



Opening A New Day Care Centre Guide (V.1) 2024

Thank you for your interest in opening a Day Care Centre. Please be advised that Day Care Centres are regulated by the [Children Act 1998](#) (Part IX), [Day Care Centre Regulations 1999](#) and [Child Care Standards 2018](#). The Children Act 1998 defines a Day Care Centre as a place in which day care is offered on a regular basis for reward to four or more children who are not of common parentage, whether known as day care centre, child care centre, nursery, nursery school, kindergarten or by any other name.

From the very start the Child Care Regulation Programme (CCRP) is here to assist you in your journey. We will work with you to ensure a solid foundation and understanding is established with the focus to provide quality care for all children under the age of 5 that is built around the laws and best practices.

To get started, please review, and follow this guide as we outline the step-by-step process for opening a successful child care business. Please note the step-by-step process must be completed as listed below.

Step 1 – Initial Contact with the Child Care Regulation Programme (CCRP)

Please contact our CCRP Administrator to indicate your intent to open a Day Care Centre so we can provide you with necessary support through the application process.

Please note you are unable to advertise your business until you receive your Provisional Licence (Step 7).

Section 72, Children Act 1998, No person shall advertise or hold out any place to be a day care centre or assume, use or display in connection with the place, any terms, signs, title or words which imply or lead the public to believe that the place is a day care centre, unless there is a valid licence for that day care centre.

Step 2- Application Process

At least 30 days prior to the proposed first day of operation, please submit a completed Day Care Centre Licensing Application via email to childcare@gov.bm.

All forms for the centre and personnel can be found at <https://www.gov.bm/day-care-centre-forms>

Please ensure to complete all areas on the application form.



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Section A: Day Care Centre Information

- Day Care Centre Name
- Physical Address
- Telephone Number of Centre
- Email Address of Centre
- Hours of Operation
- Owner/ Operator Name
- Telephone Number of Owner/ Operator
- Email Address of Owner/ Operator
- Home Address
- Proposed Person In Charge Name
- Telephone Number of Proposed Person in Charge
- Email Address of Proposed Person in Charge

Section B: Children

- Proposed Age Range of Children
- Number of Children's Toilets
- Wash Basins
- Potties
- Confirmation of Staff bathroom (sink and toilet)

Permitted number of children is determined by the Child Care Regulation Programme based on 25sqft of useable space per child.

Section C: Structure and Utilities

- Attach a blueprint or scaled drawing showing the proposed ratios of each class/group (i.e. 1 year old 2:10), including external play area(s). Please refer to the Child to Staff Ratio form for guidance.
- Facility (indoor/ outdoor) photos of the site.

Section D: Approved Drinking Water Source

- Please describe in writing your approved drinking water source that you will have available on site at all times (i.e. boiled water, pure water, water bottles, parents will provide spare water).

Section E: Programme

- List the name of purchased Curriculum or submit the details of centre created Curriculum.



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Section F: Documents & Policies

REQUIRED DOCUMENTS

- General Liability Certificate
- Valid Fire Certificate
- Occupancy Certificate (if applicable)
- Elevator Certificate (if applicable)
- Day Care Enrollment Application
- Curriculum

REQUIRED POLICIES (“Must”)

- Sick Policy (COVID-19 included)
- Medicine Policy
- Transportation Policy (Use of school vehicle, if applicable)
- Mandatory Reporting Policy
- Fire & Emergency Evacuation Policy
- Discipline Policy
- Safe Sleep Policy

SHOULD POLICIES (“Best Practice”)

- Enrolment Policy
- Complaint Policy
- Accident & Injury
- Field Trip Policy
- Media Viewing Policy
- Open Door Policy (Parents/ Visitors/ Support Services)

- The above should policies are not required by law but highly recommended and are scored as “BEST PRATICE” during the Annual STAR Inspection.
- Day Care Centre Policies & Procedures **SHOULD** be signed and dated by **ALL** staff and parents and are scored as “BEST PRATICE” during the STAR Inspection.
- You will receive email confirmation that your application has been received with all required documents or listing the document(s) that are outstanding.
- The CCRP review process of these documents will take approximately 5 business days.
- Once all required documents are processed, you will receive an email from CCRP with possible dates and times for the introduction meeting (Step 3).

Step 3 – Introduction meeting with CCRP team

Once all required documents have been reviewed and processed, a meeting will be held at 25 Church Street to meet the team and discuss the necessary requirements and next steps.

Child Care Regulation Programme
Department of Health
Continental Building, 25 Church Street
Hamilton HM 12

Phone: (+1 441) 278-4900

Email: childcare@gov.bm



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Step 4 - Initial Risk Assessment visit of the Proposed Location

An initial Risk Assessment site visit will be conducted by the Child Care Regulation Officer and the Programme Manager to determine the site capacity (empty shell) and any issues/ areas that do not meet the regulations. At the completion of the visit, you will receive the Initial Site Visit Outcome Letter which documents areas to be addressed and a letter listing your max permitted number without furniture.

All major health and safety items listed in the table (Items to be addressed) must be addressed before proceeding to Step 8.

Step 5 - Final Site Visit

Once all major health and safety items have been addressed, please contact CCRP via childcare@gov.bm to schedule the final inspection of the building. This visit will take place within 7 business days. The inspection will be conducted by the Child Care Regulation Officer and the Programme Manager to determine the permitted number of children in each designated classroom (layout) and to ensure all building requirements are met.

- It is **mandatory** that all furnishings are in place (e.g. changing tables, pack and plays, cubbies, adults' desk etc. for the inspection.

At the completion of the Final Site visit you will receive a Day Care Centre Measurement Form listing the maximum building capacity and the permitted number of children. You will also receive an Annual Licence Fee Form outlining the fee schedule. Payment can be made based on the number you intend to have enrolled at the centre but cannot exceed the number listed on the Day Care Centre Measurement Form.

Step 6 – Payment

Once the Day Care Centre has been provisionally approved by CCRP, submit the completed Annual Licence Fee Form and confirmation of payment (if completed online) to childcare@gov.bm. This payment is required to receive your provisional licence.

Fees are to be paid in full by bank transfer, cash, or cheque in person with the Child Care Regulation Programme Continental Building, 25 Church Street, Hamilton HM12

Please make all cheques payable to The Accountant General

Details for MOH bank account: Ministry of Health account number: 010-723955-001(HSBC)

Beneficiary Name: Government of Bermuda – Health

Beneficiary Address: Continental Building, 25 Church Street, Hamilton HM12



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Step 7 – Provisional Licence

Upon receipt of payment, you will receive a Pre-Inspection Monitoring form, Provisional Licence letter and Provisional licence. This will indicate that the centre can now advertise.

Please note, you are not able to operate until all personnel have been vetted and completed Child to Staff forms (CSR) have been submitted and reviewed by CCRP. The review process of CSR forms and vetting documents can take 48 hours once the last document has been received.

Step 8 – Overview of Personnel and vetting documents

Submit a completed Day Care Centre Personnel Overview Form confirming all personnel with their application form and vetting documents.

- Name of Person in Charge *Verified by qualification letter issued by CCRP
- Name of Deputy Person in Charge *Verified by qualification letter issued by CCRP
- List all personnel by their position (Staff, Assistant, Substitute) *Verified by qualification letter issued by CCRP
- Name of Summer Students/ Volunteers
- Name of Designated Driver(s) of Day Care Centre Vehicle *If Applicable
- Name of Maintenance Staff (cleaners, cooks, etc.)

Before the start of employment **All** personnel are required to be vetted by CCRP. If items are expired or missing, the person will be unable to begin employment until the documents are submitted to CCRP.

Please note that a centre can only open with the required personnel in place, i.e Person in Charge and Deputy Person in Charge.



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Helpful Tips

- Ensure all individuals (owner/ operator and personnel) keep copies of the original document(s) submitted to CCRP for the use of the centre staff file, as these documents will be required for the Annual STARS Inspection.
- All Day Care Centre Forms can be found at <https://www.gov.bm/day-care-centre-forms>
- A qualified substitute **MUST** be registered under the centre at all times. A substitute can only sub in the position according to their qualification letter issued by CCRP.
- It is recommended that all Day Care Centre personnel complete (10) Continuing Professional Development Hours each year (Sept.-Aug.) The Continuous Professional Development (CPD) Declaration Form, along with certificates, should be completed to document training and professional development. - [Our Ref: \(www.gov.bm\)](http://www.gov.bm)
- Please note that CPR & First Aid and SCARS hours cannot be used together in the same year.

Next Steps following your Provisional Licence

- Within the first month of your provisional licence, a monitoring visit will be conducted by a CCRP Officer to ensure the health and safety protocols outlined in the Children's Act 1998 and Day Care Centre Regulations 1999 are in compliance.
- During the provisional monitoring period, CCRP will monitor your new day care centre for six (6) months, and you will receive a minimum of 3 scheduled monitoring visits.
- Before the end of the provisional period a provisional inspection will be conducted by a CCRP Officer before being considered for a Full Day Care Centre Licence.
- A Full Licence will be issued if **ALL** required areas are in compliance.
- If all required areas are not addressed, a meeting will be scheduled with the Director of Health and CCRP Programme Manager to review the status of your licence.

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