



DUPLICATE

SUKOHARJO REGENT
PROVINCE OF CENTRAL JAVA
REGULATION OF THE REGENT OF SUKOHARJO

NUMBER YEAR20 21

ABOUT

SERVICE PROCEDURES PER LICENSE OF EARLY CHILDHOOD
EDUCATION AND NONFORMAL EDUCATION UNITS

BY THE GRACE OF GOD ALMIGHTY

SUKOHARJO REGENT,

- Weigh : a. that in order to implement the provisions of Article 24 paragraph (4) of the Sukoharjo Regency Regulation Number 8 of 2010 concerning the Implementation of Education as amended by the Sukoharjo Regency Regulation Number 4 of 2019 concerning the Amendment to the Sukoharjo Regency Regional Regulation Number 8 of 2010 concerning the Implementation of Education , it is necessary to stipulate procedures for licensing services for units of early childhood education and non-formal education;
- b. that with the enactment of the Regulation of the Regent of Sukoharjo Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-licensing to the Head of the Investment Service and One-Stop Integrated Services, then the Regulation of the Regent of Sukoharjo Number 60 of 2018 concerning Procedures for Electronically Integrated Business Licensing Services in the Education Sector need to be replaced;
- c. that based on the considerations as referred to in letters a and b , it is necessary to stipulate a Regent Regulation concerning Procedures for Licensing Services for Early Childhood Education and Non-Formal Education Units;
- Remember : 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Level II Batang Region by amending Law no. 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to the State Gazette Number 2757) ;

2. Law Number 16 of 2001 concerning Foundations (State Gazette of the Republic of Indonesia of 2001 Number 112, Supplement to the State Gazette of the Republic of Indonesia Number 4132) as amended by Law Number 28 of 2004 concerning Amendments to Law Number 16 of 2001 concerning Foundations (State Gazette of the Republic of Indonesia of 2004 Number 115, Supplement to the State Gazette of the Republic of Indonesia Number 4430);
3. Law Number 23 of 2002 concerning Child Protection (State Gazette of the Republic of Indonesia of 2002 Number 109 , Supplement to the State Gazette of the Republic of Indonesia Number 4 235) as amended several times, most recently by Government Regulation in Lieu of Law Number 1 of 2016 concerning Second Amendment Based on Law Number 23 of 2002 concerning Child Protection (State Gazette of the Republic of Indonesia of 2016 Number 99 , Supplement to the State Gazette of the Republic of Indonesia Number 5882);
4. Law Number 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
5. Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to the State Gazette of the Republic of Indonesia Number 5038);
6. Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia). Indonesia Year 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
7. Government Regulation Number 17 of 2010 concerning Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 Number 23 Lalahan State Gazette of the Republic of Indonesia Number 5105) as amended by Government Regulation Number 66 of 2010 concerning Amendments to Government Regulation Number 17 of 2010 concerning Management and Implementation of Education (State Gazette of the Republic of Indonesia of 2010 Number 112 Supplement to the State Gazette of the Republic of Indonesia Number 5157);

8. Sukoharjo Regency Regional Regulation Number 8 of 2010 concerning the Implementation of Education (Sukoharjo Regency Regional Gazette of 2010 Number 8 , Supplement to Sukoharjo Regency Regional Gazette Number 177) as amended by Sukoharjo Regency Regulation Number 4 of 2019 concerning Amendments to Sukoharjo Regency Regional Regulation Number 8 of 2010 concerning the Implementation of Education (Sukoharjo Regency Gazette of 2019 Number 4, Supplement to Sukoharjo Regency Regional Gazette Number 280);
9. Sukoharjo Regency Regulation Number 12 of 2016 concerning Formation and Structure of Regional Apparatus (Sukoharjo Regency Gazette of 2016 Number 12 , Supplement to Sukoharjo Regency Regional Gazette Number 236);
10. Regulation of the Minister of Education and Culture Number 81 of 2013 concerning the Establishment of Non-formal Education Units (State Gazette of the Republic of Indonesia of 2013 Number 877);
11. Regulation of the Minister of Education and Culture Number 84 of 2014 concerning the Establishment of an Early Childhood Education Unit (State Gazette of the Republic of Indonesia of 2014 Number 1279);
12. Sukoharjo Regent Regulation Number 50 of 2016 concerning Position, Organizational Structure, Duties and Functions, and Work Procedure of the Sukoharjo Regency Regional Office (Sukoharjo Regency Regional Gazette of 2016 Number 50);
13. Regulation of the Regent of Sukoharjo Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non -licensing to the Head of the Investment Agency and One Stop Integrated Service (Sukoharjo Regency Gazette of 2021 Number 35);

DECIDE :

Set : LICENSING PROCEDURES FOR EARLY CHILDHOOD EDUCATION AND NONFORMAL EDUCATION UNITS .

PIG
GENERAL REQUIREMENTS

article 1

In this Regent Regulation, what is meant by:

1. The area is Sukoharjo Regency.

2. Regional Government is the Regent as an element of the Regional Government organizer who leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The Office of Investment and One Stop Integrated Services, hereinafter referred to as Dinas PM and PTSP, is the Office of Investment and One Stop Integrated Services of Sukoharjo Regency.
5. The Education and Culture Office is the Sukoharjo Regency Education and Culture Office.
6. Permit is a document issued by the Regional Government based on regional regulations or other legislation which is evidence of legality stating that it is legal or permissible for a person or entity to carry out certain businesses and/or activities .
7. Early Childhood Education, hereinafter abbreviated as PAUD, is a coaching effort aimed at children from birth to the age of 6 (six) years which is carried out through the provision of educational stimuli to assist physical and spiritual growth and development so that children have readiness to enter further education.
8. PAUD units are Kindergartens, Kindergartens Extraordinary, Playgroups, Daycare Parks, and Similar PAUD Units .
9. The establishment of the PAUD Unit is the process or method of establishing an PAUD Unit in accordance with the specified requirements .
10. Kindergarten, hereinafter abbreviated as TK, is a form of PAUD Unit in the formal education pathway which organizes educational programs for children aged 4 (four) to 6 (six) years with priority ages 5 (five) and 6 (six) years. .
11. formal education , hereinafter abbreviated as PNF, is an educational pathway outside formal education that can be carried out in a structured and tiered manner.
12. Playgroup, hereinafter abbreviated as KB, is a form of PAUD Unit through the PNF pathway which organizes educational programs for children aged 2 (two) to 6 (six) years with priority ages 3 (three) and 4 (four) years .
13. The PNF unit is an education service group that organizes the PNF program .

14. Establishment of a PNF Unit is the process or method of establishing a PNF Unit in accordance with the specified conditions.
15. Course and Training Institute , hereinafter abbreviated as LKP, is a PNF Unit organized for people who need knowledge, skills, life skills, and attitudes to develop themselves, develop their professions, work, independent businesses, and/or continue their education to a higher level.
16. Study Group is a PNF Unit consisting of a group of community members who teach each other and share experiences, skills and abilities in order to improve the quality and standard of living.
17. Community Learning Activity Center, hereinafter abbreviated as PKBM, is a PNF Unit which organizes various learning activities according to the needs of the community on the basis of initiatives from, by, and for the community.

CHAPTER II ESTABLISHMENT

Section 2

- (1) PAUD units can be established by:
 - a. district government ;
 - b. village government ;
 - c. natural persons;
 - d. groups of people; or
 - e. legal entity.
- (2) PNF units can be established by:
 - a. natural persons;
 - b. groups of people; or
 - c. legal entity.

Article 3

- (1) Individuals as referred to in Article 2 paragraph (1) letter c are Indonesian citizens who are legally capable based on the provisions of the laws and regulations.
- (2) The group of people as referred to in Article 2 paragraph (1) letter must include a written agreement of the group of people or a deed of establishment of a civil partnership to establish an PAUD Unit as the purpose of the group of people concerned.
- (3) The legal entity as referred to in Article 2 paragraph (1) letter e is non-profit in the form of a foundation, association, or other similar entity.

Article 4

- (1) The PNF unit consists of:
 - a. LKP;
 - b. KB ;
 - c. PKBM ; and
 - d. Similar PNF units .
- (2) Similar PNF units as referred to in paragraph (1) letter d consist of smart homes, joint learning centers, tutoring institutions, and other forms that develop in the community and are determined by the Director General of PAUD , Non-formal and Informal.

Article 5

- (1) LKP as referred to in Article 4 paragraph (1) letter a may organize programs:
 - a. life skills education;
 - b. youth training;
 - c. women's empowerment education;
 - d. job skills education;
 - e. tutoring; and/or
 - f. PNF that society needs.
- (2) K B as referred to in Article 4 paragraph (1) letter b may organize programs:
 - a. literacy education;
 - b. life skills education;
 - c. women's empowerment education;
 - d. development of reading culture; and/or
 - e. PNF that society needs.
- (3) PKBM as referred to in Article 4 paragraph (1) letter c may organize programs:
 - a. PAUD ;
 - b. literacy education;
 - c. equality education;
 - d. women's empowerment education;
 - e. life skills education;
 - f. youth education;
 - g. job skills education;
 - h. development of reading culture; and
 - i. PNF that society needs.

- (4) The smart house as referred to in Article 4 paragraph (2) may organize the following programs:
 - a. PAUD;
 - b. literacy education;
 - c. equality education;
 - d. life skills education;
 - e. women's empowerment education;
 - f. increased interest in reading, arts and culture; and/or
 - g. Other PNF that society needs.
- (5) The joint learning center as referred to in Article 4 paragraph (2) may organize the following programs:
 - a. life skills education;
 - b. women's empowerment education;
 - c. youth education;
 - d. arts and culture education; and/or
 - e. Other PNF that society needs.
- (6) The tutoring institution as referred to in Article 4 paragraph (2) may administer the following programs:
 - a. equality education;
 - b. education to increase academic competence; and/or
 - c. Other PNF that society needs.

CHAPTER III
CONDITION

Article 6

- (1) The requirements for the permit application for the establishment of PAUD and PNF units consist of:
 - a. administrative requirements; and
 - b. technical requirements.
- (2) The administrative requirements as referred to in paragraph (1) letter a consist of:
 - a. Business Registration Number;
 - b. Identity Card or identity of the founder;
 - c. Tax ID number;
 - d. suitability of space utilization activities;
 - e. Environmental approval;
 - f. Building Construction Approval; and
 - g. Functional Eligibility Certificate/SLF.

- (3) The technical requirements as referred to in paragraph (1) letter b consist of:
 - a. h results of the feasibility study;
 - b. educational content;
 - c. the number and qualifications of educators and education personnel;
 - d. educational facilities and infrastructure;
 - e. education financing;
 - f. evaluation and certification system; and
 - g. management and educational processes.
- (4) The results of the feasibility study as referred to in paragraph (3) letter a, include:
 - a. the results of a feasibility study on the prospect of establishing an educational unit in terms of spatial, geographical, and ecological aspects;
 - b. the results of a feasibility study on the prospects for the establishment of an educational unit in terms of registrant prospects, financial, social, and cultural aspects;
 - c. data regarding the estimated financing for continuing education for at least the next 1 (one) academic year; and
 - d. Documents on land and building rights of educational units on behalf of the organizer in accordance with the provisions of laws and regulations.
- (5) The technical requirements as referred to in paragraph (3) shall be stated in the form of a proposal enclosing the supporting data and/or documents.

CHAPTER I V
LICENSE APPLICATION PROCEDURES

Article 7

- (1) The application for the establishment of PAUD and PNF Units as referred to in Article 2 is submitted online (*online*) through *the website* : oss.go.id to obtain a Business Identification Number .
- (2) After obtaining the Business Identification Number as referred to in paragraph (1), the Applicant submits an application for establishment *online* through the *website* : spion.sukoharjokab.go.id
- (3) The application as referred to in paragraph (2) is examined by the Head of the PM and PTSP Service no later than 1 (one) working day after the application file is received.

- (4) The Head of PM and PTSP Service sends the application file as referred to in paragraph (2) no later than 1 (one) working day to the Head of the Education and Culture Office to get a recommendation.
- (5) The Head of the Education and Culture Office performs administrative and technical verification as well as issues and sends a recommendation containing approval or rejection of the permit application to the Head of the PM and PTSP Service no later than 3 (three) working days from the receipt of the application file as referred to in paragraph (2) .
- (6) If the recommendation as referred to in paragraph (4) contains approval, the Head of the PM and PTSP Service shall issue a Permit for the Establishment of PAUD and PNF Units as requested no later than 2 (two) working days after the recommendation is received.
- (7) If the recommendation as referred to in paragraph (4) contains a refusal, the Head of the PM and PTSP Service returns the permit application file to the applicant accompanied by a recommendation for rejection from the Head of the Education and Culture Office no later than 2 (two) working days after the recommendation is received.
- (8) In the event that the recommendation contains a rejection as referred to in paragraph (7), the applicant can submit a new permit application process after completing the lack of requirements that have been recommended by the Head of the Education and Culture Office.
- (9) The permit applicant must guarantee through a written statement that the required documents submitted as referred to in paragraph (1) are valid, correct, and in accordance with the facts.
- (10) Form of Statement of Validity and Truth of Documents and Form of Permit for Establishment of PAUD and PNF Units as listed in Appendix I and Appendix II which are an integral part of this Regent's Regulation.

Article 8

The permit for the establishment of PAUD and PNF Units is valid as long as the PAUD and PNF Units are still operational and there are no changes or closures by the Head of the Education and Culture Office.

CHAPTER V
CHANGE AND REVOCATION OF ESTABLISHMENT
LICENSE

Article 9

- (1) Changes in the Permit for the Establishment of PAUD and PNF Units can be made if there is a change in data.
- (2) The requirements for changing the permit as referred to in paragraph (1) are attached by attaching the following requirements:
 - a. Identity card;
 - b. Tax ID number;
 - c. Recommendations from the Department of Education and Culture; and
 - d. a statement of validity and correctness of the document with a stamp duty of Rp. 10,000.00 (ten thousand rupiah).
- (3) The procedure for requesting a change in permit submitted by the applicant is in accordance with the provisions as referred to in Article 7 .

Article 10

- (1) The revocation of the PAUD and PNF Educational Permits is carried out if:
 - a. no longer meet the requirements for establishment ; and/or
 - b. has not held the PNF program for 2 (two) consecutive years .
- (2) The requirements for revocation of the permit as referred to in paragraph (1) shall attach the following requirements:
 - a. Identity card;
 - b. Recommendations from the Department of Education and Culture; and
 - c. a statement of validity and correctness of the document with a stamp duty of Rp. 10,000.00 (ten thousand rupiah).
- (3) The procedure for the application for license revocation submitted by the applicant is in accordance with the provisions as referred to in Article 7 .

CHAPTER VI
CLOSING PAUD AND PNF UNITS

Article 11

- (1) The closure of PAUD and PNF units is carried out if :
 - a. PAUD and PNF units no longer meet the requirements for establishment;

- b. PAUD and PNF units have not held PNF programs for 2 (two) consecutive years;
- (2) The closure of PAUD and PNF units was carried out by the head of the PM and PTSP offices by revoking the permit for the establishment of PAUD and PNF units based on the recommendation of the head of the Education and Culture Office .
 - (3) After closing the PAUD and PNF Units by the Head of the PM and PTSP Services as referred to in paragraph (2), then the Education and Culture Office shall :
 - a. distribution/transfer of students, educators, and education staff to PAUD and other similar PNF units ;
 - b. submission of state-owned resources and other documents to the Head of the Office of Education and Culture ; and
 - c. delivery of assets belonging to the PAUD and PNF Units organized by the community to other PAUD and PNF Units determined by the relevant PAUD and PNF Unit organizers.

CHAPTER VII COACHING AND SUPERVISION

Article 12

- (1) The Head of the Education and Culture Office provides guidance on the implementation of the PAUD and PNF Units based on the provisions of the legislation.
- (2) The guidance as referred to in paragraph (1) can be in the form of coordination, facilitation, guidance, monitoring and evaluation.
- (3) The monitoring and evaluation as referred to in paragraph (2) is carried out periodically at least 1 (one) time in 1 (one) year.

Article 13

- (1) The Head of the Education and Culture Office and the Civil Service Police Unit of Sukoharjo Regency supervises the implementation of the PAUD and PNF Units in accordance with their respective authorities.

- (2) The supervision as referred to in paragraph (1) may take the form of inspections from time to time in the field.

CHAPTER VIII

TRANSITIONAL TERMS

Article 14

PAUD and PNF units that already have establishment permits and/or operational permits issued prior to the enactment of this Regent Regulation shall remain valid until the expiration of the permit as long as there is no change or closure by the Head of the Education and Culture Office .

CHAPTER IX

CLOSING

Article 15

At the time this Regent Regulation comes into force, the Sukoharjo Regent Regulation Number 60 of 2018 concerning Procedures for Electronically Integrated Business Licensing Services in the Education Sector (Sukoharjo District Gazette of 2018 Number 61), is revoked and declared invalid.

Article 16

This Regent Regulation comes into force on the date of its promulgation.

In order for everyone to know, ordering the promulgation of this Regent Regulation by placing it in the Sukoharjo Regency Regional Gazette.

Set in Sukoharjo
at the date of November 24, 2021

SUKOHARJO REGENT,

signed

ETIK SURYANI

Promulgated in Sukoharjo
on November 24, 2021

REGIONAL SECRETARY
SUKOHARJO DISTRICT ,

signed

WIDODO

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