

## **DAY-CARE CENTRES REGULATIONS, 1979 (LI 1230).**

IN exercise of the powers conferred on the Commissioner responsible for Labour and Social Welfare by section 13 of the Day-Care Centres Decree, 1978 (S.M.C.D. 144) these Regulations are made this 14th day of August, 1979.

### **Regulation 1—General Equipment.**

Every Day-Care Centre shall be provided with the following equipment or materials:—

- (a) a small wooden stool or chair for each child;
- (b) small wooden table for each group of four or six children to be used for meals, painting, etc.;
- (c) wooden wash-stand made with a hole at the top to hold a medium size water basin;
- (d) a store-room with shelves or a strong cupboard with shelves secured with lock for keeping utensils, mugs, spoons, etc. used by the children;
- (e) one or two wooden boxes with padlocks for keeping toys, blocks and play materials;
- (f) racks and pegs for hanging children's towels and clothing;
- (g) sleeping mat for each child;
- (h) reasonable number of chamber-pots for use by the toddlers;
- (i) enamel basins, one for each wash-stand and two extra for bathing children;
- (j) two aluminium containers with lids for drinking water, milk, etc;
- (k) one enamel, aluminium or plastic mug for each child;
- (l) one bowl or soup plate for each child; preferably aluminium or plastic;
- (m) teaspoon or small aluminium spoon for each child;
- (n) one towel for each child and reasonable quantity of extra towels;
- (o) ladles for serving food, buckets for carrying water, cooking pots, and a kitchen table and stove.

### **Regulation 2—First-Aid Box.**

Every Day-Care Centre shall be provided with a first-aid box secured with lock and key in which there shall be kept the following items for treatment of bruises and minor ailments:

- (a) cotton wool, lint, crepe bandage, gauze, bandage, plaster, splint;
- (b) scissors, thermometer;
- (c) acriflavine, iodine, methylated spirit, milton, pale soap;
- (d) aspirin tablets or mixture.

**Regulation 3—Playthings.**

- (1) Every Day-Care Centre shall be provided with such fixtures as swing, slide or sandpit.
- (2) A swing must be low and the ropes properly secured at the top to a strong metal ring and protected against wear and tear.

**Regulation 4—Blackboard.**

- (1) Every classroom of a Day-Care Centre shall be provided with small blackboard for individual use of the children or a blackboard fixed to a wall at a height which every child can reach for the purpose of using it to exercise the fingers and the wrist and for free play with coloured chalks.
- (2) The surface of the blackboard must be smooth and painted evenly over with blackboard ink and the blackboard must be supported on an easel with double sides.

**Regulation 5—Structural Sanitary Requirements.**

Every Day-Care Centre shall have for each child a floor space of not less than 1 square metres.

**Regulation 6—Records.**

Every Day-Care Centre shall keep the following records and documents:—

- (a) attendance and admission registers;
- (b) receipt books or tickets numbered serially; and
- (c) cash book, market books, sick record book and log book.

**Regulation 7—Fees.**

- (1) The management committee of every Day-Care Centre shall, having regard to the economic conditions and living standards in the location of the Centre determine the fees chargeable in respect of each child.

(2) Any fee determined by the management committee under sub-regulation (1) of this regulation shall be subject to the approval of the Commissioner.

### **Regulation 8—Qualifications of Day-Care Attendants.**

(1) A Day-Care attendant (referred to in these Regulations as an "attendant") must possess at least a Middle School Leaving Certificate.

(2) Without prejudice to sub-regulation (1) of this Regulation every Day-Care Centre shall employ at least two attendants of whom one must possess a first-aid certificate issued by the St. John Ambulance or the Red Cross Society and a Day-Care Attendant's Certificate issued by the Director of Social Welfare and Community Development.

(3) Subject to sub-regulations (1) and (2) of this Regulation an attendant must have a medical certificate issued by a recognised medical practitioner certifying that she is fit and free from infectious diseases.

(4) Each attendant shall attend to not more than twenty-five children at a time.

### **Regulation 9—Remuneration Of Attendants.**

An attendant shall be paid a salary equivalent to that of a pupil teacher with a Middle School Leaving Certificate.

### **Regulation 10—Training Of Attendants.**

The Department of Social Welfare and Community Development shall be charged with the responsibility for arranging training courses at the National Day-Care Training Centre for all grades of staff of Day-Care Centres.

### **Regulation 11—Inspection Of Premises.**

The Department of Social Welfare and Community Development shall be responsible for the inspection of premises of Day-Care Centres in accordance with the provisions of sections 2 and 8 of the Decree.

### **Regulation 12—Maintenance Of Register Of Approved Day-Care Centres.**

The Department of Social Welfare and Community Development shall be responsible for keeping and maintaining the register of approved Day-Care Centres under section 4 of the Decree.

### **Regulation 13—Health Inspections.**

The Ministry of health shall once in every six months inspect facilities for sanitation and health provided in every Day-Care Centre and shall submit a report thereon to the Director of Social

Welfare and Community Development.

**Regulation 14—Protection Of Children Against Infectious Diseases.**

(1) No child shall be admitted to a Day-Care Centre—

(a) if he has not been immunized against smallpox, diphtheria, whooping-cough, tetanus, tuberculosis and measles; or

(b) if he suffers from any other infectious disease.

(2) Every Day-Care Centre shall arrange for the children at the Centre to be examined at regular intervals by a Public Health Nurse.

**Regulation 15—Medical And Personal Records Of Children.**

There shall be kept in every Day-Care Centre in respect of each child a medical record chart and a personal record file.

**Regulation 16—Interpretation.**

In these Regulations "Decree" means the Day-Care Centres Decree, 1978 (S.M.C.D. 144).

ANTHONY KOBINA WOODE

Commissioner responsible for Labour and Social Welfare

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