



GOVERNMENT OF BERMUDA
Department of Health
DAY CARE PROVIDER
CHECK LIST

Our children are our most precious resource, and it takes time for the various inspecting agencies listed under the Children Act 1998 to co-ordinate and verifies the suitability of proposed Day Care Providers. Your patience is appreciated and you should expect the application process to take in the region of fifteen (15) weeks, and we will do our best to facilitate the process. Please ensure that all the information is complete before sending in your application.

Your application will be considered incomplete and in process until signed off by the following officers and agencies.

1. Environmental Health Officer

- Verify adequacy and safety of proposed premises.

2. Police Vetting

- Verify Day Care Provider and persons frequenting and living at premises, also on-call person. All persons 16 years and older needs to sign a release form.

3. Child Development Project

- Verify the competence of the Day Care Provider to provide a stimulating and nurturing homecare environment and programme.

4. Child & Family services

Please ensure that the following is completed before handing in your application:-

- Complete the application form , attach any certificates of qualifications.
- Doctors certificate
 - a. Free from communicable disease
 - b. Drug test
- Police release form signed by all persons living in household &/or frequent Premises (such as on-call person)
- Copy of your CPR/First Aid certification
- Spousal letter from Department of Immigration (for non-Bermudians only)
- Copy of passport and birth certificate

Environmental Health
6 Hermitage Road, Devonshire FL 01
P.O. Box HM 1195, City of Hamilton HM EX, Bermuda

REGISTRATION OF DAY CARE PROVIDERS
Children Act 1998 Section 76 (1-7)

Please keep for your records

1. The Chief Medical Officer shall maintain a register of Day Care Providers
2. No person shall act as a Day Care Provider unless that person's name is entered on the register.
3. A person seeking to be registered as a Day Care Provider shall apply to the Chief Medical Officer in the prescribed form and manner.
4. The Chief Medical Officer may enter the name of any persons on the register and issue a certificate of requisition if he is satisfied that:-
 - a. The applicant is a fit and proper person to provide day care.
 - b. The premises in which the day care is to be provided meet the prescribed standards.
 - c. The fee is paid
5. The Chief Medical Officer may attach to any certificate of registration such terms, conditions or restrictions as he considers advisable.
6. A certificate of registration shall be in the prescribed form and shall expire on such date as may be specified in the certificate.
7. The Chief Medical Officer may cancel, suspend, refuse to issue or refuse to renew a certificate of registration where he is satisfied that the day care provider has violated any provision at this Act or the regulations or has not complied with any term condition or restriction attached to the certificate or is not a fit and proper person to hold a certificate.