**REGISTRATION OF EARLY CHILDHOOD DEVELOPMENT SERVICE PROVIDER**

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| **What is the service** | Registration of Early Childhood Development Service Provider |
| **Am I eligible?** | You are eligible to register if you provide childcare services targeting children from birth to 6 years old (through ECD center, Community Based ECD, Home Based ECD, Daycare/Crèches, etc), and/or if you provide parenting education. This registration does not concern nursery schools which should register through MINEDUC. |
| **Department to be approached** | Family Promotion and Child Protection Department-MIGEPROF |
| **When can I access the service?** | N/A |
| **Time limit to access this service? Or Once a request is made or an application is submitted, how long will it take?** | 14 days |
| **What, if any, is the cost of registration?** | Registration of ECD service provider is free of charge (N/A) |
| **What documents are required?** | **a) Application letter addressed to the minister of gender and family promotion** **b) Address** * Name of the organisation:
* Name of legal representative/country director:
* Organization address (district, sector, cell, village, office telephone, email)
* Notified copy of the statutes/legal personality/provisional agreement

 **c) Project / Program summary**  **i) Background information*** Vision
* Mission
* Objectives
* Domains of intervention
* Potential beneficiaries
* Any additional relevant information

 **ii) Compliance criteria** * Summary of a Needs Assessment Report endorsed by the district
* Alignment with the ECD Policy and Strategic Plan
* Exit strategy

**d) Action plan of the current year endorsed by the district of intervention** |
| **What is the procedure?** | All the above requested documents must be submitted electronically via IREMBO website |
| **Relevant legal documents** | **Early Childhood Development Policy:** <http://www.migeprof.gov.rw/uploads/media/EARLY_CHILDHOOD_DEVELOPMENT_POLICY_2016.pdf>**Early Childhood Development Strategic Plan:** <http://www.migeprof.gov.rw/uploads/media/NATIONAL_EARLY_CHILDHOOD_DEVELOPMENT_POLICY_STRATEGIC_PLAN_2016-2021.pdf> |