



A Caring Institution

Early Childhood Care and Education Authority

**GUIDELINES
FOR
CHILD MINDING SERVICES
FOR CHILDREN
AGED 3 TO 5 YEARS**

July 2022

In accordance with the Early Childhood Care and Education Authority (Registration of Pre-Primary Schools) Regulations 2011, all Registered private pre-primary schools which choose to offer Child Minding Services during school holidays will have to register with the Early Childhood Care and Education Authority (ECCEA) prior to offering the service.

Child Minding Services are categorised into two types, as follows:

- (i) Before and after school hours' services; and
- (ii) School Holiday Services

Schools may register either one of the above categories or for both categories:

(i) **Registration for category Before and after school hours' services** will be issued against payment of a registration fee of **Rs. 300** in the same certificate as the Registration Certificate of the school, which is carried out every two years.

(ii) **Registration for category School Holiday Services:** To be eligible to register under this category, the private pre-primary school must be duly registered with the ECCEA. **A registration fee of Rs 100** will be charged for the registration of the *School Holiday Services*, and shall be paid at the time of issuance of Child-Minding Services Registration Certificate. The certificate of registration for *School Holiday Services* shall be valid for a period of 12 months from the date of issue.

Application for registration

1. Application form for *School Holiday Services* can be obtained at the ECCEA Inspectorate Office or can be downloaded from the ECCEA website.
2. It must be duly filled in and submitted to ECCEA Inspectorate Office along with the relevant documents, including a detailed school holiday activity plan for the whole year.
3. Only complete applications will be considered. The application must be submitted to the ECCEA office at least two months before the start of school holidays.

Rules for Registration of Child Minding Services with ECCEA

1. The private pre-primary school registering for Child Minding Services, must be duly registered with the ECCEA in accordance with the Early Childhood Care and Education Authority (Registration of Pre-Primary Schools) Regulation 2011.
2. All persons working in Pre- Primary Schools offering Child Minding Services must be duly registered.
3. The Child Minding Services will be offered to only preschool children aged **3 to 5 years old**.
4. The school should ensure that the following documents are kept and are up to date:
 - ❖ An admission register of children participating in the *School Holiday Services*.
 - ❖ An attendance register of non-teaching staff and child care givers.
 - ❖ Attendance register of children attending the *School Holiday Services*.
5. The school should keep a weekly schedule of activities and submit same upon inspection visit.

6. Hours of Operation

- ❖ A maximum of 10 hours daily from 07:30 to 17:30

Guidelines for School Holiday Services

With the aim of ensuring an appropriate *School Holiday Services* for children aged 3 to 5 years, the ECCEA has prepared a Guideline to help School Managers to plan activities.

The main reason for a *School Holiday Services* is to allow children experience holidays even when they are attending school. Under no circumstances, the Programme should be the same as during the academic school term.

The aim is to allow a break on usual school activities and to provide valuable extra-curricular educational opportunities in and outside the classroom setting.

The School Holiday Services can comprise of the following:

1. Recreational activities - Excursions/outings
2. Short trips: Visits of local community sites/ occupations etc.
3. Extra-curricular activities such as the following:
 - ❖ Recipe making / Cooking
 - ❖ Outdoor games/activities (free and organised)
 - ❖ Circle games
 - ❖ Songs and dance
 - ❖ Puppetry
 - ❖ Creative activities
 - ❖ Fun science hands-on activities
 - ❖ Swimming activities
 - ❖ Traditional games
 - ❖ Music and movement activities (obstacle path, over and under relay, Firemen's chain, etc.)
 - ❖ Gardening
 - ❖ Modeling, painting etc.