

The Early childhood Care & Education Authority

The Early childhood Care & Education Act

Regulations made by the Board with the approval of the Minister: under section 20 of the Early Childhood Care and Education Authority Act

Government Notice No. 176 of October 2011

CHILD MINDING SERVICE

Guidelines 2011

October 2011

Regulations made by the Board with the approval of the Minister: under section 20 of the Early Childhood Care and Education Authority Act- Government Notice No. 176 of 2011

1. In these regulations –

“Pre-primary school” means an establishment, with or without child minding services, which provides educational services and child care services to not less than 10 children above the age of 3 and up to the age of entry to a primary school.

2. Application for Registration of a pre-primary school with Child Minding Services

1. A person who wishes to run a pre-primary school with Child Minding Services shall make an application for registration of:
 - (a) the school;
 - (b) its manager;
 - (c) its educator;
 - (d) every child care giver who will work at the school.

2. (a) Where the Authority grants an application, it shall, on such terms and conditions as it may determine and on payment of the appropriate fee specified in Part A of the schedule, register the pre-primary school and issue a certificate of registration in the name of the school
 - (b) A certificate of registration issued under subparagraph (a) shall be valid:
 - (i) for a period of 24 months from the date of issue; or
 - (ii) for such shorter period as the Authority may determine.

3. The Authority may reject an application made under paragraph (2) of the Act where:
 - (a) the applicant does not:
 - (i) comply with paragraphs (3) and (4) of the Act; or
 - (ii) pay the appropriate fee specified in Part A of the schedule.

3. Schedule of Registration fees

	FEE
PART A	
	(Rs)
Registration of pre-primary school without child minding services	200
Registration of pre-primary school with child minding services	300
Registration of registered pre-primary school wishing to offer child minding services	100
PART B	
	(Rs)
Application for renewal certificate of pre-primary school without child minding services	200
Application for renewal certificate of pre-primary school with child minding services	300
PART C	
	(Rs)
Registration of educator	200
PART D	
	(Rs)
Registration of child care giver	100

4. Documents to be kept by Manager of pre-primary school

1. Every manager shall, in relation to the pre-primary school for which he administers, keep –

- (a) an admission register of children;
- (b) an attendance register of children, educators and non-teaching staff;
- (c) a register of educators, non-teaching staff and child care givers;
- (d) an inspection register;
- (e) a cash book;
- (f) a visitor's book;
- (g) an inventory of furniture and equipment;
- (h) a time table;

- (i) a pupil's profile;
- (j) a daily occurrence book;
- (k) an attendance register of children benefiting from child minding services;
- and
- (l) such other information or document as the Authority may be determine.

2. Every manager shall, in relation to the pre-primary school for which he administers, submit to the Authority, by 31 January in every year, a list of:

- (i) children admitted;
- (ii) children benefiting from child minding services;
- (iii) members of the non-teaching staff;
- (iv) child care givers; and
- (v) educators.

5. No manager shall administer more than one pre-primary school at a time.

6. (1) Subject to paragraph (2) of the Act, no person shall provide child minding services in a pre-primary school unless he is registered as child care giver with the Authority.

(2) The Authority may authorize an educator to also act as a child care giver in a pre-primary school where the manager of the school notifies the Authority that, for logistical, financial and other reasons, a child care giver cannot be employed as a member of the staff of the school.

7. Application to work as child care giver

At the time of application the child care giver should the following documents:-

- a medical certificate issued by a Government medical practitioner
- a certificate of morality (within one month before the date of submission)
- A chest x-ray report with a period of 5 years

8. Documents to be kept by child care giver

Every child care giver shall keep:

- (a) a programme of activities proposed to the children; and
- (b) such other document as the Authority may determine

Requirements in respect of pre-primary school with Child Minding Services.

1. Building and premises

- a) The building and premises, including the kitchen and sanitary facilities, of an institution shall be in accordance with the Health and Safety Regulations in force.
- b) The indoor space requirement shall be 1 sq. meter of unencumbered space per child. Only areas designated for child play activities and rest shall be counted when calculating available space.
- c) Hallways, toilets, staff rooms, kitchen shall not be counted.
- d) For every 15 children or part thereof there shall be-
 - A toddler toilet or adult toilet with a step and toddler seat
 - A hand basin with a step or placed at a height accessible to children.
- (e) The manager shall ensure that the building or buildings, ground, and all equipment and furnishings used in the care services are maintained in a safe, clean, hygienic condition and are in good state at all times.
- (f) The building or buildings and grounds shall be kept free of *vermin* /hazards

2. Hours of Operation

- a) The opening hours of the pre-primary school with child minding services shall provide such services for a maximum of 6 hours daily on a normal school day and for a maximum of 11 hours daily on week days during school holidays.

Normal working days

- Before normal working hours - morning **(07 30 to 08 30)**

- After normal working hours – afternoon (14 30 to 17 30)
- b) The school calendar will be same as prescribed by the Ministry of Education & Human Resources
 - In the event of any pre school wishes to amend its school calendar, the manager shall seek authorization from ECCEA at least one month before and inform parents accordingly.
 - In event of closure or an early dismissal by an institution for a valid reason on any specific day, the manager shall so inform the parents at least 2 days in advance and notify ECCEA.
 - *In the event of late departures , the Child Care Giver will make the necessary arrangement by phoning the responsible party or the nearest police station*

3. Facilities

- I. The manager shall ensure that a parent or guardian has access to all written policies of the institution.
 - II. The manager shall conspicuously display at the institution a notice setting out-
 - Hours and days of operation.
 - Emergency evacuation procedures.
 - Procedures for dealing with parents or guardians' concerns.
 - Procedures for delivering and collecting children and institution's policies.
- (2) The institution shall ensure that sufficient information on the parents or guardians, particularly as regards immediate contacts in case of emergencies is available at the institution.
- (3) The institution shall have an operating telephone which is readily accessible to ALL staff.

- (4) The institution shall ensure that there is a programme policy and implementation strategy and that these are in accordance with the *Regulations made by the Board with the approval of the Minister: under section 20 of the Early Childhood Care and Education Authority Act- Government Notice No. 176 of 2011*
- (5) The program developed shall be so designed as to stimulate each child's social, emotional, physical, intellectual, language and creative development and ensure their basic biological and physiological needs
- (6) The programme shall have a balance between indoor and outdoor activities.
- (7) The manager shall ensure that adequate furniture, equipment, toys and other pedagogical items are available to meet the needs of the children and the program devised
- (8) The institution shall have sufficient mattresses with clean bed sheets and kept in good hygienic conditions for all children
- (9) The manager shall ensure that adequate facilities are available for children with additional needs

4. Staffing

- (1) The Ratio of child care- givers to number of children shall be 1:20.
- (2) At any time and in any case there shall be a minimum of one childcare giver on duty at an institution.
- (3) In addition to the child-care givers, extra staff shall be employed to
- Prepare meals for children where meal preparation is part of the service offered.
 - Undertake all cleaning and maintenance duties.

5. Health and safety

- (1) All paddling pools, water troughs or other water containers shall be emptied after use and stored to prevent the collection of water.
- (2) When children have access to water containers, bathrooms and toilets, they shall be supervised all times.
- (3) All heating and cooling units shall be adequately guarded to prevent accidental contact with hot surfaces and sparks or flames.
- (4) Fans in children's rooms shall be placed out of the reach of children.
- (5) Electrical outlets on walls shall be covered and no electrical cords shall be plugged in and left around for children to play with.
- (6) The manager shall ensure that children shall not have access to the kitchen.
- (7) The equipment in the outdoor areas must not constitute a hazard for children on account of-
 - Lack of soft surface around the equipment
 - The height from which a child can fall.
 - The likelihood that a child can be trapped crushed or struck by the equipment and sharp edges, rust or other hazard.
- (8) The manager shall identify and ensure that no poisonous vegetation is accessible to children.
- (9) The manager shall ensure that there is no animal, bird or livestock present which is a likely source of infection or which may be detrimental to the well-being for children.
- (10) All staff shall be fully conversant with all emergency and evacuation procedures.
- (11) The manager shall ensure that the procedures are practiced regularly, at least every term, and a record thereof be kept.

(12) The manager shall ensure that each child has the Health/Immunization card.

(13) The manager shall ensure that toys and play materials are not hazardous to the Health and safety of children.

6. Food and Nutrition

(1) The manager of an institution having food program shall have a food policy which considers special dietary requirement of children.

(2) The manager shall ensure that food is kept fresh and served warm to children.

(3) The manager shall ensure that food given to a child takes account of the child's feeding habits.

The manager shall make provision for the relevant kitchen utensil and equipment such as fridge, Microwave and electric kettle.

6. First Aid Box

Every manager shall keep a fully equipped first aid box and easily accessible.

7. Fire extinguishers

As per the provision of the health and safety regulations, the manager shall make provision for fire extinguisher facilities and ensures regular verification of same