

## STARTING A CHILD CARE CENTRE

**Before you start a Child Care Centre, certain requirements for a successful operation**

**MUST be established:**

- ☐ Site must be inspected by Public Health, and a certificate granted.
- ☐ Site must be inspected by the Early Childhood Unit of the Ministry of Education.
- ☐ Application form must be completed and returned to the Early Childhood Education Unit.
- ☐ A drawing of the floor plan, and intended use of space.
- ☐ Proof of training for supervisors and teachers.
- ☐ A copy of your Mission Statement.
- ☐ Knowledge of the benefits to be derived from attending an Early Childhood Development programme.
- ☐ An understanding of the needs of the families in your particular community for this type of programme.
- ☐ A realistic estimate of all expenses necessary for operation the programme in accordance with the Ministry of Education Standards and Regulations.
- ☐ An assured source of funds to sustain the programme.
- ☐ Knowledge of the legal requirements to operate a Child Care Center in your community.
- ☐ An administrative body. This may be a department of a public or private agency, an incorporated board of directors, or an individual. The administrative body has the responsibility for financial operations, for establishing operating policies, for

efficient disbursement of funds, for operating within the guidelines of the regulations, and for maintenance of high -quality care for the children.

- ☐ Policies for admission of children. (A Parent's Handbook)
- ☐ Policies for employment of staff (An Employee Handbook) a staff professionally qualified to plan and carry out such an integrated programme.
- ☐ A building (or part of a building) that is safe and has adjacent outdoor play area and sufficient space indoor for the various Learning Centres, a kitchen, food storage, bathroom with toilet and hand-washing facilities, office, storage of supplies, first-aid equipment, fire extinguisher, running water, electricity, and a telephone.
- ☐ Equipment to meet the needs of the programme such as small tables and chairs, a furnished kitchen. A furnished office, cots or mats for resting. Educational toys and materials, children's books, outdoor play equipment for the children and teacher's resource books.
- ☐ An age-appropriate programme designed to meet the holistic development of the children in your care.
- ☐ Contact with other community and Government agencies and other institutions to which families can be referred for services not offered by your programme, from which consultation services can be obtained as needed and with which there can be community planning for the children and their parents.



**Early Childhood  
Education**  
St. Vincent and the Grenadines