

Childcare Connections

Personnel Roles & Responsibilities

The Child Care Regulation Programme issues qualification letters to personnel based on their education and experience in alignment with the Day Care Centre Regulations 1999, Regulation 9 & 10. Owners and operators can assign responsibilities to personnel that meets the centres need within their level of qualification.

A **Person in Charge** is responsible for the centre daily, including, having a written description of the various activities of the centre, and providing a well-balanced programme that supports the developmental needs of the children. This person tends to be the main contact for CCRP. *Day Care Centre Regulation 6 (1&2)*

A **Deputy** steps up in the Person in Charge absence and should be aware of the day to day operations of the centre.

Staff are persons qualified as such by CCRP and are in charge of a classroom and the responsibilities involved.

Assistants are persons qualified as such by CCRP and **must always** be under the direct supervision of staff, deputy or person in charge .

A Person in Charge or Deputy must be on site at all times.



All personnel have equal responsibility to:

- Understand and follow the operational requirements including: Children Act 1998, Day Care Centre Regulations 1999, Child Care Standards 2018, and Centre policies;
- Ensure the health, safety and well-being of all children & families;
- Adequately supervise all children;
- Provide a safe, nurturing and stimulating environment;
- Conduct personal caregiving routines for all children;
- Support the educational and developmental goals through child-directed, play-based activities;
- Engage in continuous development.

The following are ways in which you can support the development of assistants in their role:

- Staff, Deputy and Person in Charge should model and encourage appropriate behaviors and interactions with children, families, and coworkers;
- Provide guidance on developmentally appropriate practices;
- Include them in planning, observation, and documentation practices and allow them to implement activities with active supervision;
- Model appropriate classroom management skills and how to effectively communicate with children and families.

General tasks assigned to assistants can include: preparing materials, toileting/diapering, preparing food/bottles, cleaning, setting up for nap, etc.

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