

- times of arrival and departure;
 - ❖ A record of every medication administered to a child
- For each employee
- ❖ Personnel records;
 - Job description and terms of employment;
 - ❖ List of qualifications;
 - ❖ Health certification;
 - ❖ Police record;
 - ❖ Food handler's permit;
 - ❖ Name of contact in the case of an emergency
 - ❖ Daily attendance record – including record of the hours worked

GENERAL RECORDS

- ❖ A daily record of the meals served at the institution;
- ❖ Time table showing the daily schedule of activities;
- ❖ Proper accounting records in respect of financial activities of the institution, in accordance with recognised accounting standards.

8 WHAT'S NEXT? (FOLLOW-UP TO INSPECTION)

After the inspection the inspector submits a written report to the Early Childhood Commission on the status of your institutions. You will be issued with the appropriate certificate (Registration Certificate or a Certificate with a Permit to Operate).

9 COMPLAINTS

According to the Early Childhood Act a person aggrieved by any decision of the Commission to refuse an application for registration or renewal of registration or to suspend or cancel registration may, within seven days after the date on which the notice of such decision was received by him, appeal against such decision to the Appeal Tribunal appointed by the Minister.

APPEAL TRIBUNAL

The purpose of the Appeal Tribunal is to hear appeals under the Early Childhood Act.

EARLY CHILDHOOD COMMISSION

45-49 Kingston Mall,
8 - 10, Ocean Boulevard,
Kingston, Jamaica, W.I.
Tel: (876) 922-9296-7,
Fax: (876) 922-9295
Website: www.ecc.gov.jm



EARLY CHILDHOOD COMMISSION



HOW TO PREPARE FOR INSPECTION

AN ECI'S GUIDE TO INSPECTIONS

Why must I be inspected?

1 PURPOSE OF INSPECTIONS

Inspections aim to improve child learning outcomes through the evaluation and assessment of the quality of the services being provided by Early Childhood Institutions.

2 WHY INSPECTION?

Under the Early Childhood (EC) Act no institution will be allowed to operate without being registered with the Early Childhood Commission (ECC). An integral part of registration is the inspection of institutions.

3 WHO INSPECTS?

Institutions will be inspected by inspectors assigned by the inspectorate division of the ECC.

4 FREQUENCY OF INSPECTIONS?

Inspection will be conducted twice per year.

How can I be ready for my inspection?

5 AREAS TO BE INSPECTED

The following Areas will be evaluated and reported on by the inspector.

- ❖ Staff
- ❖ Developmental/Educational Programmes
- ❖ Interactions and Relationships with Children
- ❖ Physical Environment
- ❖ Indoor and Outdoor Equipment, Furnishing and Supplies
- ❖ Health
- ❖ Nutrition
- ❖ Safety
- ❖ Child Rights, Child Protection and Equality
- ❖ Interactions with Parents and Community Members
- ❖ Administration
- ❖ Finance

6 ENSURE THAT ALL MEMBERS OF STAFF ARE FAMILIAR WITH THE RELEVANT DOCUMENTS

The most important documents are-

- ❖ Early Childhood Act 2005
- ❖ Early Childhood Regulations 2005
- ❖ Policies and Standards for the Operation, Management and Administration of Early Childhood Institution

Both the E.C. Act and Regulations are combined in a friendly format and is available at the ECC.

7 ENSURE THAT YOU HAVE THE REQUIRED RECORDS

For each child, the following-

- ❖ A file in respect of each child enrolled at the institution;
- ❖ A medical report of the child, completed and signed by a duly qualified medical practitioner;
- ❖ A medication and illness log
- ❖ Accident and incident reports
- ❖ Assessment reports done internally or obtained from other sources;
- ❖ The names of the persons authorized to collect the child from the institution;
- ❖ A record of all known food or drug allergies affecting the child
- ❖ Record of each incident and illness
- ❖ Injury report log
- ❖ Daily attendance records including