



Government of Dominica
MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT,
SPORTS, & YOUTH AFFAIRS
EARLY CHILDHOOD EDUCATION DEPARTMENT

APPLICATION FOR PERMISSION TO OPERATE AN
EARLY CHILDHOOD EDUCATION CENTRE

I/We hereby make application for a permit to operate a

Preschool

Daycare

Name of Centre: _____

Proprietor: _____

Name: _____

Address: _____

Contact Information:

Tel: _____ / _____ / _____

Email: _____

Administrator: _____

Address: _____

Contact Information:

Tel: _____ / _____ / _____

Email: _____

Name of nearest Medical/Health Centre: _____

Address: _____

Tel: _____ / _____ / _____

Purpose/Justification for opening the Centre: _____

Hours of Operation: From: _____ to _____

Days of the Week: _____

Will meals be served? Yes No:

Maximum number of children Centre can accommodate: _____

Ages: From: _____ to _____

Names of Members of Staff:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Monthly Fees: _____

Estimated Monthly Income: _____

Estimated Monthly Expenditure: _____

Name of Applicant: _____

Signature: _____ Date: _____

Please provide all other supporting documents with this application form.

1. An outline of your Care and Education Programme
2. An inventory list
3. Job description for staff
4. A sample employment agreement with Staff

For Each Member of Staff attach:

1. a Staffing Sheet
2. 2 Character references (letters)
3. A clean Police Record
4. A Medical Certificate from a Medical Doctor
5. A Food Handlers Certificate