

**THE EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY ACT**

**Regulations made by the Board, with the approval of the Minister,  
under section 20 of the Early Childhood Care  
and Education Authority Act**

1. These regulations may be cited as the Early Childhood Care and Education Authority (Registration of Pre-Primary Schools) Regulations 2011.

2. In these regulations –

“Act” means the Early Childhood Care and Education Authority Act;

“authorised officer” means an employee of the Authority;

“certificate of registration” means a certificate of registration issued by the Authority under regulation 3(5)(a);

“child care giver” means a person registered as such under regulation 8(4)(b);

“child care services” means care pertaining to child development and supervision;

“child minding services” means custodial and care services which are provided by a pre-primary school;

“educator” means a person registered as such under regulation 7(3)(c);

“manager” means a person registered as such under regulation 6(4);

“pre-primary school” means an establishment, with or without child minding services, which provides educational services and child care services to not less than 10 children above the age of 3 and up to the age of entry to a primary school.

3. (1) No pre-primary school shall begin to function unless it is registered with the Authority.

(2) A person who wishes to run a pre-primary school shall make an application for the registration of –

(a) the school;

- (b) its manager;
- (c) its educator;
- (d) every child care giver who will work at that school; and
- (e) members of the staff of that school,

to the Authority, in such form and manner as it may approve, at least 2 months before the school is to start to function.

(3) An application made under paragraph (2) shall be accompanied by –

- (a) the relevant permit issued by the district council or municipal council in relation to the premises where the pre-primary school shall operate;
- (b) a certificate from the Sanitary Authority under the Public Health Act to the effect that the premises is free of any nuisance;
- (c) a certificate from the Controller, Fire Services or his authorised officer, to the effect that the premises where the pre-primary school shall operate satisfy fire safety requirements.

(4) The pre-primary school shall not be registered unless –

- (a) all documents referred to in paragraph (3) have been submitted;
- (b) it complies with such requirements relating to –
  - (i) the premises;
  - (ii) sanitary conditions;
  - (iii) the furniture and equipment;
  - (iv) health and safety; and
  - (v) its staff,

as may be imposed by the Authority or any other relevant authority.

(5) (a) Where the Authority grants an application, it shall, on such terms and conditions as it may determine and on payment of the appropriate fee specified in Part A of the Schedule, register the pre-primary school and issue a certificate of registration in the name of the school.

valid –

- (b) A certificate of registration issued under subparagraph (a) shall be
  - (i) for a period of 24 months from the date of issue; or
  - (ii) for such shorter period as the Authority may determine.

(c) A certificate of registration shall specify whether the school may provide child minding services.

– (6) The Authority may reject an application made under paragraph (2) where

- (a) the applicant does not –
  - (i) comply with paragraphs (3) and (4); or
  - (ii) pay the appropriate fee specified in Part A of the Schedule;
- (b) the manager is not a fit and proper person to act as such; or
- (c) any information submitted by the applicant for the purpose of obtaining the issue of a certificate of registration is false in any material particular.

(7) Where an application made under paragraph (2) is rejected, the applicant may appeal to the Minister within 21 days of the date on which he is notified of the decision of the Authority.

**4.** (1) An application for the renewal of a certificate of registration –

- (a) shall be made to the Authority, within one month before the date of expiry of the certificate, in such form and manner as the Authority may approve; and
- (b) shall be accompanied by –
  - (i) the documents referred to in regulation 3(3);
  - (ii) the appropriate fee specified in Part B of the Schedule.

(2) The Authority may renew a certificate of registration for a period of 24 months and on such other terms and conditions as it may determine.

(3) Where an application for the renewal of a certificate of registration is rejected, the applicant may appeal to the Minister within 21 days of the date of which he is notified of the decision.

**5.** (1) Subject to paragraph (2), the Authority may cancel the registration of a pre-primary school –

- (a) where any term or condition specified in its certificate of registration is breached;
- (b) where it appears that the pre-primary school has ceased to operate; or
- (c) where the manager contravenes these regulations or is not administering the pre-primary school to the satisfaction of the Authority.

(2) Before cancelling the registration of a pre-primary school, the Authority shall, by notice in writing, require, within such reasonable time as it may determine, the manager to show cause why the registration should not be cancelled.

(3) Where the Authority cancels the registration of a pre-primary school, no refund of the fee paid for the registration shall be made.

**6.** (1) A pre-primary school shall, at all times, be administered by a full-time manager.

(2) (a) No person shall act as a manager of a pre-primary school unless he is registered with the Authority.

(b) An application to be registered as manager shall be made to the Authority in such form and manner as it may approve.

(3) The Authority may, after such inquiry as it thinks necessary and subject to regulation 10, grant or reject an application made under paragraph (2)(b).

(4) Where the Authority grants the application, it shall, on such terms and conditions as it may determine, register the applicant as manager of the pre-primary school.

(5) Where an application made under paragraph (2)(b) is rejected, the applicant may appeal to the Minister within 21 days of the date on which he is notified of the decision of the Authority.

(6) Every manager shall, in relation to the pre-primary school for which he administers, keep –

- (a) an admission register of children;
- (b) an attendance register of children, educators and non-teaching staff;
- (c) a register of educators, non-teaching staff and child care givers;
- (d) an inspection register;
- (e) a cash book;
- (f) a visitor's book;
- (g) an inventory of furniture and equipment;
- (h) a time-table;
- (i) a pupil's profile;
- (j) a daily occurrence book;
- (k) an attendance register of children benefiting from child minding services; and
- (l) such other information or document as the Authority may determine.

(7) (a) Every manager shall, in relation to the pre-primary school for which he administers, submit to the Authority, by 31 January in every year, a list of –

- (i) children admitted;
- (ii) children benefiting from child minding services;
- (iii) members of the non-teaching staff;
- (iv) child care givers; and
- (v) educators.

(b) The manager shall inform the Authority, as soon as possible, of any change in the particulars of the list referred to in subparagraph (a).

(8) No manager shall administer more than one pre-primary school at a time.

(9) The Authority may issue such direction as it thinks fit, to the manager, for the effective running of a pre-primary school which he administers and the manager shall comply with such direction.

7. (1) No person shall teach in a pre-primary school unless he is registered as an educator with the Authority.

(2) No person shall be registered as an educator unless –

- (a) he is between the age of 18 and 65 years;
- (b) he is the holder of a Cambridge School Certificate or an equivalent qualification acceptable to the Authority;
- (c) he is holder of a certificate in pre-school education or equivalent to the Teacher's Certificate issued by the Mauritius Institute of Education;
- (d) he produces a medical certificate and a certificate of morality which have been issued within one month before the date of the application to register as educator; and
- (e) he produces a chest X-ray report relating to him and issued within a period of 5 years of the date of the application for registration as educator.

(3) (a) A written application for the registration of an educator shall be made by the manager of the pre-primary school to the Authority in such form and manner as the Authority may approve.

(b) Where the person to be registered as educator satisfies the requirements referred to in paragraph (2), the Authority may, after such inquiry as it thinks necessary, grant the application.

(c) Where the Authority grants the application, it shall, on such terms and conditions as it may determine, and on payment of the appropriate fee specified in Part C of the Schedule, register the person as educator.

(4) (a) Without prejudice to its powers under regulation 10, where the person to be registered as educator does not satisfy the requirements referred to in paragraph (2), the Authority shall reject the application made under paragraph (3)(a) and inform the manager of its decision.

(b) Where the application is rejected by the Authority, an appeal may be made by the manager to the Minister within 21 days of the date on which he is notified of the decision of the Authority.

(5) An educator shall, 3 years after registration, and after every subsequent period of 3 years, submit to the Authority a medical certificate issued by a Government medical practitioner and a certificate of morality issued by or under the authority for the Director of Public Prosecutions, within one month before the date of submission.

(6) An educator shall, 5 years after his registration and after every subsequent period of 5 years, submit to the Authority a chest X-ray report relating to him and issued within a period of 5 years before the date of its submission.

(7) Where the educator fails to comply with paragraph (5) or (6), the Authority may deregister the educator.

(8) Every educator shall keep –

- (a) a weekly plan of work, and daily notes, in such form as the Authority may determine;
- (b) a programme of extra-curricular activities proposed to the children; and
- (c) such other document as the Authority may determine.

**8.** (1) Subject to paragraph (2), no person shall provide child minding services in a pre-primary school unless he is registered as child care giver with the Authority.

(2) The Authority may, notwithstanding regulation 11(2), authorise an educator to also act as a child care giver in a pre-primary school where the manager of the school notifies the Authority that, for logistical, financial and other reasons, a child care giver cannot be employed as a member of the staff of the school.

(3) No person shall be registered as a child care giver unless –

- (a) he is between the ages of 18 and 65;
- (b) he produces a statement from a secondary school, certifying that he has studied up to Form IV or its equivalent;
- (c) he is holder of a certificate in child care giving issued by the Mauritius Institute of Education or other equivalent qualification acceptable to the Authority;
- (d) he produces at the time of application a medical certificate issued by a Government medical practitioner and a certificate of morality issued by or under the authority of the Director of Public Prosecutions, within one month before the date of submission; and

(e) he produces a chest X-ray report issued within a period of 5 years.

(4) An application for the registration of a child care giver shall be made, in writing, by the manager of the pre-primary school to the Authority in such form and manner as it may approve.

(5) (a) The Authority may, after such inquiry as it thinks necessary, grant the application where the applicant satisfies the requirements referred to in paragraph (2).

(b) Where the Authority grants an application made under paragraph (3), it shall, on such terms and conditions as it may determine, and on payment of the appropriate fee specified in Part D of the Schedule, register the applicant as a child care giver.

(6) A child care giver shall, 3 years after registration and after every subsequent period of 3 years, submit to the Authority, a medical certificate issued by a Government medical practitioner and a certificate of morality issued by or under the authority of the Director of Public Prosecutions, within one month before the date of submission.

(7) A child care giver shall, 5 years after his registration and after every subsequent period of 5 years, submit to the Authority, a chest X-ray report relating to him and issued within 5 years before the date of its submission.

(8) Where a child care giver fails to comply with paragraph (6) or (7), the Authority may deregister the child care giver.

(9) (a) Without prejudice to its powers under regulation 10, where the person to be registered as child care giver does not satisfy the requirements referred to in paragraph (2), the Authority shall reject the application and inform the manager of its decision.

(b) Where the application is rejected by the Authority, an appeal may be made by the manager to the Minister within 21 days of the date on which he is notified of the decision.

(10) Every child care giver shall keep –

(a) a programme of activities proposed to the children; and

(b) such other document as the Authority may determine.

**9.** (1) No person shall work in a pre-primary school unless he is registered with the Authority.

(2) (a) An application to be registered under paragraph (1), shall be made by the manager of the pre-primary school to the Authority in such form and manner as it may approve.

(b) The application shall be accompanied by –

- (i) a medical certificate, issued by a Government medical practitioner, within 30 days before the date of submission;
- (ii) a chest X-ray report issued within 5 years before the date of its submission; and
- (iii) a certificate of morality issued by or under the authority of the Director of Public Prosecutions, within 30 days before the date of its submission,

of the person who is to work in the pre-primary school.

(3) The Authority may grant or reject an application made under paragraph (2) (a).

(4) (a) Where the Authority grants the application made under subparagraph (a), it shall, on such terms and conditions as it may determine, register the person who is to work in the pre-primary school.

(b) Where the application is rejected by the Authority, an appeal may be made by the manager to the Minister within 21 days of the date on which he is notified of the decision.

(5) A person who is registered to work in a pre-primary school shall, 3 years after his registration, and after every subsequent period of 3 years, submit to the Authority a medical certificate issued by a Government medical practitioner and a certificate of morality, issued by or under the authority of the Director of Public Prosecutions, within 30 days before the date of its submission.

(6) A person who is registered to work in a pre-primary school shall, 5 years after his registration, and after every subsequent period of 5 years, submit to the Authority a chest X-ray report relating to him and issued within 5 years before the date of its submission.

**10.** Notwithstanding any other regulation, the Authority may refuse to register a person as manager, educator, child care giver or any other staff, where the Authority is satisfied that the person –

- (a) is not of good character;

- (b) is medically unfit;
- (c) has made any material misrepresentation in his application or in the course of any inquiry made under regulation 6(3), 7(3) or 8(4)(a); or
- (d) does not satisfy the requirements referred to in these regulations.

**11. (1) In every pre-primary school –**

- (a) there shall be at least one educator for every 25 children;
- (b) the teaching time shall not be less than 5 hours nor more than 6 hours daily;
- (c) there shall be 3 school terms which shall be the same as those of primary schools or as otherwise approved by the Minister.

(2) Every pre-primary school registered to provide child minding services, shall have at least one child care giver for every 20 children.

(3) Every pre-primary school registered to provide child minding services, shall provide such services for a maximum of 6 hours daily on a normal school day and for a maximum of 11 hours daily on weekdays during school holidays.

(4) An authorised officer may, with or without notice, visit and inspect a pre-primary school to ascertain whether the provisions of the Act or these regulations are being complied with.

(5) Every pre-primary school may be inspected on a regular basis by such medical or sanitary officers as may be deputed by the supervising officer of the Ministry responsible for the subject of health, or such other officer as may be deputed by any other relevant Ministry or Authority.

**12. The Education (Pre-Primary Schools) Regulations 1997 are revoked.**

**13. (1) (a) Every pre-primary school which is registered under the Education (Pre-Primary Schools) Regulations 1997 shall be deemed to be registered as a pre-primary school without child minding services under these regulations.**

(b) Every manager of a registered pre-primary school who wishes the school to provide child minding services at the commencement of these regulations shall apply for registration to the Authority in the manner set out in these regulations.

(2) Every person who was registered as a manager under the Education (Pre-Primary School) Regulations 1997 shall be deemed to be registered as manager under these regulations.

(3) Every person who was registered as a teacher under the Education (Pre-Primary School) Regulations 1997 shall be deemed to be registered as an educator under these regulations.

**14.** These regulations shall come into operation on 1 September 2011.

Made by the Board 22 June 2011 and approved by the Minister, on 5 August 2011.

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## **SCHEDULE**

[Regulations 3(5)(a), 3(6)(a), 4(1)(b)(ii), 7(3)(c), 8(5)(b)]

### **PART A**

	<b>FEE (Rs)</b>
Registration of pre-primary school without child minding services	200
Registration of pre-primary school with child minding services	300
Registration of registered pre-primary school wishing to offer child minding services	100

### **PART B**

	<b>FEE (Rs)</b>
Application for renewal certificate of pre-primary school without child minding services	200
Application for renewal certificate of pre-primary school with child minding services	300

### **PART C**

	<b>FEE (Rs)</b>
Registration of educator	200

### **PART D**

	<b>FEE (Rs)</b>
Registration of child care giver	100

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