



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

EARLY CHILDHOOD CARE AND EDUCATION (ECCE) DIVISION

Education Towers, No.5 St. Vincent Street, Port of Spain, Trinidad

1-868-622-2181 ecce@moe.gov.tt

GUIDELINES FOR REGISTRATION OF A PRIVATE PRESCHOOL

BACKGROUND

The Early Childhood Care and Education Division registered private providers from 2003 till 2012 strictly for the purpose of record keeping.

Registration from April 2013 is now defined as having followed and completed steps 1 – 6 as outlined in the Steps for Registration as well as compliance to the required Standards.

All private schools operating in Trinidad and Tobago must be registered with the Ministry of Education in accordance with the Education Act Chap 39:01

STEPS FOR REGISTRATION

Application Forms can be obtained from Early Childhood Care and Education (ECCE) Division or downloaded from the Ministry of Education website: - www.moe.gov.tt

Providers applying for registration of a preschool must be in operation for at least one (1) month before the application for registration is submitted to the Ministry of Education (ECCE Division).

Written approvals must be obtained from the following agencies:

- 1. Water and Sewerage Authority (WASA)** - Contact the New Services Department located in Valsayn St. Joseph for guidance regarding the approval process 662 – 2302 (ext. 2699). **You are seeking a completion certificate for internal plumbing system.**
- 2. Electrical Inspectorate (Public Utilities Commission)** - There offices are located in Arouca - Head Office, POS opposite the Oval in the Ministry of Public Utilities building and there is an office in San Fernando. You are seeking an inspection certificate of approval. Please call their office to get the necessary details regarding the approvals. **You are seeking an (Inspection Certificate of Approval in accordance with the [Electricity inspection Act, Chap 54:72])**
- 3. Trinidad and Tobago Fire Services** - This must be sought from the Fire Prevention Department closest to you. **Your request is for an inspection for the acquisition of a certificate** must be made to the Officer in Charge of the Fire Prevention Department. The offices are located in the following areas: **South** - San Fernando Fire Station, **Central** - Chaguanas Fire Station, **North** - Wrightson road Port of Spain or Grande Fire Station.



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- 4. Regional Health Authority - Health** – Public Health must be contacted before you begin setting up your centre in order to get the approvals for the use of the premises for the purpose of an ECCE Centre. Contact Public Health Inspectorate for your area, you are seeking to have the **sanitary and aesthetic conditions of the premises inspected in compliance with the Public Health Ordinance Chapter 12, No. 4.**

- 5. Institutions that also provide day-care services** (Notification must also be given to Children’s Authority - Practitioners interested in opening a day-care or already have one in existence, must notify the Children’s Authority. This is to informing the Children’s Authority that you have an operational day-care or plan to open one as part of your preschool/ECCE Centre. Also, to obtain a copy of the **Children’s Community Residences, Foster Care and Nurseries Act Chapter 46:04.** Though the Act has not yet been proclaimed providers can familiarise themselves with the law which will govern nurseries in the future.

- 6. Town and Country** – ensure that your facility meets Town and Country approval

All private schools must also register their business with the Ministry of Legal Affairs and attach the receipt unto application form. (Originals must be seen by a Ministry of Education Official and copies are to be submitted to the ECCE Division)

There must be at least one (1) qualified teaching staff with relevant certification. The minimum qualification is as follows:

- Certificate in Early Childhood Education from a recognized Tertiary Institution (Copy of certificate must be submitted to the (ECCE) Division along with original.)



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STANDARD REQUIREMENT FOR REGISTRATION OF A PRESCHOOL (excerpt from the Proposed Standards for Regulating Early Childhood Services)

- ✓ Teacher child ratio should not exceed the following:
 - i. Birth - 2 years 1: 4
 - ii. 2 - 3 years 1: 6
 - iii. 3 - 4+ years 1: 15

- ✓ Corporal punishment is not allowed. Providers must record and report all signs of child abuse and/or neglect to the relevant authorities.

- ✓ Providers who also offer services for children birth to 3 years must ensure that children are cared for in a separate space with sufficient floor space that allows for nappy changing, preparation of feeds, etc. The space must have allowance for indoor and outdoor play, active and quiet time. Environment must also be rich in learning resources.

- ✓ Curriculum should be broad, balanced and coherent covering all the areas stated in **The National Early Childhood Care and Education Curriculum Guide** (accessible via the Ministry of Education's Website)

- ✓ **All accidents/incidents must be recorded in details.**
 - The ECCE Division and the Ministry of Health must be notified immediately of the following:
 - Outbreak of a communicable disease.
 - Food poisoning
 - Serious accident or injury to staff or child
 - Sudden death

- ✓ A fully equipped First Aid Kit must be on hand. This has to be clearly labelled, visible and readily available, but not accessible to the children.

- ✓ Glass doors and windows at a low level must be fitted with safety glass or covered with safety film. First floor windows must be fitted with opening restrictors.

- ✓ Preschools must be clean, properly ventilated, adequately lighted and furnished in a child-centred manner.



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- ✓ Preschools should have one child sized toilet and face basin for every fifteen (15) children. Bathroom doors should be free of locks.
- ✓ A shower area should be provided for children's use.
- ✓ There should be adequate space to accommodate the number of children attending the preschool. There should be access to an outdoor play area. **(Recommended space guide)**

birth - 2 years	2.7 sq. metres (25 sq. ft.)
2 - 3 years	2.1 sq. metres (20 sq. ft.)
3 - 5 years	1.6 sq. metres (15 sq. ft.)

- ✓ Ground floor accommodation is the preferred setting for preschools. If such accommodations are not available, each child **MUST** be accompanied up and down the stairs. Staircases must be of a design with suitably constructed banisters and non skid treaders. Gates may be required at the top and bottom of the stairs.
- ✓ Provider must inform the Ministry of Education of transfer of ownerships, relocation or closure of preschools.
- ✓ Providers are required to complete and submit to the ECCE Division the Annual Statistical Returns Data Form to the Research Department of the ECCE Division.

For more information

Contact the Ministry of Education, Early Childhood Care and Education Division