

## 4 WHAT IS THE PROCESS FOR REGISTRATION?

- After submitting the necessary documentation and relevant fee voucher, the ECC has seven (7) working days to process your application and pass it on to the inspectorate division.
- The Inspectorate division has fifteen (15) working days to appoint an inspector who will arrange to visit, conduct an inspection of your premises, as well as interview the relevant personnel at the institution.
- After the inspector visits then an inspection report will be submitted for review.

## 5 HOW OFTEN DO I APPLY FOR REGISTRATION?

You apply for registration every five (5) years.

## 6 ENSURE THAT THE ECC IS NOTIFIED OF CHANGES MADE TO YOUR INSTITUTION

There are certain changes that by law the Commission should be notified immediately, for example;

- A.** Changes to numbers enrolled
- B.** Change in the type of institution
- C.** Significant changes to the physical environment.

*Any queries or concerns regarding the registration process can be directed to:*

### THE REGISTRATION DEPARTMENT Early Childhood Commission

45-46 Kingston Mall, 8 - 10 Ocean Boulevard,  
Kingston, Jamaica, W.I.  
Tel: (876) 922-9296-7  
Fax: (876) 922-9295  
[www.ecc.gov.jm](http://www.ecc.gov.jm)



# HOW DO I REGISTER?



**AN ECI'S GUIDE TO REGISTRATION**

# REGISTRATION WITH THE EARLY CHILDHOOD COMMISSION

## 1 WHY DO I NEED TO REGISTER MY INSTITUTION?

According to the Early Childhood Act (2005) all persons operating an early childhood institution must register with the Early Childhood Commission.

## 2 WHAT IS THE COST OF REGISTRATION?

The cost of registration is \$1,500.00, and can be paid at any National Commercial Bank (NCB). Vouchers for payment are available at the following locations:

- *Early Childhood Commission*
- *MOEY - Early Childhood Unit*
- *MOEY - Heroes Circle*
- *MOEY - Regional Offices*
- *Education Officers*

## 3 WHAT DOCUMENTS DO I NEED TO REGISTER?

The following documents should accompany your completed application form-

- A. Proof of payment of registration fee;
- B. Two passport-sized photographs of the applicant;
- C. A reference, from any two of the following-
  - i. A Justice of the Peace
  - ii. A Minister of Religion
  - iii. An Attorney-at-law
  - iv. The Principal or the Chairman of the Board of Management of an educational institution;
  - v. A former employer of the applicant
  - vi. A Resident Magistrate or a Judge of the Supreme Court;
  - vii. A police officer above the rank of Inspector.
- D. A report from the Jamaica Fire Brigade stating that your institution has been inspected and the officer is satisfied that reasonable steps have been taken for the prevention of fire and for protecting against the dangers of fire and other disaster.
- E. A report from the Public Health department stating that your institution has been inspected and is in compliance with the provisions of the Public Health Act.
- F. A copy of the following must be supplied for the applicant and employees-
  - i. Certification of good health from a registered medical practitioner;
  - ii. A food handler's permit;
  - iii. A Police Record
- G. Job description of each proposed employee and a copy of every proposed terms of employment;
- H. Details of the premises or proposed premises-
  - i. A floor plan of each building
  - ii. A description of the structure
  - iii. A list of furniture and equipment;
  - iv. Any other details as may be prescribed.
- I. Particular of fees to be charged and proposed sources of funding.