

CHAPTER 47D
EARLY CHILDHOOD CARE

LIST OF AUTHORISED PAGES

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ARRANGEMENT OF SUBSIDIARY LEGISLATION

SECTION 25

Early Childhood Care (National Standards) Regulations.

CHAPTER 47D
EARLY CHILDHOOD CARE
(NATIONAL STANDARDS)
ARRANGEMENT OF REGULATIONS

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CHAPTER 47D
**EARLY CHILDHOOD CARE (NATIONAL
STANDARDS) REGULATIONS**

S.I. 11 of 2015

(SECTION 25)

[Commencement 26th February, 2016]

- 1.** These Regulations may be cited as the Early Childhood Care (National Standards) Regulations — Citation.
- 2.** In these Regulations — Interpretation.
- “Act” means the Early Childhood Care Act;
- “Council” means the Pre-school and Day-Care Centre Council. Ch. 47D
- 3.** (1) An application for the grant of a certificate of registration under section 5 of the Act shall be made to the Council. Application for certificate of registration.
- (2) An application made under paragraph (1) shall be —
- (a) in Form 1 of the First Schedule; and Form 1.
First Schedule.
- (b) accompanied by —
- (i) the programme curriculum;
- (ii) the time-table;
- (iii) a health certificate and a police record for each caregiver;
- (iv) a certificate of sanitation issued by the Department of Environmental Health Services;
- (v) the application fee specified in the Third Schedule; Third Schedule.
- (vi) the birth certificate of the applicant;
- (vii) a police record of the applicant;
- (viii) a financial statement of the applicant;
- (ix) an emergency medical and disaster plan approved by the Ministry of Health; and
- (x) any other document required by the Council in accordance with the Act.
- 4.** (1) A certificate of registration granted by the Council under section 5 of the Act, shall be — Certificate of registration.

Form 2.
First Schedule.

- (a) in Form 2 of the First Schedule; and
- (b) valid for one year from the date of issue.

Form 3.
First Schedule.

(2) A record of every certificate of registration granted under section 5 of the Act shall be entered by the Council in the register of day-care centres and pre-schools in Form 3 of the First Schedule.

Renewal and
replacement of
certificate of
registration.
Form 4.
First Schedule.

5. (1) An application to renew a certificate of registration shall be —

- (a) made to the Council;
- (b) in Form 4 of the First Schedule; and
- (c) accompanied by the fees specified in the Third Schedule.

Third Schedule.

(2) An application for the replacement of a certificate of registration shall be —

Third Schedule.

- (a) made in writing to the Council; and
- (b) accompanied by the fees specified in the Third Schedule.

National
Standards.

6. An owner or operator of a day-care centre or a pre-school shall comply with, and be subject to, the National Standards for Day-Care Centres and Pre-schools as set out in the Second Schedule.

Second Schedule.

Inspection.

7. (1) The Minister may cause a day-care centre or a pre-school to be visited, at a reasonable time, by representatives from the Council for the purpose of ensuring that the National Standards are maintained at that day-care centre or pre-school.

(2) The representatives from the Council shall, prior to the visit, give two days notice to the owner or operator of the day-care centre or pre-school.

(3) Where the owner or operator of a day-care centre or pre-school has been notified under paragraph (2) and the proposed date of visit is likely to cause unreasonable disruption of a programme already planned or in progress at the day-care centre or pre-school, the owner or operator shall —

- (a) inform the representatives from the Council; and
- (b) arrange for the visit to take place not later than three days from the date of receipt of such notification.

FIRST SCHEDULE

FORM 1 (Regulation 3)

**APPLICATION FOR CERTIFICATE OF
REGISTRATION FOR DAY-CARE CENTRE OR PRE-
SCHOOL**

SECTION I - GENERAL INFORMATION

1. Applicant's name:
 Address:
 Telephone number:..... P.O.Box:Fax number:
2. Name of day-care centre/pre-school:.....
 Street address:
 Island/settlement:
 Telephone number:..... P.O.Box:Fax number:
3. Type of institute (Please tick appropriate box)

Residential	<input type="checkbox"/>
Non-residential	<input type="checkbox"/>
Day-care centre	<input type="checkbox"/>
Pre-school	<input type="checkbox"/>
Combination of day-care centre and pre-school	<input type="checkbox"/>
Pre-school attached to primary school	<input type="checkbox"/>
4. Type of water system:
5. Date established:
6. Full name of owner:
7. Name of operator:.....

SECTION II - ENROLMENT OF CHILDREN

8. Description of space:

Room No.	No. of square feet	Maximum number of children (per room)
.....
.....
.....
.....
9. Approximate maximum number of children in day-care centre or pre-school:

SECTION III-STAFFING

10. Please circle Yes or No:

(a) Does the operator supervise only?	Yes	No
(b) Does the operator supervise and teach?	Yes	No
11. Number of teachers including operator:
12. Number of teacher's aides:

- 13. Number of day-care attendants:
- 14. Non-teaching staff: (specify number)

 - (a) visiting doctor/nurse
 - (b) maintenance personnel
 - (c) janitor/janitress
 - (d) cook.....

SECTION IV - REQUISITE DOCUMENTS

- 15. General:
 - (a) One copy of each of the following documents shall accompany this Form:
 - (i) programme curriculum;
 - (ii) time-table; and
 - (iii) certificate of fitness for all teaching staff and non-teaching staff. - (b) State the number of months per year the day-care centre or pre-school will be in operation:

I certify that the above particulars are correct as at:

.....
Day/Month/Year

.....
Name (in block letters)

.....
Signature

Additional information:

.....

.....

.....

.....

Attachment: Summary of Qualifications

Full names of teachers (including middle name)	Age	Sex	*T.T., A.T., U.T., A., R.N., T.C.N., ² Teacher certificate	Degree, Diploma (state area of study, college, etc.)	Early Childhood Education or Child Care courses taken with dates	Other courses now in progress and expected date of completion

² *T.T: Trained Teacher; A.T: Assistant Teacher; R.N: Registered Nurse, T.C.N: Trained Clinical Nurse

FORM 2 (Regulation 4)
CERTIFICATE OF REGISTRATION

MINISTRY OF EDUCATION



PRE-SCHOOL AND DAY-CARE CENTRE COUNCIL

CERTIFICATE OF REGISTRATION

is hereby certified to operate the following day-care centre
or pre-school

(name of day-care centre or pre-school)

Chairman

Inspector

Date

Date of Expiration

FORM 3 (Regulation 4)

**REGISTER OF DAY-CARE CENTRES
AND PRE-SCHOOLS**

NAME OF DAY-CARE CENTRE AND/OR PRE-SCHOOL	ADDRESS	CERTIFICATE NUMBER	LICENCE NUMBER

FORM 4 (Regulation 5)

**APPLICATION FOR RENEWAL OF CERTIFICATE OF
REGISTRATION FOR DAY-CARE CENTRE OR PRE-
SCHOOL**

SECTION I: GENERAL INFORMATION

- 1. Name of day-care centre/pre-school:.....
- 2. Date of last registration:
- 3. Name of operator:.....

SECTION II-STAFFING

- 4. Please circle Yes or No:
 - (a) Does the operator supervise only? Yes No
 - (b) Does the operator supervise and teach? Yes No
- 5. Number of teachers including operator:
- 6. Non-teaching staff: (specify number)
 - (a) visiting doctor/nurse
 - (b) maintenance personnel
 - (c) janitor/janitress
 - (d) cook.....

SECTION III - REQUISITE DOCUMENTS

- 7. One copy of each of the following documents shall accompany this Form:
 - (a) programme curriculum;
 - (b) time-table; and
 - (c) certificate of fitness for all teaching staff and non-teaching staff.

Additional information (please specify any changes that have occurred in the day-care centre or pre-school since the last registration):.....

.....
.....

.....
Day/Month/Year

.....
Name (in block letters)

.....
Signature

Attachment: Summary of Qualifications

Full names of teachers (including middle name)	Age	Sex	*T.T., A.T., U.T., A., R.N., T.C.N., ³ Teacher certificate	Degree, Diploma (state area of study, college, etc.)	Early Childhood Education or Child Care courses taken with dates	Other courses now in progress and expected date of completion

³ *T.T: Trained Teacher; A.T: Assistant Teacher; A: Auxiliary; R.N: Registered Nurse, T.C.N: Trained Clinical Nurse

SECOND SCHEDULE (Regulation 6)**NATIONAL STANDARDS FOR DAY-CARE CENTRES
AND PRE-SCHOOLS****STANDARD # 1 - The Physical Environment**

The premises are in good repair, safe, secure and suitable for the intended purpose. They provide adequate space for a variety of activities which will promote growth and development.

A person seeking registration to operate a day-care centre or pre-school shall comply with all applicable provisions of the Commonwealth of The Bahamas Building Code. Where the owner is considering changing or adapting premises for childcare use, the responsibility is on the owner to seek permission from the appropriate agencies such as Physical Planning Department and Building Control Section of the Ministry of Works, the Department of Environmental Health Services and any other relevant authority.

An owner that plans to construct a new or renovate an existing building for use as a day-care centre or pre-school shall submit preliminary and final architectural drawings to the Council and other relevant agencies for review and approval prior to beginning construction.

In order to provide an adequate safe and healthy indoor and outdoor physical environment, the owner shall ensure that:

1. Accommodations for day-care centre and pre-school children are located on the ground floor.
2. The premises are in good condition and enclosed with a latched gate.
3. Adequate lighting and ventilation are provided (*as required by the Department of Environmental Health Services*).
4. The environment is kept clean and free from hazardous materials.
5. Electrical outlets, cords and other harmful devices are securely covered and/or stored away.
6. There are adequate toilet facilities for adults and children equipped with toilets, sinks and toilet supplies (*as required by the Department of Environmental Health Services*).

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7. Separate toilets are provided for girls and boys, potties are provided for children who are potty training (*as required by the Department of Environmental Health Services*).
 8. Platforms (step stools) are available for use by children when adult size toilets, sinks and urinals are used.
 9. Where there are infants and toddlers, the diapering facilities include a changing table with a running water sink in close proximity to the infants and toddlers.
 10. Doors and windows used for natural ventilation are provided with insect screening.
 11. Doors in all interior rooms designated for use by children, have door knobs without locks.
 12. A playground is provided which is enclosed and allows a minimum of 9 square feet per child. Where the playground is not adequate to accommodate all the children at one time, a roster can be used to rotate groups of children.
 13. Playground equipment is age appropriate, kept in good repair, firmly anchored and stable.
 14. All doorways and passageways are kept free for exit in the event of emergencies.
 15. Adequate and suitable storage space is provided for furnishings and supplies.
 16. All medicines and toxic substances are stored in a locked cupboard.
 17. Adequate and suitable storage for food items is provided.
 18. An adequate drop off and pick up area is available.
 19. Each child has adequate space for scheduled activities such as eating, resting and indoor and outdoor activities.
 20. A minimum of 21 square feet of indoor space per child is provided. Where this requirement cannot be met, the necessary adjustments should be made, for example, the removal or rearrangement of furniture in the room.

STANDARD # 2 - Staff Requirements

Staff members are trained, and are in good physical and mental health, and suitable to work with young children.

In order to provide quality care and education to young children it is necessary that each staff member is of good character and is in good physical and mental health.

Staff members with the responsibility for the care and nurturing of children shall:

1. Be trained in accordance with the standards of certification in Early Childhood Care Education prescribed in the Council's guidelines entitled 'A Guide to the Early Childhood Care National Standards'.
2. Obtain current basic first aid knowledge and certification.
3. Obtain an annual health certificate inclusive of the food handlers course conducted by the Department of Public Health for food handling and preparation.
4. Present a certificate of health (*medical certificate*).
5. Present a valid police record, annually.

STANDARD # 3 - Health and Safety

The operator promotes the good health and well-being of children and staff members within the setting and/or outings.

The health and safety of children are paramount at all times. Physical, mental, learning and medical disabilities do not prevent a child equal access to early childhood care and educational programmes. Therefore, the operator shall ensure that:

1. Well-balanced nutritious meals and snacks are encouraged daily and special dietary needs are accommodated.
2. Food is properly prepared, stored and served as required by the Department of Environmental Health Services.
3. The day-care centre or pre-school has a working refrigerator.
4. Potable water is available throughout the day.

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5. A menu is posted, where food is provided by the day-care centre or pre-school.

For the health and safety of all children and staff members the operator shall ensure that:

1. Each infant and toddler has a current immunization record.
2. Each child has a current medical and immunization record.
3. Children attending school and staff members are free from contagious diseases.
4. Any child attending school or staff member who has any illness, symptom of illness or disease that a medical practitioner has determined requires home confinement or medical care and attention shall not be permitted in the day-care centre or pre-school.
5. Upon detection of a sick child, provision is made for the individual care of the child and exclusion of the child while awaiting collection.
6. Physical, mental, learning and medical disabilities do not prevent a child equal access to early childhood care and educational programmes.
7. The day-care centre or pre-school is free from insects and rodents.
8. The kitchen is separated from other areas of the day-care centre or pre-school by a door, gate, screen or other barrier to prevent accidental access by children.
9. The kitchen facility and/or food preparation area complies with the Department of Environmental Health Services regulations.
10. When cleaning the facility all didactic (toys) materials, equipment and supplies are cleaned using the suggested disinfecting solution, for example, 1/4 cupful of bleach to a gallon of water which is prepared daily.
11. Toilets, wash basins, kitchen sinks and other plumbing are maintained and are in good operating and sanitary conditions.
12. When bathing children, tubs are cleaned and sanitized after each child. Bath water is changed after each child.
13. Changing tables and potties are cleaned and disinfected after each use.

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14. Toilets are in good working condition.
 15. Cribs, sleeping mats, dining tables, floors, garbage bins, diaper pails, tubs, toilets, sinks and wash basins are disinfected and cleaned daily.
 16. Good hygiene is practiced by children and staff. Hands should be washed with soap and running water upon entering the day-care centre or pre-school, before and after meals, after using the toilet, after returning from outdoor play and whenever necessary.
 17. Universal precautions are practised.
 18. Disposable gloves are worn when coming in contact with suspected contagious body fluids.
 19. A change of clothing is provided for each child in the event the child is wet or soiled.
 20. A first aid kit is available in the day-care centre or pre-school.
 21. Emergency numbers and addresses are posted in a prominent place in the day-care centre or pre-school. For example, Fire Department, Clinic/Hospital (e.g. Accident and Emergency and Emergency Medical Services), Police, Department of Social Services etc.
 22. Staff members do not engage in any form of child abuse and/or neglect such as hitting, shaking, name calling, ignoring etc.
 23. Staff members do not inflict any form of corporal punishment on children.
 24. Physical restraint is not used for the purpose of inflicting punishment. Under no circumstances should a child be harnessed.
 25. Staff members are able to manage a wide range of children's behaviours through a consistent and positive approach to discipline-praising and rewarding appropriate behaviour, redirecting the child's attention and guiding children in solving problems or conflicts.
 26. Staff members who have reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, sexual abuse or molestation, ridicule, harsh or frightening treatment or any other kind of abuse or neglect shall report such abuse or neglect to the relevant agencies (e.g. the Police and Social

Services). Where the abuse or neglect mentioned is reported, parents are advised by the operator of any action taken.

27. Staff members do not punish children for failing to eat or sleep or for soiling themselves.
28. Children are given clear instructions pertaining to expected behaviour according to their age and understanding.
29. Staff members do not withhold food, emotional responses, stimulation or the opportunities for rest or sleep from a child.
30. Children are supervised at all times.

<i>Fire Safety Requirements</i>

Fire safety require that:

1. The operator of the day-care centre or pre-school shall conduct fire drills at least twice a year and all persons (children, staff, parents and visitors) shall be familiar with the evacuation procedure.
2. The operator of the day-care centre or pre-school shall ensure that all children present are evacuated from the building during each fire drill.
3. The operator of the day-care centre or pre-school shall maintain on file a record of each fire drill. The date and time of the fire drill shall be recorded.
4. Fire safety equipment shall be installed and maintained in workable condition at the day-care centre or pre-school.
5. All fire extinguishers shall be visually inspected every six months by a licensed examiner.
6. There shall be an alarm system or means of raising the alarm. There shall be smoke detectors throughout the building.
7. Escape routes and fire exits shall be labeled and kept free from obstructions. They shall provide adequate escape routes.
8. All persons have regular emergency drills in responding to emergencies such as a bomb scare.

Field Outings

When an outing is planned, consideration shall be given for the following:

1. Parental consent.
2. Food safety.
3. Appropriate adult-child ratio. A minimum of two (2) staff members accompanying every ten (10) pre-school age child.
4. Insurance requirements for students, staff members and parents.
5. Observance of road safety rules as set out by the Road Traffic Department.
6. Insurance requirements for private or public vehicles.
7. The driver possesses a valid driver's licence.
8. Vehicle has a valid inspection.
9. Children should never be left unattended in a vehicle.
10. Smoking, and drinking alcoholic beverages, by adults accompanying children on field outings, are prohibited.
11. Children are to be seated when the vehicle is in motion.

STANDARD # 4 - Centre Administration and Records

Policies and procedures which are required for the efficient management of the day-care centre or pre-school and to promote the health, safety, welfare, and development of children and staff are documented and maintained.

As an operator of a day-care centre or pre-school, it is important to maintain and keep on file, records and policies pertaining to the health, safety, and well-being of children and staff.

The following records and policies are required:

1. An attendance register for each class.
2. A sign in and out daily sheet for children and staff.

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3. A handbook on policies on the general operation of the day-care centre or pre-school for parents.
 4. A handbook on policies on the general operation of the day-care centre or pre-school for staff.
 5. Individual file for each staff member, which includes home address, telephone numbers, emergency numbers, police record, health records, certificates, national insurance number etc.
 6. Individual file for each child which includes the application form, registration form, birth certificate, immunization card, completed medical form, medical consent form, drop off/pick-up authorization form, parent(s) contacts, parent consent form for field trips and other school related activities etc.
 7. A standing arrangement with a medical practitioner, clinic or hospital in case of emergencies.
 8. An illness/accident log to record illnesses and accidents reported to or occurring at the day-care centre or pre-school.
 9. A policy pertaining to the notification of parents in the event of an accident or incident.
 10. A policy outlining the administration of medication, which shall be prescribed by a medical practitioner and which is contained in labeled prescription containers.
 11. A medication log for administration of medication along with a completed parent consent form for administering medication.
 12. Comprehensive general liability insurance coverage for the day-care centre or pre-school.
 13. A policy outlining the expected, regular attendance of the child.
 14. A policy on the release of children.

STANDARD # 5 - Programme Requirements

The programme encourages parental and community support and provides planned activities and play which enhances the social, emotional, physical, spiritual, language, creative and cognitive (intellectual) development of the child. The programme meets children's individual needs and promotes their well-being.

In order to provide an appropriate programme in the day-care centre or pre-school the operator shall ensure that:

1. An age appropriate pre-school curriculum which has been approved by the Ministry of Education is available.
2. There is a daily schedule of routines and planned activities with provisions for a balance of active and quiet periods.
3. There is an opportunity for daily outdoor play (weather permitting).
4. Adequate age appropriate learning materials eg., story books, blocks, puzzles, beanbags, and balls etc. are provided and easily accessible by children.
5. Ongoing assessment of each child's progress is kept and shared with parents.
6. Activities are planned for parental and community involvement.
7. A variety of activities are planned that are geared to the age and developmental level of the child.
8. Learning opportunities that stimulate the senses are provided for children under the age of three.
9. Safe, appropriate non-toxic toys and materials are provided.
10. Non-ambulatory infants are carried around the day-care centre or pre-school periodically.
11. Infants and toddlers are given the opportunity to leave their cribs or playpens to move around.
12. There are sufficient and suitable child size tables and chairs which are durable, in good repair, safe and appropriate to the age and size of the child.
13. The child/staff ratio is as follows:

AGE	STAFF/CHILD RATIO
Infant -1 year	1:5
1 -2 years	1:10
2 -3 years	1:15 with floating aide
3-5 years	1:20 with floating aide

14. The policy pertaining to attendance is followed.
15. Regular and ongoing communication is maintained between staff members and parents.
16. The learning environment is stimulating and conducive for age appropriate learning activities.
17. Suitable cots or mats are available for each child for rest time.
18. Children attending the day-care centre or pre-school for the full day program have an opportunity to rest. The rest period is scheduled for everyday in accordance with the child's age.
19. Children's work and visual aids are displayed.

THIRD SCHEDULE (Regulations 3 and 5)

FEES

	FEE (\$)
Application for certificate of registration	10
Application for renewal of certificate of registration	10
Replacement of certificate of registration	10