



Change of Information (COI) Form

Section 1 – Contact information

Submit all documentation required with this form to childcare@gov.bm or Child Care Regulation Programme, Department of Health, Continental Building, 25 Church Street, Hamilton HM 12.

Name of Day Care:		Date Submitted:	
Person submitting COI form:			

Section 2 – Change of Information Requiring Prior Approval by Child Care Regulation Programme

Check the box for the change requested.

<input type="checkbox"/>	Buildings and equipment - Submit floor plan or playground lay-out for current structure and proposed changes. Identify the proposed changes. If planning approval is required, submit proof of planning approval.	
<input type="checkbox"/>	Number of Children - Submit proposal for any required staffing or building changes	Current no. approved: No. of requested children:
<input type="checkbox"/>	PIC or Deputy Leaving - Submit the new classroom staff to child ratio form and application (and supporting documentation) for new PIC or Deputy.	Name of PIC/Deputy Leaving: Class responsible for: New PIC or Deputy:
<input type="checkbox"/>	Staff leaving/changing classes – Submit new classroom staff to child ratio form and plan for coverage of the class.	Name of Staff Leaving: Class responsible for: Date of Departure: Proposed coverage:
<input type="checkbox"/>	Staff Joining – Vetting Request. Must submit their application, educational qualifications, CPR, SCARS, DCFS Form, Police or Magistrate’s Court certificate, medical clearance form, contract. Submit new classroom, staff/child ratio form.	Name of Staff Joining: Class responsible for: Date started: Contract signed: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Ownership/Name change – Submit signed and notarized agreement with the new owner/ confirmation of name change.	Name of new owner or new Day Care Name: Proposed date for transfer/Change:
<input type="checkbox"/>	Address – Must provide a copy of the occupancy certificate, transition plan and an environmental inspection must be completed prior to the effective date.	New Address: Proposed effective date:

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).

Signature:	
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