



Ministry of Education & Culture
DEPARTMENT OF EDUCATION



FORM OF APPLICATION FOR PERMIT TO OPEN AN EARLY CHILDHOOD CENTRE (PRIVATE)
OR TO CONTINUE OPERATING AN EXISTING CENTRE (DAY CARE/ PRE-SCHOOL)

To: Minister of Education

How to complete this application:

1. This form should be completed in duplicate and in block letters. The form must be completed by the proprietor or by someone on his/her behalf.
2. Completed form must be accompanied by relevant documents:

For new establishment only

- Proposal
- Floor Plan to Scale (with proposed layout of furnishings)
- Certificate of Good Citizenship/ Police Report (for Proprietor & Proposed Director)
- Two reference letters which speak to business competence and personal integrity of proprietor

For renewal of establishment only

- Overview
- Certificate of Good Citizenship/ Police Report for Proprietor, Director & Members of Staff
- Staff Information Form for each member of staff

Purpose for application

Application for permit to establish an early childhood development centre

Application to continue operating an existing early childhood development centre

SECTION I: PERSONAL INFORMATION

Name of Applicant: _____
(State capacity – proprietor or agent of proprietor)

Address: _____

Telephone Number: (_____) _____ Fax Number (_____) _____

Name and title of the person with the authority to sign the application for a permit:

Name: _____ Title: _____

Address: _____ Telephone Number: (_____) _____

Name and title of the person with responsibility and authority to work with the Department of Education:

Name: _____ Title: _____

Address: _____ Telephone Number: (____) _____

SECTION II: INFORMATION ON EARLY CHILDHOOD CENTRE

Name of Center: _____

Physical Address: _____

Mailing Address: _____

Telephone Number: (____) _____ Fax Number:(____) _____

Ownership (*tick which applies*)

- Government
- Private
- Church
- Community Organisation
- Non-Governmental Organisation

Nature of the Facility (*tick which applies*)

- Daycare (3 mths. to 2+ yrs.)
- Preschool (3 + yrs. to 4 + yrs.)
- Pre-Primary (5 + yrs. – 6 yrs.)

Type of Service (*tick which applies*) Full Time Part Time

Proposed Hours of Operation

Daycare (if applicable) _____

Preschool (if applicable) _____

Pre-Primary (if applicable) _____

Number of Children (projected) Maximum _____

Number of Caregivers and Preschool Teachers _____

SECTION III: PHYSICAL SPACE

Use of Building (*tick which applies*)

- Home
- Business (other than child care)
- Other (please specify) _____

Number of Rooms Used for Child Care _____

Sq. Footage per Child _____ Indoors

_____ Outdoors

Description of Outdoor Space

- Security _____
- Grounds _____
- Equipment _____

APPLICANT’S SIGNED DECLARATION

I, the undersigned, have read and understood the Ministry of Education guidelines for opening and operation of an early childhood development centre and abide by the requirements therein.

I understand that failure to comply with these guidelines may lead to the permit may not be granted.

SIGNATURE _____ DATE _____

UPON COMPLETION, THIS APPLICATION IS TO BE SUBMITTED TO:

CHIEF EDUCATION OFFICER
DEPARTMENT OF EDUCATION
P.O. BOX 72
ROAD TOWN
TORTOLA, **VG 1110**
BRITISH VIRGIN ISLANDS

For OFFICIAL USE ONLY

- Application No: _____
- Date Received: _____
- Fee of \$100.00 for first time application received: _____
- Fee of \$75.00 for renewal of permit received: _____
- Approved Rejected
- Permit valid to: _____

THE PROPOSAL
(For New Establishment Only)

A. General

1. Evidence of the need for the centre in the community
2. The aims and objectives of the centre
3. Short and concise statements respecting the following: the philosophy, outcomes, and scope of the programme to be offered (Centre's Curriculum or Programme Outline to be attached)
4. An outline of assessment strategies used or to be used

B. Center Operations

1. Attach a copy of the center's written operating policies (e.g. admission, financial, emergency).
2. Attach policies regarding charges and services.
3. Indicate the age children the centre will cater for.
4. State the hours that the centre will be open each day.
5. State the days that the centre will be open each week.
6. State the months that the centre will be open each year.
7. Provide information regarding holidays.
8. State who will be in charge when the Director is not in the center.
9. Provide an outline of safety and security measures (emergency evacuation plan, drop off/pick up system, etc.)
10. Include a schedule of activities for daycare and preschool
11. Include the discipline policy
12. Indicate whether or not the centre proposes to prepare and serve meals to the children attending the facility.

C. Organization

1. Indicate what type of organization it is: Government, Private, Church, Non-Government Organization

D. Personnel

1. Provide information regarding Early Childhood experience and training of the proprietor.
2. Provide the following information regarding the proposed director.
 - (i) the person's name and date of birth;
 - (ii) the person's educational qualifications and experience in early childhood care and education or similar qualifications or experience;
 - (iii) the person's health status, job description, character references, and police record;
 - (iv) the hours during which it is proposed that the person will work at the facility; and
 - (v) the age group of the children for which the person is to be primarily responsible.

**THE OVERVIEW
(For Existing Establishment Only)**

A. General

1. The aims and objectives of the centre
2. Short and concise statements respecting the following: the philosophy, outcomes, and scope of the programme to be offered (Centre's Curriculum or Programme Outline to be attached)
3. An outline of assessment strategies used

B. Center Operations

Attach the following:

1. A copy of the center's written operating policies (e.g. admission, financial, emergency)
2. Policies regarding charges, services, discipline
3. Schedule of activities for daycare and preschool
4. Indicate whether or not the centre proposes to prepare and serve meals to the children attending the facility.

C. Organization

1. Indicate what type of organization it is: Government, Private, Church, Non-Government Organization

D. Personnel

1. Provide information regarding Early Childhood experience and training of the proprietor.
2. Provide the following information regarding members of staff.
 - (i) the person's name and date of birth;
 - (ii) the person's educational qualifications and experience in early childhood care and education or similar qualifications or experience;
 - (iii) the person's health status, job description, and police record;
 - (iv) the hours during which the person works at the facility; and
 - (v) the age group of the children for which the person is primarily responsible.