Competition
Saturday		11	Educational Exhibition/ Essay Writing Competition/ Bazm -e-Urdu
Monday		13	Freedom Flotilla Day
Fri-Thr		17-24	Islamic Education and Tarbiah Ramzan Camp (11-18 Ramzan)(Boarders)
Tue -Sat		21-25	Monthly Tests (All Classes)
Saturday		25	Combined Birth Day Celebration For Boarder Orphans (May, June & July)
Tuesday		28	Yaum -e- Takbir
June	Saturday	1	Summer Vacations as per notification of Education

			Department (only for Day Scholars). (No vocations for boarders till further orders from Head office)
	Sunday	2	KTA Outdoor Recreational Activities (Boarders)
	Mon	3	Eid Clothes/ Eidi Distribution (Orphans)
	Wed,Thr	5,6	Eid-ul-Fitr
			Summer Vacations
July		15-30	Islamic Education and Tarbiah Summar Camp (Boarders)
August	Thursday	1	College Reopen
	Monday	5	Eid clothes Distribution (Orphans)
	Tue ,Wed	13,14	Eid-ul-Azha
	Wed	14	Independence Day Celebrations
	Thursday	15	Jashn-e- Azadi Taekwondo Championship
	Friday	16	Class Decoration/ Arts & Painting Competition
	Sunday	18	College & Hostel Cleaning Day
	Monday	19	World Humanitarian Day
	Tuesday	20	Character Building Activities/ Lectures/ Workshops
	Thursday	22	Spell Bee Competition/ Urdu & English Speech Competition
	Friday	23	Qirat & Naat Competition
	Sunday	25	Combined Birth Day Celebration For Boarder Orphans
	Tue - Fri	27-30	Monthly Tests (All Classes)
September	Friday	6	Pakistan Defense Day Celebrations
	Monday	9	Urdu/ English Declamation Contest/ Bazm -e-Urdu
		3rd week	Quran e Kareem & Uloom e Sharia 1st Term Exams (14 to 21 Sept.)(Boarders)
	Saturday	14	Youm e Ashur Programs (Boarders)
	Sunday	22	Combined Birth Day Celebration For Boarder Orphans
	Tue - Sat	24-28	Monthly Tests (All Classes)
	Sunday	29	Visitors day- Boarders
October	Tue-Sat	1 to 12	1st Term Exams

Sample

	Tuesday	8	Dua for Earthquake 2005 Victims
	Monday	14	Urdu/ English Declamation Contest/ Bazm -e-Urdu
	Mon-Wed	14-16	Khurugi Training Camp(Boarders)
	Saturday	19	Arts & Painting Competition
	Sunday	20	Combined Birth Day Celebration For Boarder Orphans
	Sunday	27	Visitors day -Boarders
	Tuesday	29	Genral belt promotion tests
November	Saturday	9	Iqbal Day
	Friday	22	Day of Milad un Nabi
	Sunday	24	Visiting day/Combined Birth Day Celebration For Boarder Orphans
	Mon-thur	25-28	Intra Co curricular activities competition
	Friday	29	International Day of Solidarity with the Palestinian People
	Wed-Sat	27-30	Sports Week/ Cooking & Stitching Competition(For Girls)/AJK 1st International TKD Championship
	Wed-Mon	4 to 9	Quran e Kareem & Uloom e Sharia (2nd Term Exams)(Boarders)
	Sunday	8	Medical & Psycology Camp
	Tuesday	10	Human Rights Day
	Fri-Sun	13-15	4th International TKD championship(Boarders)
December	Sat	21	Bazm -e-adab (Final Competitions)
	Sun	22	College & Hostel Cleaning Day/ Combined Birth Day Celebration For Boarder Orphans
	Mon-Sat	23-28	Monthly Tests (All Classes)
	Wednesday	25	Quaid Day Celebrations
	Last Week		Winter Vacations for Day Scholars/Islamic Camp for Boarders
	Sunday	30	Visitors day- Boarders
	Saturday	4	Educational Tour
	Monday	6	Welcome Spring- Tree plantation
	Saturday	11	Green House Activities - Green Calligraphy
	Sunday	12	General Belt Promotion Tests(Boarders)
January 2020			

Sample

	Monday	13	Spell Bee Competition/ Bazm -e-Urdu
	Mon - Fri	20-24	Monthly Tests (All Classes)
	Saturday	25	Combined Birth Day Celebration For Boarder Orphans
	Sunday	26	Visitors day- Boarders
February	Sat-Sun	1 --2	Fateh -e-Alam Taekwondo Championship
	Wednesday	5	Kashmir Solidarity Day(Boarders)
	Thursday	13	Arts & Painting Competition/ Bazm -e-urdu
	Mon - Sat	17-22	Monthly Tests (Junior & Middle Sections)/ Pre-Board Exams (class 9th & 10th)
	Sunday	23	Combined Birth Day Celebration For Boarder Orphans (February & March)
	Sunday	23	Visitors day- Boarders
March	Mon-sat	2- 14	Final Examinations
	Sunday	22	World Water Day (Boarders)
	Monday	23	Pakistan Resolution Day
	Sat-Fri	21-27	Poomsae Training Camp(7Days)/Islamic Camp
	Friday	27	Faculty Reports, Result Finalization, New Admission Test
	Saturday	28	Result Day , PTM and annual prize distribution Ceremony
April	Wednesday	1	New session classes

Annexure - 11: Boarders' Daily Routine

Age Group (4-12)

April-July

Prayer Timings		Clinic Timings	
Fajr:	05:30 am	Student	
Zohar:	01:45 pm	06:00 am to 08:00 pm	(Hostel)
Asr:	05:30 pm	08:00 am to 12:00 pm	(School)
Maghrib:	According to Sun Set	08:00 pm to 09:30 pm	(Dispensary)
Isha:	08:45 pm	Emergencies will be treated 24 hours	

Monday to Saturday		
Time	Activities	
05:15	Wake up	
05:30-06:30	Fajar prayer/Tilawat Quran Pak/Qurani Class	
06:30 -07:30	Break Fast/Room Inspection/School preparation	
7:30-7:45	Uniform Inspection/Line up for School	
Monday to Saturday		
Time	Activities	
8:00-8:15	Morning Assembly	
8:15-10:50	Class Period# 1 to5	
10:50-11:10	Break	
11:10-1:30	Class Period # 6 to 8	
01:00	School Off Time	
01:00-02:00	Zohar prayer/Lunch Junior Boarders	
02:00-03:15	Rest	
03:30-05:45	Taekwondo Practice & Asar Prayer	
05:45:06:45	Sports Time	
07:00	Maghrib Prayer	
07:00-08:00	Quranic Class Group-I	
07:00-08:00	School Tuition Group-II	
08:00-08:30	Dinner Group I-II	
08:45	Isha Prayer	
08:45-09:30	Quranic Class Group-II	
08:45-09:30	School Tuition Group-I	
09:30-09:45	Teeth brush/Shoes Polish	
09:45	Lights Off	

Fridays		
Time	Activities	
08:15-11:30	Class Period # 1 to 5	
12:00-12:30	Ablution/Bath/Nail cut	
12:30-01:00	Lunch	
1:00	Line up for Friday Prayer	
01:00-01:30	Lecture/Sermon	
01:30-2:00	Friday Prayer	
Remaining routine will be same as for Monday to Saturday		
Sundays & Holidays		
Time	Activities	
05:15-06:20	Wake Up/ fajar prayer/tilawat Quran pak/Quranic Class	
08:00-9:00	Breakfast	
09:00-10:00	Cleanliness of wardrobe & hostel	
10:00-10:30	Inspection	
11:00	Calling Time Group 1	
10:30-12:30	Sports time	
12:30-04:00	Visiting afternoon for parents	
01:00	Lunch	
01:30	Zohar Prayer	
2:00-04:30	Rest	
5:30	Asar Prayer	
05:00-07:30	Taekwondo practice (according to group) & Maghraib Prayer	
07:30-8:15	Dinner	
08:30	Isha prayer	
08:45-09:30	Calling Time Group 2	
09:30-09:45	Teeth Brush/Shoes Polish	
09:45	Lights Off	

Age Group (13-20)

April-July

Prayer Timings		Clinic Timings	
Fajr:	5:15 am	Student	
Zohar:	2:00 pm	06:00 am to 08:00 pm	(Hostel)
Asr:	5:45 pm	08:00 am to 12 pm	(School)
Maghrib:	According to Sun Set	08:00 pm to 09:30 pm	(Dispensary)
Isha:	8:45 pm	Emergencies will be treated 24 hours	

Monday to Saturday		
Time	Activities	
04:45	Wake up	
05:15-06:45	Fajar prayer/ Quranic Class	
06:45 -07:30	Break Fast/Room Inspection/School preparation	
7:30-7:45	Uniform Inspection/Line up for School	
Monday to Saturday		
Time	Activities	
8:00-8:15	Morning Assembly	
8:15-10:50	Class Period #1 to 5	
10:50-11:10	Break	
11:10-1:30	Class Period # 6 to 8	
1:30	School Off Time	
02:00-03:00	Zohar prayer/Lunch Senior Boarders	
03:00-05:45	Tuition at School & Asar Prayer	
6:00-8:00	Taekwondo Practice & Maghrib Prayer	
08:15-08:45	Dinner	
09:00-09:30	Isha Prayer/Quran & Ders Ahadees	
09:30-10:15	Self-Study	
10:15-10:30	Teeth brush/Shoes Polish	
10:30	Lights Off	

Fridays		
Time	Activities	
08:15 -11:30	Class Period # 1 to 5	
11:30-1:00	Ablution/Bath/Nail cut	
01:00-01:30	Lunch	
01:30-2:00	Lecture/Sermon/Friday Prayer	
Remaining routine same as for Monday to Saturday		
Sundays & Holidays		
Time	Activities	
04:45-6:45	Wake Up/Fajar prayer/Quranic Class	
06:45-7:00	Breakfast	
07:00-08:00	Cleanliness of wardrobe& hostel	
08:00-08:30	Inspection	
08:30-9:30	Calling Time Group 1	
09:30-11:30	Sports time	
11:30 01:00	Ablution/Bath/Nail cut	
01:00	Lunch	
01:30	Zohar Prayer	
2:00-04:30	Rest	
5:15	Asar Prayer	
5:30- 7:30	Taekwondo Training & Maghrib Prayer	
07:30-8:15	Dinner	
08:30	Isha prayer	
08:45-09:45	Calling Time Group 2	
9:45-10:00	Teeth Brush/Shoes Polish	
10:00	Lights Off	

Age Group (4-12)

August - November

Prayer Timings		Clinic Timings	
Fajr:	5:30 am	Student	
Zohar:	2:00 pm	06:00 am to 08:00 pm	(Hostel)
Asr:	5:00 pm	08:00 am to 12 pm	(School)
Maghrib:	According to Sun Set	08:00 pm to 09:30 pm	(Dispensary)
Isha:	8:00 pm	Emergencies will be treated 24 hours	

Monday to Saturday		
Time	Activities	
05:15	Wake up	
05:30-06:20	Fajar prayer/Quranic Class	
06:30 -07:15	Break Fast/Room Inspection/School preparation	
07:15-07:30	Uniform Inspection/Line up for School	
Monday to Saturday		
Time	Activities	
07:45	Morning Assembly	
8:15-10:50	Class Period # 1 to 5	
10:50-11:10	Break	
11:10-1:00	Class Period # 6 to 8	
01:00	School Off Time	
01:00-02:00	Zohar prayer/Lunch For Junior Boarders	
02:00-03:15	Rest	
03:30:06:00	Taekwondo Practice & Asar Prayer	
06:20	Maghrib Prayer	
06:30-07:30	Quranic Class Group-1	
06:30-07:30	School Tuition Group-2	
07:30-08:00	Dinner	
08:00	Isha Prayer	
08:15-09:00	Quranic Class Group-2	
08:15-09:00	School Tuition Group-1	
09:15:09:30	Teeth brush/Shoes Polish	
09:30	Lights off	

Fridays		
Time	Activities	
08:15 -11:30	Class Period # 1 to 5	
12:00-1:00	Ablution/Bath/Nail cut	
1:00	Line up for Friday Prayer	
01:00-01:30	Lecture/Sermon	
01:30-2:00	Friday Prayer	
12:00-01:00	Lunch	
Remaining routine same as for Monday to Saturday		

Sundays & Holidays		
Time	Activities	
05:15-06:20	Wake Up/ fajar prayer/Quranic Class	
07:00-07:30	Breakfast	
09:00-10:00	Cleanliness of wardrobe& hostel	
10:00-10:30	Inspection	
11:00	Calling Time Group 1	
10:30-12:00	Sports time	
12:30-04:00	Visiting afternoon for parents	
01:00	Lunch	
02:00	Zohar Prayer	
2:00-04:30	Rest	
5:00	Asar Prayer	
05:15-07:30	Taekwondo practice(according to group) & Maghrib Prayer	
07:30-8:00	Dinner	
08:00	Isha prayer	
08:30-09:30	Calling Time Group 2	
09:30 09:45	Teeth Brush /Shoes Polish	
09:45	Lights Off	

Age Group (13-20)

August - November

Prayer Timings		Clinic Timings	
Fajr:	05:20 am	Student	
Zohar:	02:00 pm	06:00 am to 08:00 pm	(Hostel)
Asr:	05:15 pm	08:00 am to 12 pm	(School)
Maghrib:	According to Sun Set	08:00 pm to 09:30 pm	(Dispensary)
Isha:	09:00 pm	Emergencies will be treated 24 hours	

Monday to Saturday

Time	Activities	
04:45	Wake up	
05:20-06:45	Fajar prayer/Quranic Class	
06:45 -07:30	Break Fast/Room Inspection/School preparation	
07:30-07:45	Uniform Inspection/Line up for School	

Monday to Saturday

Time	Activities	
08:00	Morning Assembly	
8:15-10:50	Class Period 1 #5	
10:50-11:10	Break	
11:10-1:30	Class Period # 6 to 8	
1:30	School Off Time	
02:00-03:00	Zohar prayer/Lunch	
03:00:05:45	Tuition at School & Asar Prayer	
06:00-08:00	Taekwondo Practice(group one and two) & Maghrib Prayer	
08:00-08:30	Dinner	
08:45-09:20	Isha Prayer & Dars-e-Quran & Ahadees	
09:30-10:00	Self-Study	
10:00-10:15	Teeth brush/Shoes Polish	
10:30	Lights Off	

Fridays

Time	Activities	
08:15 -11:30	Class Period # 1 to 5	
12:00-1:00	Ablution/Bath/Nail cut	
1:00	Line up for Friday Prayer	
01:00-01:30	Lecture/Sermon	
01:30-2:00	Friday Prayer	
02:00-3:15	Lunch	

Remaining routine same as for Monday to Saturday

Sundays & Holidays

Time	Activities
05:00-06:20	Wake Up/ fajar prayer/Quranic Class
07:00-07:30	Breakfast
09:00-10:00	Cleanliness of wardrobe& hostel
10:00-10:30	Inspection
11:00	Calling Time Group 1
10:30-12:30	Sports time
12:30-04:00	Visiting afternoon for parents
02:00	Zohar Prayer
02:15	Lunch
3:00-04:30	Rest
5:00	Asar Prayer
05:15-07:30	Taekwondo practice(according to group) & Maghrib Prayer
08:00-8:30	Dinner
08:30- 9:15	Calling Time Group 2
09:15	Isha Prayer
09:30-09:45	Teeth Brush/ Shoes Polish
10:00	Lights Off

Age Group (4-12)

December-March

Prayer Timings		Clinic Timings	
Fajr:	06:30 am	Student	
Zohar:	02:00 pm	06:00 am to 08:00 pm	(Hostel)
Asr:	04:15 pm	08:00 am to 12:00 pm	(School)
Maghrib:	According to Sun Set	08:00 pm to 09:00 pm	(Dispensary)
Isha:	08:00 pm	Emergencies will be treated 24 hours	

Monday to Saturday		
Time	Activities	
06:15	Wake up	
06:30-07:00	Fajar prayer/Quranic Class	
07:00 -07:15	Break Fast/Room Inspection/School preparation	
07:15-07:30	Uniform Inspection/Line up for School	
Monday to Saturday		
Time	Activities	
08:00	Morning Assembly	
8:15-10:50	Class Periods 1 #5	
10:50-11:10	Break	
11:10- 1:00	Class Periods # 6to 8	
01:00	School Off Time	
01:15- 02:30	Zohar prayer/Lunch Hostel	
02:30-03:30	Rest	
03:30-05:45	Taekwondo Practice & Asar & Maghrib prayers	
06:00-07-15	School Tuition Group-1	
06:00-07-15	Quranic Class Group-2	
07:30	Dinner	
08:00	Isha prayer	
08:15 08:45	School Tuition Group-2	
08.15 08:45	Quranic Class Group-1	
08:45-09-00	Teeth brush/Shoes Polish	
09:15	Lights Off	
Fridays		
Time	Activities	
08:15 -11:30	Class Period # 1 to 5	
12:00-12:30	Ablution/Bath/Nail cut	

12:30-01:00	Lunch	
1:00	Line up for Friday Prayer	
01:00-01:30	Lecture/Sermon	
01:30-2:00	Friday Prayer	
Remaining routine same as for Monday to Saturday		
Sundays		
Time	Activities	
06:15-07:00	Wake Up/ fajar prayer/Quranic Class	
07:00-07:30	Breakfast	
09:00-10:00	Cleanliness of wardrobe& hostel	
10:00-10:30	Inspection	
11:00	Calling Time Group 1	
10:30-12:30	Sports time	
12:30-04:00	Visiting afternoon for parents	
12:30-01:00	Lunch	
01:30	Zohar Prayer	
2:00-04:00	Rest	
04:15	Asar Prayer	
04:30-06:30	Taekwondo practice(according to group) & Maghrib Prayer	
06:45-07:15	Dinner	
07:15	Isha prayer	
08:00-09:00	Calling Time Group 2	
09:00-09:15	Teeth Brush/ Shoes Polish	
09:15	Lights Off	

Age Group (13-20)

December-March

Prayer Timings

Fajr:	06:30 am
Zohar:	02:00 pm
Asr:	04:15 pm
Maghrib:	According to Sun Set
Isha:	08:45 pm

Clinic Timings

Student	
06:00 am to 08:00 pm	(Hostel)
08:00 am to 12:00 pm	(School)
08:00 pm to 09:00 pm	(Dispensary)
Emergencies will be treated 24 hours	

Monday to Saturday

Time	Activities
05:00	Wake up
05:00-06:45	Fajar prayer/Quranic Class
06:45 -07:00	Break Fast/Room Inspection/School preparation
07:00-07:30	Uniform Inspection/Line up for School

Monday to Saturday

Time	Activities
08:00	Morning Assembly
8:15-10:50	Class Period 1 #5
10:50-11:10	Break
11:10-1:30	Class Period # 6 to 8
1:30	School Off Time
02:00-02:45	Zohar prayer/Lunch
03:00-05:45	Tuition at School & Asar & Maghrib Prayers
06:00-08:00	Taekwondo Practice
08:00-08:30	Dinner
08:45-09:20	isha prayer & Dars-e-Quran& Ahadees
09:20-10:00	Self-Study
10:00-10:15	Teeth brush/Shoes Polish
10:20	Lights Off

Fridays

Time	Activities
08:15 -11:30	Class Period # 1 to 5
11:30-1:00	Ablution/Bath/Nail cut
01:00-01:30	Lunch
01:30-2:00	Friday Prayer

Remaining routine same as for Monday to Saturday

Sundays & Holidays

Time	Activities	
05:45-07:00	Wake Up/ fajar prayer/Quranic Class	
07:00-07:30	Breakfast	
09:00-10:00	Cleanliness of wardrobe& hostel	
10:00-10:30	Inspection	
11:00	Calling Time Group 1	
10:30-12:30	Sports time	
12:30-04:00	Visiting afternoon for parents	
12:30-01:00	Lunch	
01:30	Zohar Prayer	
2:00-04:00	Rest	
04:15	Asar Prayer	
04:30-07:00	Taekwondo Training & Maghrib Prayer	
07:15	Isha prayer	
07:30-08:00	Dinner	
08:15-09:15	Calling Time Group 2	
09:15-09:30	Teeth Brush / Shoes Polish	
09:30	Lights Out	

1. Self- Care/Cleaning

During their developmental stages, boarders need to learn how to keep themselves clean. The boarding staff shall be responsible to guide and inculcate the following cleaning habits in them from day one.-

- Hand washing
- Brushing of teeth
- Bathing
- Care of hair, feet and hands
- Nail Cutting
- Changing clothes etc.

2. Cleaning and maintenance of room, dressing rooms, washroom and building in general.

- The boarding staff shall guide and give the instructions to the boarders as to how to keep their rooms, bed, dressing rooms, washroom and buildings clean.

3. Dressing Protocols.

The boarders shall follow the dressing protocols given below:

- School uniform shall be worn only for school.
- After school, boarders shall change the uniform and wear the casual outfit before going to mess.
- Before games the track suit & for Taekwondo training class, taekwondo uniform shall be compulsory to be worn.
- After the training class boarders shall change the track suit /Taekwondo uniform and carry the night wear.

4. Basic Manners & Etiquettes

The boarding staff shall teach and inculcate the basic manners and etiquettes to boarders for development of their personality regarding table & eating, sleeping, communicating with friends, elders and youngsters.

5. Basic Islamic Ethics & Values

Boarders shall learn and follow the basic ethics and moral values according to the teachings of Islam i.e.

- ✓ Offering prayers regularly (For Muslims)
- ✓ Reciting of Holy Quran as per daily routine (For Muslims)
- ✓ Speaking the truth
- ✓ Being Honest
- ✓ Being positive, humble and cooperative
- ✓ To avoid theft & embezzlement. respects others' property
- ✓ Not abusing and quarrelling with each other etc.

6. Iqbaliat and National Values.

The boarders shall read, memorize and understand Allamma Iqbal on regular basis. They will study Pakistan history and uphold the celebration of National events.

Note. *To achieve the positive Behavior in boarders, the above mentioned qualities shall be observed and monitored strictly. The teaching, all wardens and caretaking staff will be encouraged and expected to be themselves exemplary in their conduct. values and ethics that orphanage management vouch to stand on with true adherence from the heart.*

sample

