GOVERNMENT OF SEYCHELLES

MINISTRY OF EDUCATION

Guidelines, Procedures and Regulations on the Process of Establishing, Registering, Renewal of Registration, Re-Registering and Operation of a Day Care Centre

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Introduction

This document seeks to provide relevant information on important aspects of day care establishment and operations.

The information expands on what is already provided in S.I.44 of 2005 annex 01 with a view to improve the speed and effectiveness of related communication between current and future day care providers and the relevant personnel/section of the Ministry of Education.
1.0 Expression of Interest in the Establishment, Registration, Operation of a Day Care Centre

1.1 Interest in the establishment, registration and operation of a Day Care Centre is to be conveyed through an official letter to the Principal Secretary-Education.

1.2 Acknowledgment of letter of expression of interest will be accompanied by relevant documents.

2.0 Procedures For Application to Establish a Day Care Centre

2.1 The applicant for a Certificate of Registration/Operation will submit a completed formal application form as per established format providing the requested information on key aspects of the day care educational services provisions.

2.2 The completed Application Form shall be accompanied namely by;

- A copy of the Curriculum Vitae of the Applicant with emphasis related education, training and experience.
- A copy of the Registration Certificate for the Centre from the Registrar of Companies
- A bankers Cheque for the prescribed registration fee
- A copy of the last Health Inspection Report of the Premises
- A copy of the last Fire Safety Inspection Report of the Premises
- A copy of a Valid Lease Certificate where the premises is not owned by the operator/applicant.

Note: The documents may be submitted at different phases of the process.

2.3 An application may be made by the Operator of the Day Care Centre in his/her personal capacity or in representation of a body of persons.

2.4 The potential operator shall indicate whether the certificate is to be granted in the name of the Day Care Centre in his/her personal capacity or in representation of a body of persons.

2.5 The Operator of the Day Care Centre in whose name the certificate is granted shall be personally responsible to ensure that the obligations attached to the certificate are observed at all times whether the certificate has been granted in his/her name personally or in representation of a body of persons.
2.6 Where the application is in the name of the Operator of the Day Care Centre, in his/her personal capacity, and the applicant ceases to be the head of the Centre for any reason whatsoever during the period of validity of the Certificate, a fresh application shall be made.

2.7 Where the application is in the name of the Operator of the Centre in representation of a body of persons, that body shall without delay give notice in writing to the Minister of the change in the headship and submit the particulars (Curriculum Vitae) of the person that has assumed that office and thereafter the Certificate shall be deemed to be in the name of that person in representation of that body of persons.

2.8 Where no application as referred at point 2.6 or no notice as referred at point 2.7 is made or given within three months from the date on which the Head of the Centre in whose name the certificate has been made ceases to hold that office that certificate shall be deemed to have been cancelled on the date of the lapse of the period of three months.

3.0 Conditions For Approval For Registration as a Day Care Centre

3.1.1 The information provided must satisfy the conditions laid down in the S.I. 44 of 2005 (Annex 01) and related documents by the Ministry of Education including the Policy, Strategy, Standards Regulations, Guidance, Monitoring and Evaluation.

3.1.2 Approval for registration or re-registration will not be withheld unless the Day Care Centre fails to meet the Minimum Standards Regulations for the Operation of a Day Care Centre and therefore cannot provide a satisfactory environment for the education of the children/students.

3.1.3 The decision to approve or refuse an application for a certificate shall be communicated to the applicant within fifteen (15) days from the date the application is received.

3.1.4 The approval for registration will be recognized by the award of a Certificate of Registration issued by Ministry responsible for Education.

3.1.5 As part of the monitoring responsibility, the Ministry will as far as possible undertake yearly assessment of Day Care Centres to establish the possibility, of the centre being granted the 'Renewal of Registration Certificate' and to advise and provide guidance to the management accordingly.
3.1.6 Withholding of the Certificate of Registration or the Renewal of Registration Certificate will be accompanied by areas of the 'Minimum Standards Regulations' where improvement will be expected within a specified time.

4.0 Content of the Certificate of Registration/Operation

The Certificate of Registration will mention:

a) the name of the proprietor and operator
b) the name and address of the Day Care Centre
c) the Registration Number and Period of Registration/Operation
d) the conditions to be in place during the validity period of the certificate

5.0 Display of the Certificate of Registration

The Certificate of Registration shall be displayed in a conspicuous location in the Day Care Centre.

6.0 Information on Registered Day Care Centres

The Ministry shall publish in the Gazette and the national newspaper the list of registered Day Care Centres by March of each year.

The information will also be communicated to the relevant section of the Ministry of Education.

7.0 Validity Period of the Registration Certificate

The validity of the Registration Certificate shall be for five (5) years and reviewable on a yearly basis.

8.0 Conditions for Renewal of the Registration Certificate

Renewal shall be conditional to the yearly submission and approval of the completed Registration Form in accordance with 3.1.1 and payment of yearly fee.

9.0 Fees and Mode of Payment for Registration/Renewal of Registration

3.2 The registration and renewal fee shall be R550 inclusive of the processing fee and shall be paid yearly.

3.3 The prescribed fee is to be be paid to the Ministry of Education by Banker’s Cheque.
10.0 Withholding of a Certificate of Registration or Renewal of Registration Certificate

Where an application for registration or renewal is withheld, the applicant shall be notified in writing -

a) of the refusal and the reason for refusal.
b) of his/her right to appeal under the appropriate provision of Education Act 2004.

11.0 Application For Re-registration of a Day Care Centre

Not withstanding sub-section 2.6, on 'Application for Re-registration' shall be required in the following instances;

- providing for an additional class or facility.
- providing for any type or level of education and/or training to that already registered for.
- transferring the institution to a new site.
- re-opening an institution that has been closed.

12.0 Fees charged for the services Provided by Day Care Services

Fee to be charged for the services offered by Day Care Centers shall not be conditional to the approval of the Principal Secretary.

13.0 Training of Day Care Education Providers

The Ministry shall as far as possible provide or facilitate the training and professional development of day care service provider.

14.0 Infrastructure, Resources for Teaching & Learning

The Ministry shall, as far as possible, facilitate access to adequate infrastructure and teaching, learning resources.

15.0 Eligibility to Operate a Day Care Centre

The Ministry shall establish the minimum qualifications & experience necessary to manage a day care centre.

16.0 Language of Instruction

The language of instruction shall reflect the Ministry’s language policy for education and training relevant to Early Childhood Education.
17.0 Curriculum of Day Care Centres


18.0 Undertaking Activities Other than Day Care Education on Registered Day Care Premises

Approval from the Principal Secretary - Education shall be required to undertake such services.

19.0 Temporary Absence of a Day Care Operator

Ministry of Education to be officially notified and be provided with appropriate documents namely Curriculum Vitae for the person
Ministry of Education is to be also notified of the person and officially approve for the person to act as temporary operator for the period in question.

20.0 Review of Student Quota for a Day Care

Request is to be made to the Ministry of Education for follow-up and approval consideration.

Note: For additional legal details related to Day Care Education please refer to Annex 01.