



MINISTRY OF HEALTH
DEPARTMENT OF HEALTH
Environmental Health

"Healthy People In Healthy Communities"

Guidance Document CCP01



DCP DAY CARE PROVIDERS

Metro Building
6 Hermitage Road, Devonshire FL 02
Phone: 278.5333
Email: envhealth@gov.bm
Website: <http://www.gov.bm>

INTRODUCTION

This document provides guidance on the registration process and requirements to obtain a Day Care Providers certificate of registration. Our children are our most precious resource, and it takes time for the various agencies to co-ordinate and verify the suitability of proposed Day Care Providers. The application process takes around fifteen (15) weeks, and we will do our best to facilitate the process.

Definition of a Day Care Provider

“Day Care Provider” is a person who provides day care for 3 children or less for reward, who are under the age of 5.

Legislation – Children Act 1998

1. The Children Act 1998, Part IX, sets the legal requirements for registration. Any person who meets the above definition must possess a valid certificate of Registration and be listed in the Child Care Providers Registry in order to provide child care.
2. The Chief Medical Officer (CMO) of the Ministry of Health is ultimately responsible for the registration of Day Care Providers, but it is the Environmental Health Section of the Department of Health that administers the registration process.
3. A certificate of registration can have any terms, conditions or restrictions considered necessary. In addition, the CMO may cancel suspend, refuse to issue or refuse to renew a certificate of registration if the child care provider has.
 - Violated any provision of the legislation;
 - Not complied with any term condition or restriction attached to the certificate;
 - Or is not a fit and proper person to hold a certificate.
4. It is unlawful for any person to act as a Day Care provider unless that person is registered.

REGISTRATION PROCESS

1. Application Form:

Applications must be on the Department of Health form provided. The information requested in the application form is used to determine if the applicant is fit and proper to care for children (see section on Application Documents).

2. Inspection of premises:

A pre-registration inspection is required to ensure the premises are safe and appropriate for child care (see section: Inspection Checklist). A representative from Environmental health will contact the applicant to arrange this inspection.

3. Registration Fee:

Before a registration certificate can be granted the applicant must pay the prescribed fee. (contact Office Administration for the current fee)

4. Re-Registration:

Registration must be renewed annually, before the date specified on the certificate.

Application Documents

1. All sections of the application form must be completed. Attach any certificates of qualifications.
2. Day Care Provider Certification by Medical Practitioner Form. Indicating the provider is:
 - a. Free from communicable disease
 - b. Free from substance abuse.
 - c. Physically and mentally fit and capable of caring for young children
 - d. Appropriately immunized
3. Police release form signed by all persons living in household, and substitutes.
4. Copy of CPR/First Aid certification.
5. Spousal letter from Department of Immigration (for Non-Bermudians only)
6. Copy of passport or birth certificate.
7. Two written character references indicating the applicant is of suitable character to care for young children.
8. If you are not allowed to carry out a business from you residence; provide a letter from your landlord indicating permission.

Record Checks and Inspections

For the protection of children and to help ensure the provider is fit and proper, the Department of Health requires criminal and child abuse record checks for:

- The person applying to be a day care provider.
- Anyone 18 years and older who is living in the home.
- Anyone who might have regular access to a child when in the care of the provider.
- All substitutes that will be used by the day care provider.

The Children Act 1998 appoints child officers from various government agencies. These officers are part of the registration process and ensure compliance via inspections. The primary child officers include representatives from:

I. Environmental Health

- Verify, through pre-registration and annual inspections, the safety and health of proposed premises and compliance with total numbers of children allowed.

II. Police

- Provide criminal records checks for all required persons.

III. Child Development Program

- Verify and support the Day Care Provider to provide a stimulating and nurturing day care environment and programme.

IV. Child & Family Services

- Provide child abuse registry checks for all required persons.
- Investigate complaints regarding child abuse

Notifying Environmental Health

Registered Day Care Providers and applicants must inform Environmental Health if there are any changes in information provided on their application form. This includes changes in the premises where it is provided (e.g. renovations or change in location).

Day Care Providers must inform Environmental Health when they are no longer operational.

Inspection Check

This section lists other conditions that are assessed during pre-registration and annual inspections.











Location










A Day Care Provider's home is located in a single-family residence that is owned, rented or leased by the person applying for registration.

Substitutes

All Day Care Providers are required to have a substitute, as indicated on the application form. A substitute is to be used in emergency situations or for irregular scheduled relief. If the substitute is regularly providing care they must register independently with the Department of Health.

Safety & Health

-  The home has working utilities at all times (including, telephone, lights and running water).
-  All medicines, poisonous, toxic or otherwise unsafe materials are inaccessible to children.
-  First-aid supplies are available and include adhesive, bandages, antiseptic cleansing materials, tweezers, and disposable plastic gloves.
-  Electrical wiring is maintained. All accessible electrical outlets shall be safely capped. Electrical cords are used properly; improper use includes, running cords under rugs, over hooks, through door openings, dangling cords, or other use that is known to be hazardous.
-  Safety gates are provided at stairways &/or doorways.
-  Fire Extinguisher should be stationed in the kitchen area of the home.
-  All bathroom doors are kept closed.
-  Wading pools are drained daily and are inaccessible to children when not in use.
-  A safe outdoor play area shall:-
 - Be maintained in good condition throughout the year
 - Be fenced off when located on a busy area or near an embankment, or near a hazard that may be injurious to a child.
 - Have a shaded area.
 - Kept free from litter, rubbish and flammable materials
 - Equipment should be free of sharp, loose or pointed parts that could cause injury to a child.
-  Medications are given only with the parent's written authorization. Each prescribed medication should be accompanied by a physician's or pharmacist's direction. Both nonprescription and prescription medications should be in the original container with directions intact and labeled with the child's name.

-  All medications are stored properly so they are secured from access to children. When refrigeration is required; medications shall be stored in a separate, covered container or sandwich bag to prevent contamination of food or other medications.
-  Water supply is suitable for drinking as determined by the inspectors annual laboratory analysis.
-  If there are animals on the premises, they are typically not allowed in the home during the hours of operation of caring for the child. Inform parents of the presences of any pets.
-  Toys should be cleaned daily and disinfected at least weekly.
-  Cooking for the children is **NOT** allowed.
-  The certificate of registration is displayed in a visible area.
-  Adequate space for children's play pens etc.
-  Preventive steps are taken to avoid the spread of infections. These include:
 - Regular and proper hand washing;
 - Ventilating rooms regularly with lots of fresh air;
 - Establishing cleaning routines.
-  There is not smoking on the premises when caring for the children.




Children's Files

It is recommended that an individual file for each child is kept and updated annually or when the provider becomes aware of changes. Each file should contain:

- The child's name and birth date
- The parent's name, address, telephone number(s)
- Special needs of the child
- Parents work address and telephone number
- The name, telephone number, and relationship to the child of another adult available in case of emergency.
- A list signed by a parent that names of persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.

Policies

It is recommended that the Day Care Provider has written policies that are given to parents stating how care is provided. These polices include:

-  An open door policy that gives parents unlimited access to their children.
-  Parents receive a day to day account of their child's activities.
-  Policies regarding discipline, injury, illness etc.

DAY CARE PROVIDER INFORMATION FAQ SECTION

1. Are day care registrations permanent?

No. A day care registration can be issued for a maximum of a one year period.

2. How many children can I care for without being registered?

Children Act 1998 states if you are not receiving payment, you do not need to be registered. Or if you are looking after children for less than three (3) hours in a day.

3. What happens if I care for more than three (3) children?

If we determine that you are providing care to more than three (3) children for reward, we will expect you to immediately limit the number of children in your care to three or fewer in compliance with The Children's Act 1998. This can also impact your certification.

4. Is there a fee for registration?

There is a fee. Contact Environmental health to receive a quote.

5. How long does it take to get registered?

The exact time to become registered varies depending on how quickly the applicant is able to meet the registration requirements. The registration process includes inspections by the Department of Health, Police Vetting, Child Development Programme and Child & Family Services.

6. What is the benefit of a registered provider?

Some families may be eligible for financial help with their child care costs. The Department of Financial Assistance, support families who are eligible for assistance to pay their child care services. Financial Assistance only rewards registered Day Care Providers.

7. What should I do if I suspect child abuse or neglect?

Child care providers are mandated (required) by law to report any suspicion of child abuse or neglect. You can contact the Environmental Health &/or Child & Family Services.



FOR FURTHER INFORMATION CONTACT

ENVIRONMENTAL HEALTH
6 HERMITAGE ROAD
DEVONSHIRE FL 02
PHONE: 441.278.5333
WEBSITE: <http://www.gov.bm>