

## How to apply for a Quality Audit Certificate from ECA

1. You have to make a payment of RS. 6,000 (per centre for members) and Rs. 7,000 (per centre for Non-Members) to ECA as fees for conducting the Quality Audit.

2. If yours is a chain of schools then the following slabs will be applicable:

- a. 5 centres in the same city- 24,000
- b. 5 centres not in the same city- 26,000
- c. 10 centres in the same city- 50,000
- d. 10 centres not in the same city- 52,000
- e. for 10 and more please get in touch with us for more details.

3. Fees can be deposited directly to ECA account using the following details:

Account Name: **EARLY CHILDHOOD ASSOCIATION**  
Bank Name: VIJAYA BANK  
A/c.No. 501700301000309  
Branch: Santacruz (W)  
IFSC Code: VIJB0005017  
MICR Code: 400029015

4. After depositing the fees please send us an email on [ecaadm@gmail.com](mailto:ecaadm@gmail.com) giving us the following details-

- Filled Quality audit form and scanned copy of payment
- The name of your school/chain.
- How many centres Quality Audit have you paid for
- In which city are the centres, and the complete addresses
- Your contact details like mobile number and website.

5. STEP ONE- SELF AUDIT- you will be sent a booklet of the Early Childhood Association tool for assessing quality standards- QUALITY INDICATORS TO SUSTAIN AND MAINTAIN THE PROGRAM STANDARDS. Using this you are required to first conduct a self-audit of your centre in preparation of the quality audit by our assessors.

6. Once you have completed this you will send us an email on [ecaadm@gmail.com](mailto:ecaadm@gmail.com) stating that you have completed your own self audit and mention three options of dates on which you want our quality assessor to visit your centre for an audit. Please mention the batch timings of your centre so that our assessor can come when children are around.

7. Our quality assessor will come on any of the three dates given by you, without giving you any intimation.

8. STEP TWO- CENTRE VISIT AUDIT BY ECA- an ECA appointed representative will visit your centre and conduct a physical observation and audit of the centre based on the above tool.

9. AFTER THE VISIT- within 20 days of the visit by the assessor, ECA will give the centre an audit report detailing what it found and what the centre can do to enhance gaps if any. Every aspect will be marked on 0 to 10, wherein 10 being the highest.

10. If parameters are found below 6 points then ECA will guide you on improvements to be done and then ask you to call us again for an audit when you are ready with the changes. (no extra cost)

11. If parameters are found between 6 to 10 points then ECA would give a QUALITY AUDIT CERTIFICATION which the centre can display on its website etc.

12. ECA will also list the name of the centre on the ECA website under ECE CENTRE QUALITY AUDIT CERTIFICATION. – [www.eca-india.org](http://www.eca-india.org)

13. For more details visit ECA on [www.eca-india.org](http://www.eca-india.org)

Warm Regards  
Early Childhood Association Team