



DAY CARE CENTRE STUDENT/VOLUNTEER APPLICATION FORM (2024)

SECTION A: DOCUMENTATION REQUIREMENTS

- Change of Information Form and Application Form must be submitted immediately (within 24 hours).
- All personnel documents must be maintained on staff files at the Day Care Centre and updated according to timelines provided below.
- Students and Volunteers must be under direct supervision of qualified staff.

This form must be completed for students or volunteers working directly with children on a part time or full time basis.

<p>Students/Volunteers 15-17 yrs – must have the following on file.</p>	<ol style="list-style-type: none"> 1. Change of Information Form 2. Application Form (Signed by the Personnel) 3. Valid Photo ID 4. Two Reference Questionnaires
<p>Students/Volunteers 18yrs+ *If volunteers are being included in Child to Staff Ratio's all documents are required before they begin at the centre.</p>	<ol style="list-style-type: none"> 1. Change of Information Form 2. Application Form (Signed by the Personnel) 3. Valid Photo ID 4. Two Reference Questionnaires 5. Criminal Background Check – Bermuda Police Service or Magistrate Court (Issued within the last 2 years)** 6. Medical Certificate for Child Care Providers (Completed by your doctor and issued in the last 5 years)** 7. Department of Child and Family Services Background Check (Issued in last 2 years)** 8. SCARS Certificate (Issued in the last 3 years) 9. CPR/First Aid (Issued in the last 2 years)

Section B: Applicant Information			
Name of Applicant:		D.O.B (d/m/yr):	
Day Care Centre:			
Position Seeking:	<input type="checkbox"/> Student <input type="checkbox"/> Volunteer		
Home Address:			
Parish:		Postal Code:	
Telephone:		Cell Phone:	
Email:			
Citizenship (Required) for those over 18 years	Bermudian Non-Bermudian spouse of a Bermudian Permanent Resident Certificate (PRC) holder Non-Bermudian – Work permit number		

Section C: Screening Questions - Circle Yes or No for all questions. If you answer yes to any of the following questions provide an explanation below.		
1. Have you had any form of investigation or disciplinary action by the Department of Child and Family Services or any health or social services related agency that prevents you from working with children in Bermuda or overseas?	Yes	No
Explanation:		
2. Do you have a mental or physical condition and/or drug or alcohol use which could interfere with your current ability to work in child care settings?	Yes	No
Explanation:		

Section D: Declaration Statement – (check each box after reading and sign below)

By my signature: _____

- I agree the information in this application and the information in any required or following documentation is true and accurate to the best of my knowledge. I understand that false statements may result in the removal from the Day Care Centre.
- I understand my application to be a volunteer a day care centre, if approved, may be suspended or revoked at any time there is significant concern, evidence, or allegation regarding fraudulent activities, abuse or neglect.
- I agree to notify the Child Care Regulation Programme of any changes to the information provided in this registration form.
- I agree for Child Care Regulation Programme and/or MOH to contact relevant persons (including but not limited to regulatory and government entities) to verify the information provided in this application.

I agree that I will adhere to the Children Act 1998, Day Care Centre Regulations 1999, and Child Care Standards 2018.

I, _____, have knowledge of my responsibility to report known or suspected child abuse in compliance with Part III of the Children Act 1998.

I certify to the best of my knowledge that the information contained in this application is true and factual.

PATI disclaimer: This correspondence and any response thereof is subject to public disclosure under the Public Access to Information Act 2010. Most exempt records may be disclosed if it is in the public interest (s.21). Personal information, such as names and personal details of service users, patients, complaints, children and vulnerable adults, is exempt from disclosure (s.23). Information of people receiving discretionary benefit such as a licence is not personal information and can be disclosed (s.24 (1)). Commercial information and information received in confidence may be disclosed if it is in the public interest (s.25&s. 26).

Printed Name of Applicant

Signature of Applicant

Date

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Completed applications are emailed to childcare@gov.bm or mailed/delivered to:
Child Care Regulation Programme,
Department of Health, Ground floor 25 Church St. Hamilton, HM12