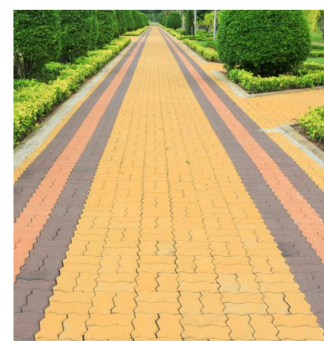




Report of Duhabi Children Home Sunsari / Nepal covering the month of September 2026



During this month, a meeting was held at Duhabi Children Home under the chairmanship of the Mr. Udhav Poudel, with six members in attendance. The main agenda was to discuss the installation of paving blocks along the walking path from the main entrance gate to the office, along with other issues concerning the Home. During the discussion, the Office Manager held a detailed conversation with the Chairperson of Duhabi Ward No. 5, after which it was agreed that the ward would support the installation of paving blocks to improve the pathway. This improvement will make the entrance look cleaner and more attractive while providing a safer and more comfortable walking surface for the children and staff, especially during the rainy season when rainwater makes the path slippery and difficult to walk on.



*Afbeelding 1:
Design from internet*

Besides the regular meetings, the Chairman, Vice-Chairman, and Secretary of Duhabi Children Home visit the Home approximately twice a week, depending on their availability and schedules. The Chairman and the board members also prepare their own supervision schedules to monitor the daily activities of the Home and speak individually with staff members and children to understand their concerns and identify areas for improvement.

The Manager was strictly instructed to regularly monitor staff members duties and responsibilities and ensure that all assigned tasks are completed properly and on time. The Chairman and Treasurer reviewed and cross-checked all expense bills and vouchers. During the review, the Office Manager was instructed to maintain proper documentation for all expenses, including purchases of fruits, fish, and other items, as well as services such as haircuts for the children. Since receipts are not always available for these purchases and services, they were instructed to prepare payment vouchers with clear details of the expenses and obtain the signatures of the respective service providers or recipients. The Chairman and Treasurer will review and approve the vouchers to ensure transparent, accurate, and reliable financial record-keeping and maintain proper accountability for all expenditures. During regular discussions, it was noticed that the Kitchen Mother sometimes arrived late, which affected the timely preparation of breakfast. The Manager discussed the matter with her to understand the reasons and find a suitable solution. After the discussion, she started arriving at work on time. The Manager will continue to support and guide her to ensure that meals are prepared and served on time for the children.

Duhabi Children Home is preparing to request formal approval from the Social Welfare Council (SWC) to receive financial support directly from Stichting Shide, the Netherlands, instead of through Shide Nepal, which has distributed the funds since 2024. Mr. Raj Chaudhary, part-time counsellor and proposed local supervisor, will help coordinate communication, monitoring, and reporting to the donor organisation. The new arrangement will proceed only after obtaining the required approval and fulfilling all applicable regulations. We are on SWC Process.

Reports of Children

Due to the new government requirements and updated regulations, the staff members, particularly the Office Manager and Counsellor, have been busy reviewing and updating the documents to ensure compliance. As part of this process, the records of children have been organised into three separate files for better management, confidentiality, and easy access. The first file contains each child's personal details, family background, and other sensitive information. Access to these confidential records is restricted to authorised personnel, including the Office Manager, Chairman and Secretary of home, Counsellor, and Chairman of the donor organisation. The second file contains educational records, including school progress reports, while the third file contains health and medical records, including relevant reports and updates. All three files are being properly maintained and updated to ensure accurate documentation, protect the privacy, and meet the required standards.

Individual discussions have been held with each child to assess their progress, educational needs, and overall development. During these discussions, it was identified that Ram, Laxman, Karan, and Shristi require additional educational support beyond their regular tuition classes. Therefore, it was planned to enrol them in a coaching institute after the festival during the one-month school holiday. The proposed schedule includes morning classes from 6:00 a.m. to 7:30 a.m. and evening classes from 5:00 p.m. to 7:00 p.m. This additional support is expected to strengthen their educational performance, improve their learning, and help them develop discipline, punctuality, and a more structured daily routine, including waking up on time and taking greater responsibility for their studies.

Education

Most of the children were busy with their terminal examinations at school. They also continued studying at home, where the staff members prioritized their education over other activities. The tutors, Counsellor, and Manager supported the children in their studies and helped them prepare for their examinations.



Staff Members

No staff members took leave during the month, and all staff members were actively present and carrying out their assigned duties. However, the Home Mother is planning to take a few days of leave during the upcoming festive period.

Celebration at home



Children's Day was celebrated at Duhabi Children Home with the active participation of all the children and staff members. The Chairman of the home was also present at the programme. The celebration began with watering the flower pots. The programme was organized and conducted by the

Child Club, where the children performed dances, presented a drama, and participated in various games. Finally, the celebration ended with cake cutting. Everyone enjoyed the programme and celebrated the day happily together.

Health and medical care

All the children remained healthy throughout the month. No children were reported to be suffering from any illness or disease during this period.

Hygiene and Cleanliness

The staff members were actively involved in maintaining cleanliness in the front and backyard areas of the home. The Home Mother was instructed to clean the children's rooms, toilets, and bathrooms regularly. Similarly, the Kitchen Mother ensured that the kitchen and all its areas were properly washed and cleaned. The children and mothers also washed the bed sheets and pillow covers to maintain proper hygiene and a clean-living environment.

Repair and maintenance

No maintenance work was carried out during the month. However, some repairs and maintenance are urgently needed, particularly to ensure a proper water supply and repair the office printer. These issues need to be addressed as soon as possible to ensure the smooth operation of the home.

Extra Curricular activity

The children participated in mind games, physical exercises, and yoga to improve their concentration, physical fitness, and stress management. These activities helped them feel relaxed and supported their physical well-being. They also took part in recreational games and group discussions to encourage teamwork, cooperation, and positive behaviour. Through these activities, the children developed a better understanding of good behaviour and strengthened their relationships with one another.



Local donations

S. No	Voucher no.	Donor	Donated item	Approximate amount	Amount in Euro
1.		Ganpati Chewra Mill	Beaten rice-20kg	1000	6
2.		Total		1000	

Reported by:
Aashu Kumar Mandal
Project Manager