

# **Child Day Care Centres Regulations 2022**

**GN No. 29 of 2022**

**Government Gazette of Mauritius No. 13 of 29 January 2022**

## **THE CHILDREN'S ACT 2020**

### **Regulations made by the Minister under section 71 of the Children's Act 2020**

**1.** These regulations may be cited as the **Child Day Care Centres Regulations 2022**.

**2.** In these regulations —

"authorised officer" means an officer designated as such by the supervising officer;

"certificate of registration" means a certificate of registration issued under regulation 4(3);

"child" means a child who is not less than 14 weeks but not more than 3 years old;

"child caregiver" —

(a) means an employee of a Child Day Care Centre; and

(b) includes a home child caregiver and an assistant child caregiver;

"Child Day Care Centre" —

(a) means an establishment that provides educational services, child-care services, including custodial and development care to children; and

(b) includes any Child Day Care Centre, crèche, nursery or formal set-up catering for child-care services;

"formal child-care service provider" includes —

(a) an individual who sets up a profit-making Child Day Care Centre;

- (b) an organisation which runs a profit making or non-profit making Child Day Care Centre;
- (c) a non-Governmental organisation that runs a Child Day Care Centre; and
- (d) a Child Day Care Centre that is run by a local authority;

"manager" means the person responsible for running a Child Day Care Centre.

**3.** (1) There shall be, for the purposes of these regulations, a Child Day Care Centre Advisory Committee.

(2) The Committee shall comprise —

- (a) a Chairperson, who shall be the supervising officer or any officer of the Ministry, not below the rank of Deputy Permanent Secretary, to be designated by the supervising officer;
- (b) the Technical Head of the Licensing and Enforcement Section or his representative;
- (c) the Head of the Child Development Unit or his representative;
- (d) a representative of the Attorney-General's Office;
- (e) a representative of the Ministry responsible for the subject of education, not below the rank of Deputy Permanent Secretary;
- (f) a representative of the Ministry responsible for the subject of health, not below the rank of Deputy Permanent Secretary;
- (g) a representative of the Commissioner of Police, not below the rank of Assistant Superintendent of Police;
- (h) a representative of the Mauritius Fire and Rescue Service;
- (i) a representative of the Early Childhood Care and Education Authority; and
- (j) a representative of the Ministry responsible for the subject of local government, not below the rank of Deputy Permanent Secretary.

(3) At any meeting of the Committee, 7 members shall constitute a quorum.

(4) The Committee shall meet at such time and place as the Chairperson may determine, but at least once every month.

(5) Subject to these regulations, the Committee shall regulate its proceedings in such manner as it may determine.

4. The functions of the Committee shall be —

- (a) to advise on the formulation and implementation of objectives, policies and priorities for the enhancement and further development of Child Day Care Centres in Mauritius;
- (b) to oversee processes, standards and outcomes related to the development and implementation of Child Day Care Centres in Mauritius, including strategies for monitoring and assessment of the system;
- (c) to oversee the assessment and evaluation of Child Day Care Centres and make recommendations to the Ministry; and
- (d) to consider applications, suspensions, revocations and renewal referred to it under these regulations and make recommendations to the Ministry.

5. No Child Day Care Centre shall operate unless it is registered under these regulations.

6. (1) (a) The manager of a Child Day Care Centre shall, for the purpose of registering the Child Day Care Centre, make an application to the supervising officer in the form set out in the First Schedule.

(b) The supervising officer shall not consider the application unless —

(i) it is accompanied by —

- (A) the relevant permit issued by the local authority in relation to the premises;
- (B) a certificate issued by the Sanitary Authority under the Public Health Act in respect of the premises; and
- (C) a certificate from the Mauritius Fire and Rescue Service, certifying that the premises satisfy the fire safety requirements; and

(ii) the terms and conditions specified in the Second Schedule are complied with.

(2) (a) The supervising officer may grant or reject the application.

(b) Where the supervising officer refuses the application, he shall inform the manager in writing.

(c) The manager may, within a delay of 21 days from the day he is informed of the decision of the supervising officer, appeal, to the Minister, in the form set out in the Third Schedule.

(d) The decision of the Minister shall be final.

(3) Where the supervising officer grants the application, he shall issue a certificate of registration.

(4) (a) The certificate of registration issued under paragraph (3) shall be valid for a period of 3 years and may be renewed for further periods of 3 years.

(b) An application for the renewal of a certificate of registration, shall be made in the form set out in the Fourth Schedule and shall be made not later than 3 months before the certificate of registration expires.

**7.** (1) No child under the age of 14 weeks shall be enrolled in a Child Day Care Centre.

(2) Where a Child Day Care Centre fails to comply with any term and condition specified in these regulations, the supervising officer may suspend or cancel the registration of the Child Day Care Centre.

**8.** (1) No person shall act as a manager of a Child Day Care Centre unless he is registered as such with the Ministry.

(2) An application for registration as a manager of a Child Day Care Centre shall be made to the Ministry in the form set out in the Fifth Schedule and the application shall be accompanied by —

(a) a medical certificate certifying that the applicant is physically and mentally fit to work with children; and

(b) a certificate of character produced within 3 months from the date of its issue.

(3) A manager shall not be responsible for more than one Child Day Care Centre unless the supervising officer so authorises.

- (4) Every Child Day Care Centre shall keep —
- (a) an admission register in which the following details in respect of every child who is admitted to the Child Day Care Centre shall be recorded —
    - (i) the full name of the child;
    - (ii) the age and sex of the child;
    - (iii) date of admission;
    - (iv) the name of the parents or guardians of the child;
    - (v) the residential address of the parents;
    - (vi) the telephone number and mobile number of the parents; and
    - (vii) such other contact details, in respect of the parents, as may be necessary;
  - (b) an individual record card for each child which shall include details regarding the health, nutritional habits, background and overall development of the child;
  - (c) a staff register;
  - (d) an inspection register;
  - (e) a cash book;
  - (f) an inventory of all items of equipment and furniture;
  - (g) a time-table;
  - (h) a visitor's book;
  - (i) such other document which the supervising officer may require the Child Day Care Centre to keep.

(5) The manager of every Child Day Care Centre shall, not later than the end of the month of February in every year, submit to the supervising officer, a list of children enrolled at the Child Day Care Centre, together with a list of members of the staff, and inform the supervising officer of any change in the list occurring during that year.

(6) A manager shall, 2 years after registration, and after every subsequent period of 2 years, submit a medical certificate and a certificate of character to the supervising officer for the purpose of renewal of registration.

**9.** The manager shall submit an emergency and evacuation plan for his Child Day Care Centre regarding —

(a) natural calamities; and

(b) any other disaster such as cyclone, heavy rainfall, flood or fire.

**10.** (1) No person shall work as child caregiver in a Child Day Care Centre unless he is registered as such with the Ministry.

(2) An application for registration as a child caregiver shall be made to the Ministry in the form set out in the Sixth Schedule and the application shall be accompanied by —

(a) the basic qualifications in child care or an attestation of at least 3 years' experience in the field of child care services;

(b) a medical certificate certifying that he is physically and mentally fit to work with children; and

(c) a certificate of character produced within 3 months from the date of its issue.

(3) No person shall be registered as a child caregiver unless he is between the ages of 18 and 65.

(4) Every child caregiver shall keep an individual diary for each child under his care indicating the daily conduct and behaviour of the child.

(5) Every child caregiver shall keep a daily record of his work at the Child Day Care Centre.

(6) A child caregiver shall, 2 years after registration, and after every subsequent period of 2 years, submit a medical certificate and certificate of character to the supervising officer for the purpose of renewal of his registration.

**11.** An authorised officer may, at any time —

- (a) visit and inspect a Child Day Care Centre;
- (b) verify that the requirements specified in the regulations are being complied with;  
and
- (c) inspect any document kept under regulation 6(3).

**12.** Any person who contravenes these regulations commit an offence and shall, on conviction, be liable to a fine not exceeding 200,000 rupees and to imprisonment for a term not exceeding 5 years.

**13.** These regulations shall be deemed to have come into operation on 24 January 2022.

Made by the Minister on 28 January 2022.

**FIRST SCHEDULE**

[Regulation 6(1)(a)]

**APPLICATION FORM FOR REGISTRATION OF  
CHILD DAY CARE CENTRE**

.....  
Name of Child Day Care Centre

.....  
Address of child day care centre

*(Please annex site plan and location plan)*

Phone no ..... Fax no .....

Email address: .....

Name of Owner/Director .....

Other Names .....

Maiden Name (if applicable).....

Address of Owner/Director

National Identity Card no.....

Phone no .....

Name of Manager .....

Other Names .....

Maiden Name (if applicable).....

Address of Manager

Email address .....

National Identity Card no.....

Phone no. .... Mobile no .....



2. Expected number of children (*please specify age groups*) —

Age groups	Boy	Girl	Number of children
14 weeks < 1 year			
1 year < 2 years			
2 years < 3 years			

3. Total number of employees —

Name	Occupation	Male	Female	Details of qualifications	No. of employes
	*Manager				
	*Assistant Manager				
	*				
	*				
	*Child Caregiver				
	*Assistant Child Caregiver				
	Cook			Food Handler's	
	Attendant				
	Cleaner				
	Driver				
	Others (Specify)				

*\*Please produce evidence of qualifications or experience, medical certificate and certificate of character in respect of every employee*

**4. Building and premises/space available —**

(a) please state the number of rooms available and specify the area of each room —

<b>No. of rooms</b>	<b>Size/area</b>

(b) please state whether the following facilities are available —

Facilities	Yes	No	If yes, specify area
Kitchen			
Toilet			
Bathroom			
Laundry			
Playground			
Park			
Living room/restroom			
Others ( <i>Please specify</i> )			

5. Equipment and furniture —

- (a) no. of cots .....
- (b) no. of tables .....
- (c) no. of chairs .....
- (d) no. of cupboards .....
- (e) pedagogical toys (*please attach list*) .....
- (f) no. of fire extinguishers .....
- (g) no. of mattresses .....
- (h) no. of first aid boxes .....
- (i) other(s) (*please specify*)

Please state whether clearance has been obtained from — (*Please tick as appropriate*)

- (a) the Ministry of Health and Wellness Yes  No
- (b) the local authority Yes  No
- (c) the Mauritius Fire and Rescue Service Yes  No
- (d) any other authority/authority (to specify)

**6. Days and hours of operation —**

- (a) Week days ..... Hours .....
- (b) Saturdays ..... Hours .....
- (c) Sundays ..... Hours .....  
and public holidays

**7. Services provided**

Please attach lists of development activities (indoor activities/ outdoor activities)

**8. Other services (*Please tick as appropriate*) —**

- |           |                          |                         |                          |
|-----------|--------------------------|-------------------------|--------------------------|
| Transport | <input type="checkbox"/> | Washing and Ironing     | <input type="checkbox"/> |
| Bath      | <input type="checkbox"/> | Medical services*       | <input type="checkbox"/> |
| Meal      | <input type="checkbox"/> | Psychological Services* | <input type="checkbox"/> |

If other(s), please specify .....

\*Please indicate whether there is a visiting nutritionist?

- |     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, state frequency .....

\*Please indicate whether there is a visiting pediatrician?

- |     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, state frequency: .....

\*Please indicate whether there is a visiting psychologist?

- |     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, state frequency .....

**9. Monthly fees per head —**

*(Please indicate if different fees are claimed under the same age group)*

Age groups	Amount
14 weeks < 1 year	
1 year < 2 years	
2 years < 3 years	

.....

.....

Signature of Manager

Date

**FOR OFFICE USE ONLY**

Date of receipt of documents: .....

Documents verified on: .....

Name of officer: .....

Signature of officer: .....

Grade: .....

Date: .....

## **SECOND SCHEDULE**

[Regulation 6(1)(b)(ii)]

### **MAIN REQUIREMENTS OF A CHILD DAY CARE CENTRE**

#### **1. Building and premises**

(1) The building and premises, including the kitchen, laundry and sanitary facilities, of a Child Day Care Centre shall be in accordance with the Public Health Act.

(2) (a) The indoor space requirement per child shall be 3.25 square metres of unencumbered space.

(b) The space under sub subparagraph (a) —

- (i) shall comprise only space allocated for the child to play and sleep; but
- (ii) shall not include surface area of the hallway, toilet, staff room or kitchen.

(3) The director or manager shall make provision for appropriately equipped rest room and changing area for children aged under 2 years.

(4) (a) The outdoor space requirement per child shall be 7 square metres.

(b) The outdoor space under sub subparagraph (a) shall not include the space occupied by any outdoor building.

(5) For every 15 children or part thereof, there shall be —

- (a) a junior toilet, or an adult toilet with a step, and junior seat;
- (b) a hand basin with a step or placed at a height accessible to children; and
- (c) adequate age appropriate toilet and washroom facilities.

(6) Where there are more than 15 children, there shall be a separate area for their bathing and toileting.

(7) There shall be at least one change table, nursing bench or couch, of standard height with a washable top for every 10 children.

(8) The director and manager shall ensure that the premises, equipment and furnishings used in the Child Day Care Centre are maintained in a safe, clear and hygienic condition and are in good state of repair at all times.

(9) The premises shall be kept free of vermin.

(10) Any animal or bird kept on the premises shall be maintained in clean and healthy conditions and the children shall not have direct contact to them.

## **2. Hours of operation**

(1) The opening hours of a Child Day Care Centre shall be —

(a) from Monday to Saturday, from 6.00 a. m. to 6.30 p.m.;

(b) on Sundays and public holidays, be such time as the director or manager may determine.

(2) The Child Day Care Centre shall operate during preprimary and primary school vacation.

(3) Where, on a particular day, the manager of a Child Day Care Centre intends to stop the operation of the Child Day Care Centre, earlier than its normal hours, the manager shall inform the parent or parents of the child at least 24 hours before the time the Child Day Care Centre stops its operation.

## **3. Facilities**

(1) The manager shall ensure that a parent or guardian of a child can —

(a) enter the Child Day Care Centre during the hours of operation; and

(b) exchange information about his child with the staff.

(2) The manager shall ensure that a parent or guardian has access to all written policies of the Child Day Care Centre.

(3) The manager shall conspicuously display at a Child Day Care Centre a notice setting out —

(a) its certificate of registration;

(b) its hours and days of operation;

(c) the emergency evacuation procedures;

(d) the procedures for dealing with complaints from parents or guardians;

(e) the procedures for delivering and collecting children;

(f) a list of policies of the Child Day Care Centre;

(g) a fire exit plan.

(4) The manager shall conspicuously display the valid certificate of registration at all times.

(5) The manager shall ensure that the contact details of every parent or guardian is available at the Child Day Care Centre.

(6) The Child Day Care Centre shall have an operating communication facility and may provide instant messaging application which is readily accessible to the employees.

(7) The Child Day Care Centre shall obtain and keep current a policy of insurance that will adequately meet liability of the Child Day Care Centre in respect of care services.

(8) The manager shall ensure that programmes and activities implemented as well as the care provided at the Child Day Care Centre is in the best interest of the child at all times.

(9) The programme shall stimulate each child's social, emotional, physical, intellectual, language and creative development.

(10) The programme shall have a balance between indoor and outdoor activities as well as providing a balance between playing and resting time.

(11) The manager shall ensure that equipment, toys and such other pedagogical items are adequate and meet the needs of the child.

(12) The Child Day Care Centre shall have at least one bed or mattress for every 2 children in cohort 2 to 3 years.

(13) The Child Day Care Centre shall have one cot and appropriate bedding for each child aged under 2 years.

The child day care centre shall have individual bed linen and blanket for each child.

(14) The Child Day Care Centre shall have individual bed linen and blanket for each child.

(15) The manager shall ensure that a scale for height and weight of every child is, at all times, available at the Child Day Care Centre.

(16) The manager shall ensure that adequate facilities are available for a child with disabilities.

#### **4. Staffing**

(1) The ratio of child caregivers to children shall be as follows —

- (a) 1 to 4 in respect of children aged not less than 14 weeks nor more than one year;



- (b) 1 to 6 in respect of children aged not less than one year nor more than 2 years;
  - (c) 1 to 10 in respect of children aged not less than 2 years nor more than 3 years;
- (2) The manager shall recruit such employees as may be necessary in the best interests of children —
- (a) prepare meals for the children where meal preparation is part of the service offered;
  - (b) undertake all cleaning and maintenance works; and
  - (c) cater for children with special needs.
- (3) No person shall be recruited for the purpose of subparagraph (2) unless he produces —
- (a) a medical certificate certifying that he is physically and mentally fit to work with children; and
  - (b) a certificate of character produced within 3 months from the date of its issue.

## **5. Health and safety**

- (1) All paddling pools, water troughs and other water containers shall be emptied after use and stored to prevent the accumulation of water.
- (2) Every child shall accede to the bathroom or toilet, or to any container filled with water, under the supervision of a child caregiver.
- (3) All heating and cooling units shall be adequately guarded to prevent accidental contact with hot surfaces and sparks or flames.
- (4) Fans and air conditioning units in children's rooms shall be placed out of the reach of children and serviced at regular intervals.
- (5) Provision shall be made for natural light and adequate ventilation in every place for the children.
- (6) Electrical outlets on walls shall be covered and no electrical cords shall be plugged in and left around for children to play with.
- (7) The manager shall ensure that no child has access to the kitchen or laundry.

(8) Provision shall be made for appropriate space for change area and dressing up children.

(9) Provision shall be made for warm water for bathing each child.

(10) Hot water outlets to the children's bathroom shall have security taps and the temperature controlled to avoid scalding.

(11) Hot water pipes shall be out of the reach of the children.

(12) The equipment in the outdoor areas shall not constitute a hazard for children on account of —

(a) lack of soft surface around the equipment;

(b) the height from which the child can fall;

(c) the likelihood that a child can be trapped, crushed or struck by the equipment and sharp edges, rust or other hazard.

(13) The manager shall ensure that no poisonous vegetation is accessible to children.

(14) The manager shall ensure that no animal, bird or livestock that may be a source of infection or which may be detrimental to the well-being of children is kept on the premises.

(15) The manager shall obtain a fire clearance from the Mauritius Fire and Rescue Service.

(16) (a) Every employee shall be provided with adequate training in respect of the emergency and evacuation procedures.

(b) The training under sub subparagraph (a) shall be conducted at an interval of 3 months.

(c) The manager shall keep a written record of every training conducted under sub-subparagraph (a).

(d) The record shall be available for inspection by such officer as the supervising officer may determine.

(17) The manager shall ensure that each child has its birth certificate, Medical and Immunisation card and a copy is kept on site for inspection.

(18) The manager shall ensure that a medical practitioner available on call to provide emergency services.

(19) The manager shall ensure that a pediatrician and dentist visits the Child Day Care Centre at an interval of 4 months.

(20) The manager shall ensure that no hazardous toy or play material is kept at the Child Day Care Centre.

(21) The manager shall ensure that no poisonous items or hazardous products are within reach of children.

(22) No baby car seat shall be used at a Child Day Care Centre.

## **6. Food and nutrition**

(1) The manager shall ensure that food provided at the Child Day Care Centre is —

- (a) in accordance with the age and health condition of a child;
- (b) fresh;
- (c) warm;
- (d) nutritious;
- (e) reasonably sufficient;
- (f) varied; and
- (g) offered at regular intervals.

(2) The manager shall ensure that safe drinking fluids are available to children.

**THIRD SCHEDULE**

[Regulation 6(2)(c)]

**APPEAL FORM**

Name of Applicant.....

Other names .....

Maiden Name (if applicable).....

National Identity Card no.....

Address.....

Email address .....

Telephone no ..... Mobile no .....

Date of application of Registration.....

Date of refusal/suspension/variation/revocation\* .....

*\* (delete as appropriate)*

Purpose of appeal

Registration not granted\*

Suspension of Registration\*

Variation of Registration\*

Revocation of Registration\*

*\* (tick as appropriate)*

Grounds of appeal .....

Documents, if any. submitted .....

.....

Signature

.....

Date

**FOURTH SCHEDULE**

[Regulation 6(4)(b)]

**APPLICATION FORM FOR RENEWAL OF  
REGISTRATION OF CHILD DAY CARE CENTRE**

Name of child day care centre

.....

Address of child day care centre

.....

*(Please annex site plan and location plan)*

Phone no. .... Fax no .....

Email address: .....

Name of Owner/Director .....

Other Names .....

Maiden Name (if applicable).....

Address of Owner/Director

National Identity Card no.....

Phone no. ....

Name of Manager .....

Other Names .....

Maiden Name (if applicable).....

Address of Manager

Phone no. .... Mobile no .....

Email address. ....

National Identity Card no.....

2. Expected number of children (please specify age groups) —

Age groups	Boy	Girl	Number of children
14 weeks < 1 year			
1 year < 2 years			
2 years < 3 years			

3. Total number of employees —

Name	Occupation	Male	Female	Details of qualifications	No. of employees
	*Manager				
	*Assistant Manager				
	*				
	*				
	*Child Caregiver				
	*Assistant Child Caregiver				
	Cook			Food Handler's	
	Attendant				
	Cleaner				
	Driver				
	Others (Specify)				

*\*Please produce evidence of qualifications or experience, medical certificate and certificate of character in respect of every employee*

**4. Building and premises/space available —**

(a) please state the number of rooms available and specify the area of each room —

<b>No. of rooms</b>	<b>Size/area</b>

(b) please state whether the following facilities are available —

<b>Facilities</b>	<b>Yes</b>	<b>No</b>	<b>If yes, specify area</b>
<b>Kitchen</b>			
<b>Toilet</b>			
<b>Bathroom</b>			
<b>Laundry</b>			
<b>Playground</b>			
<b>Park</b>			
<b>Living room/restroom</b>			
<b>Others (Please specify)</b>			

**5. Equipment and furniture —**

- (a) no. of cots .....
- (b) no. of tables .....
- (c) no. of chairs .....
- (d) no. of cupboards .....
- (e) pedagogical toys (*please attach list*) .....
- (f) no. of fire extinguishers .....
- (g) no. of mattresses .....
- (h) no. of first aid boxes .....
- (i) other(s) (*please specify*)

Please state whether clearance has been obtained from — (*Please tick as appropriate*)

- (a) the Ministry of Health and Wellness    Yes     No
- (b) the local authority    Yes     No
- (c) the Mauritius Fire and Rescue Service    Yes     No
- (d) Any other authority (*to specify*)

**6. Days and hours of operation —**

- (a) Week days..... Hours .....
- (b) Saturdays ..... Hours .....
- (c) Sundays and Public Holidays .....
- Hours .....

**7. Services provided**



Please attach lists of development activities (indoor activities/ outdoor activities)

8. Other services (*Please tick as appropriate*) —

Transport

Washing and Ironing

Bath

Medical services\*

Meal

Psychological Services\*

If other(s), please specify .....

\*Please indicate whether there is a visiting nutritionist?

Yes

No

\*Please indicate whether there is a visiting pediatrician?

Yes

No

If yes, state frequency: .....

\*Please indicate whether there is a visiting psychologist?

Yes

No

If yes, state frequency .....

9. Monthly fees per head —

*(Please indicate if different fees are claimed under the same age group)*

Age groups	Amount
14 weeks < 1 year	
1 year < 2 years	
2 years < 3 years	

.....

.....

Signature of Manager

Date

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Date of receipt of documents: .....

Documents verified on .....

Name of officer:.....

Signature of officer .....

Grade: .....

Date: .....

**FIFTH SCHEDULE**

[Regulation 8(2)]

**APPLICATION FORM FOR REGISTRATION AS  
MANAGER FOR CHILD DAY CARE CENTRE**

1. Name of manager: .....
  2. Other names: .....
  3. Maiden Name (if applicable):
  4. Title: Mr  Mrs  Miss
  5. National Identity Card no .....
  6. Date of birth: ..... Gender: Male  Female
  7. Residential address: .....
  8. Phone no: ..... Mobile: .....
  9. Email address .....
  10. Currently employed at: .....  
(Name of Child Day Care Centre and address)
  11. Date of appointment: .....
- 

**11. Qualification details**

11.1 Academic Qualifications

Certificate in Primary Education  SC/ GCE  HSC  Diploma  Degree

11.2 Others

Please Specify. ....

**12. Please state whether the following have been submitted —**

14.1 Certificate of Character

14.2 Medical Certificate

**13.** I, ....., hereby certify that all information provided is true and factually correct.

Signature: ..... Date: .....

*\*IMPORTANT All of the above-mentioned documents should be submitted in originals together with one photocopy of each of the documents (Certificate of Character, medical certificate, academic qualifications, professional qualifications, testimonial of previous work experiences and National Identity Card).*

**For Office Use Only**

Date of receipt of documents: .....

Documents verified on: .....

Name of officer: .....

Grade: .....

Signature of officer: .....

Date: .....

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**SIXTH SCHEDULE**

[Regulation 10(2)]

**APPLICATION FORM FOR REGISTRATION AS CHILD  
CAREGIVER FOR CHILD DAY CARE CENTRE**

1. Name of Child Caregiver: .....
  2. Other Names: .....
  3. Maiden name (if applicable): .....
  4. Title: Mr  Mrs  Miss
  5. National Identity Card no .....
  6. Date of birth:                      Gender: Male  Female
  7. Residential address:
  8. Phone no: .....Mobile: .....
  9. Email address: .....
  10. Currently employed at: .....  
(Name of Child Day Care Centre and address)
  11. Date of appointment: .....
- 

**12. Qualification details**

12.1 Academic Qualifications

Certificate in Primary Education  SC/ GCE  HSC  Diploma  Degree

12.2 Professional Qualifications

12.3 Others

Please Specify .....

**13. Experience (give details)**

.....  
.....  
.....  
.....  
.....

**14. Please state whether the following have been submitted —**

14.1 Certificate of Character

14.2 Medical Certificate

**15. I, ....., hereby**  
certify that all information provided is true and factually correct.

Signature: ..... Date: .....

*\*IMPORTANT All of the above mentioned documents should be submitted in originals together with one photocopy of each document (Certificate of Character, medical certificate, academic qualifications, professional qualifications, testimonial of previous work experiences and National Identity Card).*

---

**For Office Use Only**

Date of receipt of documents: .....

Documents verified on: .....

Name of officer: .....

Grade:.....

Signature of officer:.....

Date: .....