



## Opening a New Day Care Centre?

The Child Care Regulation Programme (CCRP) is thrilled that you are interested in opening a Day Care Centre. As Early Childhood Educators, we are committed to building a solid foundation by providing quality care that is nurturing and responsive for all children under 5. To get started, kindly review and complete the following steps. We look forward to having you join this highly rewarding field where creativity, a sense of wonder, and a play-based philosophy are valued.

- Visit Bermuda Economic Development Corporation, or schedule an appointment for advice and guidance for starting a new business.
- Prepare a Business Plan. Think of it as a roadmap that will outline where you're going and how you'll get there.
- Familiarize yourself with Part IX of the Children's Act 1998, the Day Care Centre Regulations 1999, the Child Care Standards 2018, and the Employment Act.
- Complete the Day Care Centre application form found [here](#).
- Contact Department of Planning for approval of your proposed site. Secure certificate of occupancy and floor plan.
- Inform CCRP via email of your intent to open a Centre. Attach the completed Day Care Centre application and submit to [childcare@gov.bm](mailto:childcare@gov.bm). CCRP will review your application and schedule an initial site visit.
- The initial site visit with CCRP will determine the site capacity, highlight any matters arising and outline the remaining documentation required for submission. Although it's preferable that you have furnishings in place for this visit, it is not mandatory.
- Schedule a Fire Inspection with the Bermuda Fire Department and secure a Fire Certificate.
- Identify a preferred local Insurer and get a prepared quote for the required General Liability Insurance. Your Insurer may discuss optional protections for consideration.
- Ensure you have a qualified Person in Charge, and Deputy as per the Day Care Centre Regulations.
- Schedule a meeting with CCRP's Administrator for administrative submissions to include: Occupancy Certificate, Floor Plan, Liability Insurance, Fire Certificate, and Fee(s).
- All businesses are responsible for registering and paying [Payroll Tax](#).
- All Employers with persons who work more than four (4) hours per week must pay contributions into the Contributory Pension Fund (CPF). Please contact the [Department of Social Insurance](#) for more details.
- As a self-employed person or business owner you should also review the Pension Plan requirements for at the [Pension Commission](#)

- Health Insurance is a requirement for all businesses. Contact local providers to find out the best rates for your business
- Schedule an appointment to meet with the Child Care Regulation Programme to present and review Curriculum, Centre Handbook, Policies and Procedures, Staff Application forms, Educational Qualifications and Vetting documents for Person In Charge and Deputy.
- Upon submission and approval of vetting documents outlined above, a Provisional licence will be issued and your centre can open its doors.
- Within the first month an initial Inspection will be conducted by a Child Care Regulation Officer to ensure the health and safety protocols identified in the Children's Act 1998, Day Care Regulations 1999, and/or the Child Care Standards 2018 are meeting the standard.
- New Centres will be monitored for 6 months under the Provisional Licence before being considered for the Full Day Care Centre Licence.
- Kindly note that the process to receive a Provisional Licence can take a minimum of 6-8 weeks

#### Additional Contact Information

Bermuda Economic Development Corporation

<https://bedc.bm>

Tel: **441-292-5570**

Email: [info@bedc.bm](mailto:info@bedc.bm)

Bermuda Fire and Rescue Service

<https://www.gov.bm/department/fire-and-rescue-service>

Tel: (441) 292-5555

Child Care Regulation Programme

<https://www.gov.bm/child-care-regulation-programme>

Tel: 441-278-4900

Email: [childcare@gov.bm](mailto:childcare@gov.bm)

Department of Planning

<https://www.gov.bm/department/planning>

Tel: **441- 297-7756**