

Registration of Early Childhood Development Services

Information to support
individuals or organisations
applying for registration
of ECD services

CONTENTS

1	The Children's Act	4
2	Registering Your ECD Service	4
2.1	Types of ECD Services	5
2.2	Determining which Registration is Required	5
2.3	How Do I Apply for Registration?	5
2.4	What Supporting Documents Do I Need to Submit?	6
2.4.1	What is a Business Plan?	6
2.4.2	Day Care Plan	7
2.4.3	Particulars (Overview) of the ECD Programme	7
2.4.4	Implementation Plan	8
2.4.5	The Discipline Policy	9
2.4.6	Management Structure	9
2.4.7	Staff Composition	9
2.4.8	The Attendance Register	9
2.4.9	Emergency Plans	10
2.4.10	Drawing up Building Plans	10
2.4.11	Clearance Certificate in terms of Part B of the National Child Protection Register	11
2.4.12	Writing a Lease Agreement	11
2.4.13	The Daily Menu	12
2.5	Preparing for an Assessment - the Norms and Standards	12
2.5.1	Space and Ventilation	13
2.5.2	Safety	13
2.5.3	Drinking Water	13
2.5.4	Care for Sick Children	14
2.5.5	Toilets	15
2.5.6	Safe Storage of Harmful Items	15
2.5.7	Refuse Disposal	15
2.5.8	Food Preparation	16
2.5.9	Disabilities	16
2.5.10	Transport	16
2.5.11	Child Admission Register	16
2.5.12	ECD Programme Norms and Standards	17
3	Registering as a Non-Profit Organisation	17
3.1	Forming a Voluntary Association	18
3.2	Drawing up a Constitution	18
3.2.1	Background	18
3.2.2	Name	18
3.2.3	Objectives	18
3.2.4	Legal status	18
3.2.5	Will not distribute profits to members	18
3.2.6	Powers	19
3.2.7	Members	19
3.2.8	Structure	19
3.2.9	What does the management committee do?	19
3.2.10	Financial matters	19
3.2.11	Amendments to the constitution and dissolution of the voluntary association	19
3.2.12	Indemnity	20
3.2.13	Dissolution	20
3.3	Applying to Register as an NPO	20
3.4	What must be Reported to the Department of Social Development Every Year	20
4	Acknowledgements	21

CONTENTS (Appendix)

Appendices: Required Application Documents	22
Appendix 1: Form 11 - Application for Registration as a Place of Care	25
Appendix 2: Checklist for Partial Care Registration	27
Appendix 3: Form 16 – Application for Registration as an ECD Programme	28
Appendix 4: Checklist for ECD Programme Registration	30
Appendix 5: Business Plan Template	31
Appendix 6: Day Care Plan	37
Appendix 7: Implementation Plan	39
Appendix 8: Discipline Policy	42
Appendix 9: Management Structure	46
Appendix 10: Staff Composition	47
Appendix 11: Attendance Register	49
Appendix 12: Emergency Plan Template	50
Appendix 13: Application Form for Clearance from Part B of the National Child Protection Register	53
Appendix 14: Sample Lease Agreement	56
Appendix 15: Daily Menu Sample and Template	62
Appendix 16: Accident and Incident Register Template	66
Appendix 17: Personal and Medical History Form Template	67
Appendix 18: Health Hygiene and Illness Policy Example	70
Appendix 19: Medicine Administration Form Template	74
Appendix 20: Transport Policy Example	75
Appendix 21: Child Admission Form	76
Appendix 22: Model Constitution	77
Appendix 23: Application Form for NPO Registration	83
Appendix 24: Narrative Report	88

1. THE CHILDREN'S ACT

The Children's Act was signed in 2005 by the South African parliament to clarify and change the law on matters related to children. The Children's Act deals with various matters pertaining to children and includes regulations on how places which care for children must operate. Chapter 5 and Chapter 6 of the Children's Act 38 of 2005¹ provide the legal framework for partial care facilities and early childhood development (ECD), respectively.

According to the Children's Act 38 of 2005, all entities providing early childhood development services to children aged from birth to school-going age must apply for ECD programme registration. Further to this, any service that provides care for more than 6 children aged from birth to school-going on behalf of their caregiver/guardian during specific hours of the day must apply for registration as a "partial care facility" with the provincial head of the Department of Social Development (DSD) in the province where the centre is located.

The centre is assessed against norms and standards for registration as a partial care facility to ensure that the centre is a suitable place for children to be cared for.

An application must also be made for ECD programme registration. For this application, the staff, the daily programme and the procedures and policies will be assessed against the norms and standards of the Children's Act to make sure that they are suitable for developing and caring for pre-school children.

The Children's Act also says that the provincial governments **MAY** provide funding for partial care facilities and early childhood development programmes and priority is given to communities where families do not have the funds to provide these services for their children. Registering your ECD service is extremely important as it is required by law. Therefore, not registering a centre may put it at risk of being closed down.

Being registered means you are known by DSD and can access any services and support they have available and apply for funding when it is available. It also gives parents confidence that the care you provide for their children meets the norms and standards and that they will be safe and well cared for. A registered service should be the first choice for parents in their community.

2. REGISTERING YOUR ECD SERVICE

ECD services in South Africa are started by individuals or groups of community members. Therefore, you find a range of different organisation types including registered private businesses, non-profit organisations (NPOs) or unregistered micro enterprises. Regardless of whether you are functioning as a for-profit business, an NPO or even if you are unsure, you must be registered as an ECD service as this is your licence to operate and government's way to ensure child protection and regulation of ECD. The application guide is for all ECD services no matter what type of organisational structure you are. If you are a private business look out for the sections and supporting documents that apply only to NPOs and ignore these.

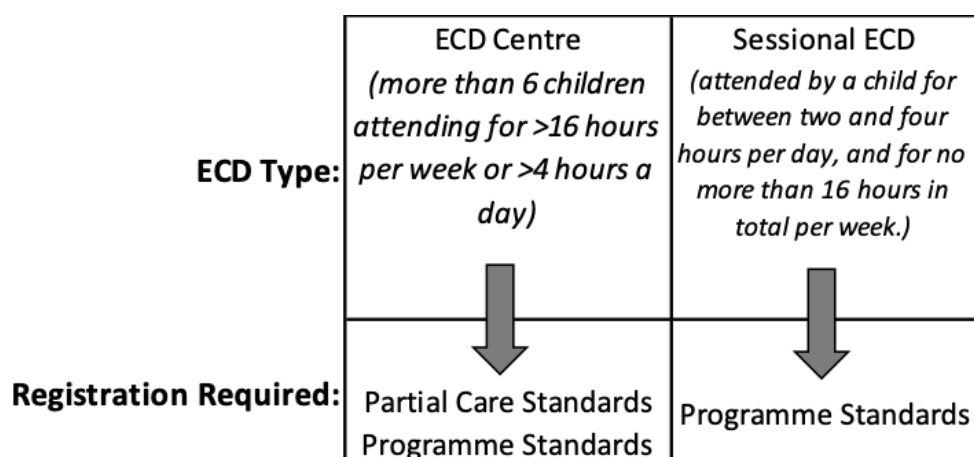
¹ Updated on 15 August 2011

2.1 Types Of ECD Services♥

	Centre Based ECD Service	Non-centre Based ECD Services			
Modality	Centre	Home visiting	Playgroups	Toy libraries	Mobile ECD
Typical Dosage	More than 20 hours per week. In practice, often daily for the full day	Once a month	Three sessions of 3 hours per week	Based on demand	Three sessions of 3 hours per week
Number of children	More than 6	One (or more if there are siblings in the same home)	Average 10 per group	N/A	Average 15 per group

2.2 Determining Which Registration is Required♥

Based on the table in 2.1, if you think your ECD service is classified as a non-centre based service and no child attends for more than 16 hours per week then only programme registration is required. For centre-based services and services where children spend more than 16 hours per week both Partial Care and ECD Programme Registration are required.



If you are already registered and your registration has expired you will need to re-apply. Furthermore, if you have registered but have added on to your building to increase the number of children or changed location you will need to register again.

♥ 2.3 HOW DO I APPLY FOR REGISTRATION?

In order to apply for partial care registration, you must fill in Form 11, which is an application form for registration. Form 11 is attached in **Appendix 1**.

In order to apply for ECD programme registration, you must fill in Form 16, which is attached in **Appendix 3**. This must be filled in along with the supporting documents listed below and delivered at your local Department of Social Development service office.

Take down the name and number of the social service professional who receives your application so that you can follow up on your registration progress.

A social service professional and an environmental health practitioner will visit the site to check whether it is suitable for caring for young children. They may ask for further information.

The Department of Social Development may then register the site with “conditional registration” (Bronze or Silver status) if there are things that need to be changed to meet the requirements for full registration. Otherwise, the ECD service will be registered as a “full registration” (Gold status). On your certificate it will say how many children your site is suitable for and these numbers must be followed strictly to prevent over-crowding and give children the best opportunities for development.

2.4 WHAT SUPPORTING DOCUMENTS DO I NEED TO SUBMIT?

The table below shows a summary of the documents required for both ECD programme and partial care registration.

Required documents for both partial care and programme registration
Day-care plan / Daily routine
Staff composition
Clearance certificates in terms of Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act
Lease agreement / PTO / title deeds (excluding mobile ECD programmes and home visits)
Evidence of qualifications or education level for applicant/supervisor and staff
Required documents for partial care registration
Form 11
Constitution (NPO & Private)
Business plan
Discipline policy
Management structure (NPO & Private or i.e. committee members or management of the centre)
Attendance register (copy)
Certified ID copies of all committee members/management structure and staff
Daily menu (if applicable)
Environmental Health certificate or inspection report (if in possession of this)
Emergency Plan
Copy of building plans (excluding mobile ECD programmes)
Required documents for ECD programme registration
Form 16
Particulars (overview) of the programme
Implementation plan
Certified ID copies of the applicant/supervisor and staff
Partial care certificate (if applicable)

A checklist for your application is shown in **Appendix 2** for partial care registration and **Appendix 4** for ECD programme registration. The following sections elaborate on some of the document requirements listed in the table above.

2.4.1 What is a Business Plan?

A business plan is a document which describes why your ECD centre was started and what need in the community it is serving. It should also describe how many children of different ages are served and how the centre runs. It will include information on the fee's that are payable, what hours the centre-based ECD service is open, who the staff are and how each day is run for the children.

A template for the business plan is included in **Appendix 5**.

2.4.2 Day Care Plan♥

The day care plan shows how the day is broken up into activities which are necessary for the proper care and development of young children.

Children of different ages need different amounts of rest, free play and stimulation led by caregivers and these should be shown on plans specific to each age group.

A good day care plan realises the different amount of time that children can concentrate on one task and provides variety in the day which builds different skills:

- Children need time to play outdoors to develop their bodies' ability to move – jumping, climbing, hopping, running, skipping and crawling are examples of these skills which are called gross motor skills.
- They need free-play time to learn through different play activities that are not led by a practitioner.
- Fine motor skills, or small movement skills which develop the smaller muscles of the hands are learnt through activities like threading, cutting, sticking, eating and construction and should be part of each day.
- Practitioner led rings or sessions should encourage children to develop skills in communication, movement and music and listening.
- Times for cognitive development which focus on skills such as problem solving, decision making and memory include puzzles, educational toys and games appropriate to each age.
- Other parts of a typical daily routine which teach pre-schoolers to be independent and interact socially are toilet and washing up times, snack and lunch times, tidy up times.
- Story times are great ways for developing language and listening skills.
- Activities which develop children's creative skills such as painting, drawing, and play-dough should be included each day.
- In a full day programme children will also need specific rest time.

Included in **Appendix 6** is an example of a daily program as well as a template.

2.4.3 Particulars (Overview) of the ECD Programme♥

A day care plan should also accompany an application for ECD programme registration. Specifically, DSD regulations require "particulars of the early childhood development programme in respect of which the application is being made". DSD ECD programme guidelines suggest this should be a succinct summary of the key elements of the programme consisting of (other requirements are covered in Form 16):

- a) the type of programme
- b) early learning opportunities
- c) centre or non-centre based
- d) target areas
- e) a brief background, if applicable
- f) theoretical basis, if known

2.4.4 Implementation Plan♥

Additionally, ECD programme registration should be accompanied by an implementation plan. The implementation plan should reflect the broad learning areas/themes for the year. When creating an implementation plan, it is important to keep in mind development goals and learning aims. The National Curriculum Framework suggests that activities should promote the following 6 early learning and development areas:

Early Learning and Development Area	Desired Results
Well-being	<p>Children are becoming more aware of themselves as individuals, developing a positive self-image and learning how to manage their own behaviour</p> <p>Children are demonstrating growing awareness of diversity and the need to respect and care for others.</p> <p>Children are beginning to demonstrate physical and motor abilities and an understanding of a healthy lifestyle.</p>
Identity and belonging	<p>Children are becoming more aware of themselves as individuals, developing a positive self-image and learning how to manage their own behaviour.</p> <p>Children are demonstrating growing awareness of diversity and the need to respect and care for others.</p>
Communication	<p>Children are learning how to think critically, solve problems and form concepts.</p> <p>Children are learning to communicate effectively and use language confidently.</p> <p>Children are learning about mathematical concepts.</p>
Exploring mathematics	<p>Children are learning how to think critically, solve problems and form concepts.</p> <p>Children are learning to communicate effectively and use language confidently.</p> <p>Children are learning about mathematical concepts.</p>
Creativity	<p>Children are learning how to think critically, solve problems and form concepts.</p> <p>Children are becoming more aware of themselves as individuals, developing a positive self-image and learning how to manage their own behaviour.</p> <p>Children are learning to communicate effectively and use language confidently.</p>
Knowledge and understanding of the world	<p>Children are learning how to think critically, solve problems and form concepts.</p> <p>Children are demonstrating growing awareness of diversity and the need to respect and care for others.</p> <p>Children are learning about (mathematical) concepts.</p>

The implementation plans should also show the concepts that will be covered throughout the year. Concepts refers to what exactly it is the children need to learn about. A concept may be something specific or a certain aspect of it, may be a behaviour or culture. For example, the concept of a tree: depending on the developmental age, children learn about how a tree grows, where it grows, body of a tree, and how it is looked after.

The implementation plan will ideally differ depending on the age group since development goals, interests and curiosity vary according to children's ages. The implementation plan shows that the ECD service provider understands early childhood development, the objectives of learning activities and how to achieve these outcomes. See **Appendix 7** for an implementation plan template.

The implementation plan, a day care plan and the particulars (overview) of the ECD programme will provide DSD with a good idea of what the programme is all about.

2.4.5 The Discipline Policy

The norms and standards specify that discipline should be enforced with care and respect for the child and aim to build character.

Practitioners should be aware that there is a difference between discipline and punishment and that punishment should not be used in an ECD programme. Instead positive discipline should be encouraged.

Positive discipline teaches children how to behave well without hurting them or making them feel small. Positive discipline also builds children's self confidence by praising good behaviour and showing children how to do things right.

An example and a template for a Discipline Policy are included in the **Appendix 8**.

2.4.6 Management Structure

ECD services which are applying for partial care registration need to show the composition, powers and duty of the management. The management of the ECD service differs depending on the type of entity. For a Non-profit Organisation (NPO) this would be your management committee and would give their details and the roles they have on the committee. Attached to the business plan as a supporting document should be details of the management structure of the association which runs the centre. A template for the management structure is included in the **Appendix 9** for you to complete. If your ECD service does not function as an NPO, you may choose to add the management structure to the staff composition (**see Appendix 10**) or simply detail the management structure and its function in the constitution of the ECD service.

2.4.7 Staff Composition

Registration for an ECD programme and partial care both need to be accompanied by the staff composition of people who will be responsible for providing the ECD programme. The business plan template (**Appendix 5**) incorporates a staff composition template. However, for ECD services only applying for ECD programme registration, included in **Appendix 10** is a template for staff composition which you can simply fill in or may be used as a guide to create your own visual for staff composition. The staff composition is accompanied by qualifications and certificates of staff members.

2.4.8 The Attendance Register

This register is a record of all the children who are enrolled at the centre who should be attending daily. It allows the ECD practitioner to go through the list each day and record who is present and who is absent. This record is useful for determining why children have or have not made progress in the year, for highlighting potential issues at home and is required for funding applications. A template is included in **Appendix 11**.

2.4.9 Emergency Plans♥

These are the policies and procedures for dealing with emergencies and disasters and must be written and known by all staff so that everyone knows what to do should an emergency situation arise.

- The emergency procedures with contact details for emergency services must be visibly displayed in your centre. Emergency plans must include evacuation procedures.
- Emergency plans must be up-to-date, regularly tested and reviewed.
- Staff must be trained in dealing with emergencies.
- Children must be made aware of emergency procedures often through practice drills.

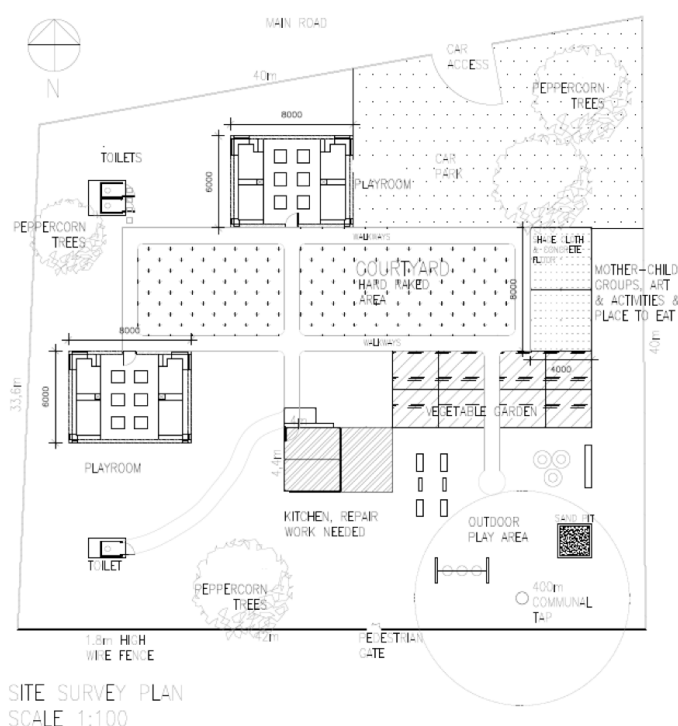
A template and sample emergency plan are included in the **Appendix 12**.

2.4.10 Drawing up Building Plans♥

A building plan shows a smaller scale picture of your ECD centre on a sheet of paper. Building plans can be drawn up by a qualified architect or surveyor. Otherwise, simple site plans can be drawn up by hand. Pretend you are a bird flying over your ECD centre and try to draw out what you would see from above:

1. Measure out the boundaries of the site and draw the shape with measurements close to the edges of the paper.
2. Draw within the sheet the existing buildings trying to place them at the right place compared to the boundaries of the site. Write the measurements of the walls onto the drawing.
3. Mark out the different rooms within the buildings including measurements of the walls.
4. Label what each of the spaces is used for e.g. Classroom, kitchen, outdoor play area, and toilet.
5. Draw markers for toilets, doors, windows and outdoor equipment such as jungle gyms.

An example of a simple site plan is below.



2.4.11 Clearance Certificate in terms of Part B of the National Child Protection Register

One of the norms and standards in the Children's Act is that the staff working with children must be "fit and proper". One of the ways that they are tested for being fit and proper is to make sure their names do not appear on a register kept by the Department of Social Development of people who have been declared unfit to work with children.

Every member of staff whether permanent or volunteers must have a clearance certificate, even those who do not work directly with the children such as a gardener or security guard. In the case of an NPO, all the members of the committee must also have a clearance certificate.

The Chairperson of the committee or Supervisor/Manager of the ECD service must complete **FORM 29** (inquiry by employer to establish whether a person's name appears in part b of national child protection register).

A separate **FORM 29** must be completed for each member of staff and committee:

- In the top section of the form, "I" is the name of the Chairperson or Supervisor/Manager.
- In the Section 1 called "Person Details", the details of the employee or other committee member that you are requesting clearance for should be filled in.
- In Section 2, the name of the Crèche and the Chairperson's or Supervisor's/Manager's phone-number should be used.
- The Chairperson's or Supervisor's/Manager's certified ID or passport copy must be included with the forms. The certified ID copy of every employee or committee member that is being applied for must be attached to their form.

FORM 30 should be used for the Chairperson or Supervisor/Manager to apply on their own behalf:

- In the top section of the form, "I" is the name of the Chairperson or Supervisor/Manager.
- All the other details are also the Chairperson's or Supervisor's/Manager's.
- A certified copy of the ID should be attached.

Completed forms must be sent to:

The Director-General
Department of Social Development
Private Bag X901
PRETORIA
0001

Forms are available in **Appendix 13**.

NB. AS CERTIFICATES ARE OFTEN DELAYED, PLEASE TAKE A COPY OF THE COMPLETED FORMS AND ID COPIES WITH A POSTAGE RECEIPT AND INCLUDE THIS IN YOUR APPLICATION.

2.4.12 Writing a Lease Agreement❤️

A lease agreement is a legal document written to establish the conditions of one party leasing or renting premises from another.

This is required for registration to show that the centre has permission to use the space it operates from for a period of time.

A permission-to-occupy or PTO from a tribal authority is also accepted.

The agreement should contain the names and physical addresses of the two parties as well as the terms such as:

- Length of the lease period
- Rental amount per month
- What the leased building can be used for
- How and when the lease can be cancelled
- Who is responsible for maintenance and payments of rates and other utilities

Appendix 14 contains a sample lease agreement.

2.4.13 The Daily Menu

In order to grow and develop, children need the right nutrition and an ECD centre can play a large role in this by ensuring that children are offered a balanced and varied diet whilst they are attending.

In **Appendix 15** you will find advice from The Integrated Nutrition Programme based in the Western Cape on the portion sizes of different food types for different ages and a sample weekly menu. There is also a template which can be used to create your own weekly menu

2.5 PREPARING FOR AN ASSESSMENT - THE NORMS AND STANDARDS

The norms and standards are a set of guidelines that social service professionals from the Department of Social Development use to check whether your site is suitable to care for children, and how many children it is suitable for. The environmental health practitioners will also assess the site against the standards of their respective municipal by-laws.

Some of the things they will look at are listed below. You can prepare for the inspection by doing what you can to make sure that you meet these requirements.

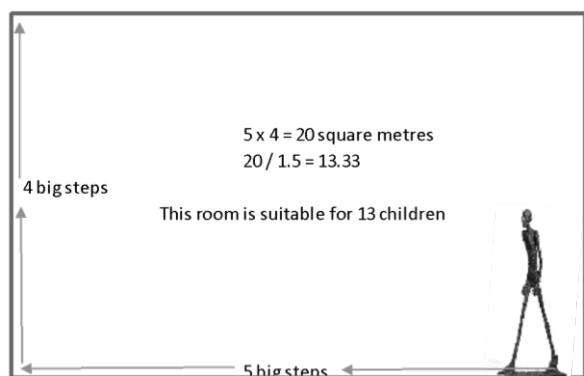
2.5.1 Space and Ventilation:

The amount of space required per child may be different for different municipalities but an example guideline is:

Each child needs 1.5 square metres of inside playing space. This should be unobstructed free-play space.

- You can measure your space by taking big steps from one wall to the other.
- Then multiply the width by the length.
- Divide by 1.5 and you will know how many children should be in the room.

See the diagram below for further guidance.



Each child also needs 2 square metres of outdoor space. There should be enough light and fresh air coming in to the indoor play space through windows and doors.

There should be different spaces for different activities that are easy for the children to see and understand. You can create these spaces using furniture to divide the room and putting labels up for the different areas on the walls. Children should be separated into different age groups, for example, 0-18 months, 3-4 years and 4-6 years.

2.5.2 Safety♥

The site will be checked for safety. There should be some form of fence around the whole property to keep the children in and strangers out. There should be a gate that children cannot open themselves and that can be locked once the children have arrived.

All the space and equipment should be safe, clean and well looked-after.

Children should be protected from the risk of fire, accidents and other hazards. Look out for any open water sources, ditches, electrical wires or dangerous objects and make sure children cannot get near them. If you use gas for cooking, this should be kept outside in a gas cage.

Records should be kept of any accidents that occur whilst children are at the site. **Appendix 16** contains the Accident and Incident Report Template which you can use to record any accidents that happen on site.

There should always be an adult watching the children.

2.5.3 Drinking Water♥

Children must have access to clean, safe water. If you do not have a pipe with a tap, water can be treated using approved national health guidelines by adding one teaspoon of bleach to 25 litres of water.

All water containers should be covered at all times.

2.5.4 Care for Sick Children♥

Staff must know how to identify children who are ill and be able to refer them to the right health services. Ideally this would take place through some sort of accredited health and first aid training. Where this is not possible, staff should request training from the local clinic.

Policies and procedures relating to the health care of children whilst at the partial care facility must be in place. **These policies and procedures should cover the following:**

- How to recognise sick children
- How medication will be kept safe
- Procedures for dealing with children who are ill; and
- Guidelines for preventing the spread of diseases at the partial care facility.

The following procedure regarding children who are ill must be adhered to:

- After identifying children who are ill, the illness or problem must be reported to the parent(s), care-giver or family as soon as possible;
- The child must be removed from other children to a safe place or room designed to care for ill children, where he/she will be observed and monitored closely;
- Any child assessed to have an infectious disease (measles, chickenpox, etc.) must be immediately isolated from other children and referred to the nearest hospital or clinic for further assessment and treatment;
- If a child is already on prescribed medication, that child must receive the medication as prescribed and as advised by the parents. In such cases, a record must be kept of the parent/guardian's consent and instructions to administer the medication; and
- In cases of emergency, the child must be taken to the nearest hospital or clinic for treatment and appropriate referral.

The following medical records must be kept:

- Up-to-date records of each child's medical history, including any allergic reaction;
- Records of each child's immunisation programme and Vitamin A schedule; and
- Records of health incidents and accidents occurring at the centre. The records should be kept safe.

Appendix 17 contains a template for a form to capture these details.

Appendix 18 contains an example of a policy for health, illness and hygiene.

Appendix 19 contains a template for a form to record medicine given to children.

2.5.5 Toilets

Partial care facilities catering for toddlers must have potties, toilets and washbasins. Children over the age of 3 years must be able to reach the toilet and hand washing facilities. If they are currently too high, safe steps can be used.

For children up to the age of three years there must be appropriate toilets:

- Where there are no sewerage or ablution facilities, potties must be made available;
- One potty for every five children under three years old;
- Waste from potties must be disposed of hygienically;
- Potties must be cleaned after use and disinfected in a separate area; and
- There must be a clearly demarcated nappy changing area with a surface that can be easily cleaned. This area must be situated away from the food preparation area.
- For children between the ages of three and six years:
- Where sewerage systems are available, there must be one toilet and one hand washing basin for every 20 children;
- Where no sewerage facilities are available, an appropriate alternate toilet system must be available at the partial care facility or immediately adjacent to the partial care facility;
- Where no running water is available, there must be a minimum of 25 litres of drinkable water supplied on a daily basis;

- Where no washbasins are available, one suitable container for every 20 children must be made available, these containers must be cleaned and changed regularly and closed; and
- All toilets must be safe and hygienic.

There must be adult supervision at all times when children use the toilet.

Where applicable, the local authority regulations and by-laws in respect of physical characteristics of building and health requirements must be adhered to.

2.5.6 Safe Storage of Harmful Items

Any item or liquid that could harm children should be stored out of their reach or locked away. Make sure that:

- Medicine, cleaning substances and any dangerous substances are kept out of reach of children.
- Medicine and dangerous substances are kept in separate locked or childproof cupboards.
- Dangerous objects, materials, sharp instruments and utensils are kept out of reach of children.
- Electrical plugs are covered.
- Paraffin, gas and other electric appliances are out of reach of children.
- Cleaning agents are in clearly marked containers out of children's reach.

2.5.7 Refuse Disposal

Keeping children away from refuse is important as it prevents the spread of disease and pollution and ensures that environments remain safe.

- Where possible, refuse should be disposed of by the municipality; if not, there should be a refuse pit which is not accessible to children – it can be fenced off to ensure they cannot get into it.
- Dustbins and other waste areas should be kept covered.
- Dustbin areas should be disinfected regularly.

2.5.8 Food Preparation

If any meals are prepared on site, it is important that this area is safe and clean and especially that children are kept out of it.

To meet the norms and standards make sure that:

- There is a separate and clean area for food preparation and that this area is cleaned up after food preparation;
- There is an area for serving food to children;
- There is a fridge or other cooling method available if you have perishable food;
- The food area is out of reach of children;
- There is clean water and cleaning agents for washing up. Hot water is ideal for washing up to ensure plates, and cooking utensils are properly cleaned;
- Food is stored in sealed containers before serving;

2.5.9 Disabilities♥

If there are any children with disabilities attending your site you must ensure that:

- It is accessible to them – for example there are wheelchair ramps for children with wheelchairs or toilets that are suitable for children with disabilities.
- There is equipment and a program suitable to children with disabilities.
- Staff have been trained in the needs of children with disabilities.

2.5.10 Transport♥

If your ECD centre arranges transport for the children then you will need to have a transport policy in place which ensures that the vehicle and driver used for transport are safe and that the way in which the transport happens is safe.

There is a transport policy example in **Appendix 20**.

You may want to stick this up on a wall to make parents aware of guidelines for safe transport.

2.5.11 Child Admission Register♥

It is a good idea to capture some basic information about each child when they apply to attend the centre. A form which can be used for this is included in **Appendix 21**.

2.5.12 ECD Programme Norms and Standards♥

The norms and standards for ECD programme are in place to ensure that children receive adequate and appropriate learning opportunities in a safe environment. The social service professional from DSD will assess the service according to the following norms and standards:

1. The provision of appropriate developmental opportunities – for example, teachers delivering the programme should have appropriate training and be knowledgeable about the developmental stages and needs of children at.
2. Programmes aimed at helping children to realise their full potential – programmes should encourage self-expression and free play and be a stimulating environment that promotes motor, communication and sensory development
3. Caring for children in a constructive manner and providing support and safety – as described in section 2.2.4 “Care for Sick Children”, section “2.2.5 Toilets” and discipline must be effected in a way appropriate for the child’s development stage. No physical punishment such as hitting, smacking etc. is permitted. Additionally, recommended staff ratios need to be observed which are described below:
 - a. for children between the ages one month and 18 months, 1:6;
 - b. for children between the ages 18 months and three years, 1:12;
 - c. for children between the ages three and four years, 1:20; and
 - d. for children between the ages five and six years, 1:30; and
 - e. for every staff member stipulated above, there is an assistant.
4. Ensuring development of positive social behaviour – staff must demonstrate positive social behaviour through their interactions with other staff members and children, as well as having a programme that respects diverse religion, culture, gender and language.

5. Respect for and nurturing of the culture, spirit, dignity, individuality, language and development of each child – programmes should be aware of the different home languages children may have and encourage communication in this language. However, educators must use one medium of instruction in class. Cultural diversity should be promoted, understood and appreciated by children and staff.
6. Meeting the emotional, cognitive, sensory, spiritual, moral, physical, social and communication development needs of children – children should feel respected and included in all activities and their emotional needs must be met. The programme should promote development according to developmental stages and support provided to parents/guardians/caregivers to have continuity in the home. Programmes should promote Cognitive, sensory and motor skills.



3. REGISTERING AS A NON-PROFIT ORGANISATION

An ECD centre **can be registered as a partial care facility without being a Non-profit Organisation (NPO).**

However, if you would like to apply for funding from the Department of Social Development because you are serving financially needy families, then you must register as an NPO.

If you do not want to, or need to, apply for funding then you could skip this step. If you would like to apply to be registered as an NPO it is recommended that you start this process at the same time as application for partial care registration.

In the legal sense, an NPO is an organisation that uses whatever money is left over after paying its running costs to further achieve its purpose or 'mission', rather than giving these funds to the directors or committee as profit or dividends.

If you have set up an ECD centre and are the principal or teacher and want to register it as an NPO, it means that you could be paid a fair salary (compared to other centres in the same area) from any funds received but cannot receive any of the funds which remain at the end of each month. These must be invested in the centre for equipment, materials, training, maintenance etc. There are three types of NPOs, namely, a trust, a section 21 company or a voluntary association.

For most ECD centres which are not going to run lots of different programs with large staff numbers, the simplest form is the voluntary association. To set up a voluntary association you need to do the following:

3.1 Forming a voluntary association

You need 3 or more people to agree to set up the voluntary association (they will be the founding members) and agree on the rules and conditions of how it will operate. These people can then appoint a management committee, which they could be part of, which will be responsible for running all the business of the association. Ensure that these founding members share the same goal in setting up the association and agree fully that it will not be for their personal profit but to serve the community.

3.2 Drawing up a constitution♥

A constitution is a document which describes why the voluntary association exists and how it will work in the future. If you do not want to register as an NPO you will still need a constitution for your ECD centre before applying for registration – the constitution of a for-profit ECD centre is not covered in this document. Read the following details of what is required in the constitution of an NPO whilst looking at the template constitution found in **Appendix 22** for a clearer understanding.

In order to register as an NPO, the constitution must contain the following things:

3.2.1 Background♥

The Background describes the reasons why the voluntary association was formed and can include such things as the need in the community and why you want to serve this need.

3.2.2 Name♥

Your constitution must state the full name, and any abbreviation of the name, of your association. Usually, the name tells people what kind of association it is.

3.2.3 Objectives♥

The objectives describe the purpose of the voluntary association and what it intends to do. These clauses should show that the association exists to serve the community and not for the gain or profit of its members and office-bearers. You must list your main objectives.

The objectives must also show the commitment of the management to ensure the centre meets the national norms and standards for partial care facilities.

3.2.4 Legal status♥

Your constitution must state that your voluntary association is an incorporated association with its own legal identity separate from its members and office bearers.♥

3.2.5 Will not distribute profits to members

Your constitution must state that the income and property of the voluntary association will be used to meet its goals and will not be given to its members or office-bearers, except as reasonable payment for their work. You must make it clear that the members and office-bearers of your voluntary association have no personal right to the property of the voluntary association. This principle applies not only during the lifetime of the organisation but also when it closes down ('dissolution' in legal language). Your constitution must say that on dissolution of the voluntary association its property will be given to an organisation with similar goals.♥

3.2.6 Powers

An association may need the power to buy, mortgage and sell movable or immovable property, for example, or invest the funds of the voluntary association in any way to employ and pay employees. Your constitution must set out your voluntary association's powers and they must agree with its non-profit objectives.

3.2.7 Members♥

Membership clauses say who may become a member of the voluntary association, the procedures for admitting and removing members and the duties and privileges of members. You may include a list of your initial members in your constitution. There must be a clause that describes how the voluntary association will continue to exist even when its members or office bearers change.

3.2.8 Structure♥

This is an important part of the constitution because structures and procedures build in accountability by the office-bearers to the members of the voluntary association. There is usually a clause which gives all the powers of the association to a managing body, so that it can manage and control the affairs of the association. Your constitution must specify the structure of your voluntary association and the ways and procedures for governing and managing it. You must include clauses that state how your voluntary association will conduct meetings and make and record decisions. There may also be clauses on the appointment of office-bearers.

3.2.9 What does the management committee do?♥

As per the constitution, the founding members must appoint a management committee to run all the affairs of the voluntary association. The members of this management committee must be selected carefully as they will greatly influence the future of the centre.

All members should:

- Share the same goal of providing excellent ECD services to children of the community.
- Not be looking for personal gain by being on the committee.
- Be willing to attend all meetings of the committee.
- Be willing to take on other necessary tasks to run the centre.
- You will need people with different skills and experience, so try to include:
- Someone with financial skills who can keep records of how money is received and spent and draw up budgets for the centre.
- Someone who is organized and has administration skills who can keep records of the meetings held and the decisions made.
- Someone with experience in ECD.
- Someone who represents the parents and community.
- Someone with experience running a business.

You will need to appoint people for different roles such as chairperson, secretary, treasurer.

3.2.10 Financial matters♥

This section of the constitution states how the money of the voluntary association will be managed and accounted for. There should be clauses that describe how the organisation will prepare annual financial statements. You must have clauses which set a date for the end of the voluntary association's financial year and state that the association will use a banking account.

3.2.11 Amendments to the constitution and dissolution of the voluntary association♥

You must have clauses which explain how the constitution can be changed and how the voluntary association can be closed down by its members.

3.2.12 Indemnity

The constitution should provide that the members and office-bearers of the voluntary association are not personally liable for any of its obligations and debts. These clauses reinforce the principle of limited liability captured in the legal status clauses.

3.2.13 Dissolution

The constitution must provide a procedure for how the voluntary association could be closed down and dissolved. There must be provision that should this happen, any assets remaining after all of its liabilities have been met would be transferred to another NPO with similar objectives.

3.3 APPLYING TO REGISTER AS AN NPO

Once your voluntary association is set up and you have written a constitution and appointed a management committee, you are ready to register with the Department of Social Development as an NPO.

The NPO application form contained in Appendix 23 must be completed along with 2 copies of the constitution and sent to:

Directorate for Non-profit Organisations
Private Bag x901
PRETORIA
0001

Or submitted at your nearest provincial Department of Social Development office.

The service is free and may take two months to process. You will receive a letter saying whether you have been approved or not and whether any additional information is needed. Once approved you should receive your NPO certificate with your NPO number on it.

Notes for filling in the form:

- The name must match what is on your constitution
- The date of financial year end must match what is on your constitution
- The office bearers are the management committee

3.4 WHAT MUST BE REPORTED TO THE DEPARTMENT OF SOCIAL DEVELOPMENT EVERY YEAR

Once registered as an NPO, the management committee is responsible for sending updates to the Department of Social Development every year within 9 months of the end of the financial year. These must include:

- Financial statements and a written report from an accounting officer
- A narrative report (use template in Appendix 24)
- Details of any changes to the management committee
- Details of any changes to the address
- Details of any changes to the constitution or name

It is very important that these requirements are met each year as without them your NPO status may be cancelled which would affect any funding. These items help the Department of Social Development to know whether registered NPOs are operating well and not misusing funding.

4. ACKNOWLEDGEMENTS

The initial development of this resource was largely made possible by the provision of material and advice by the Ken Collins Charity Trust and the Grindrod Family Centenary Trust. We wish to extend our gratitude to these trusts for their support. Impande South Africa (formerly Network Action Group) led the development of this resource for the “Bhalisa Inkulisa” project with KwaZulu-Natal Department of Social Development in 2015/16 with funding from Ilifa Labantwana. The resource was further updated by Impande in consultation with the National Department of Social Development following the issuing of the Early Childhood Development (ECD) Registration Framework in 2019. Now, under the direction of National Department of Social Development and with funding from Nelson Mandela Foundation, this is the official Vangasali ECD Registration Application Pack.

5. APPENDICES: REQUIRED APPLICATION DOCUMENTS



APPENDIX 1: FORM 11 - APPLICATION FOR REGISTRATION AS A PLACE OF CARE

Complete the application form with details of the crèche or educare centre you are applying for.

APPENDIX 2: CHECKLIST FOR PARTIAL CARE REGISTRATION

This checklist should be used to check whether you have attached all the correct supporting documents to your application Form 11.

APPENDIX 3: FORM 16 – APPLICATION FOR REGISTRATION AS AN ECD PROGRAMME

Complete the application form with details of the ECD programme.

APPENDIX 4: CHECKLIST FOR ECD PROGRAMME REGISTRATION

This checklist should be used to check whether you have attached all the correct supporting documents to your application Form 16.

APPENDIX 5: BUSINESS PLAN TEMPLATE

APPENDIX 6: DAY CARE PLAN

In this appendix, an example of a full day care plan is given. You should refer to this and other ideas of your own to develop a daily plan suitable for the children you care for. A different plan should be created for different age groups.

Also included is a template for you to use. We recommend keeping this template in your file blank and making copies to fill in. This way, should you ever want to change your daily program you will have a template on file to use.

APPENDIX 7: IMPLEMENTATION PLAN

In this appendix, two templates for an implementation plan are given. One is a monthly plan for the year and the other is a weekly plan for the year. You need only complete one template.

APPENDIX 8: DISCIPLINE POLICY

In this template there is an example of a discipline policy as well as a template for you to use to create your own. A copy of your discipline policy should be taken and included in your application.

APPENDIX 9: MANAGEMENT STRUCTURE

The template in this appendix can be filled in and attached to your application. If it does not reflect your management structure, you will need to create your own.

APPENDIX 10: STAFF COMPOSITION

The template in this appendix can be filled in and attached to your application. If it does not reflect your staff composition will need to create your own.

APPENDIX 11: ATTENDANCE REGISTER

This appendix has a template for an attendance register if you do not already have one. This template would need to be kept on file blank and copied for use in your ECD service. One copy would be required for each class for every month.

A copy of the past month's attendance should be included with your application.

APPENDIX 12: EMERGENCY PLAN TEMPLATE

A template that you can use to create your own emergency plan. You will need to fill in the contact numbers for emergency services as well as choosing your own assembly points.

APPENDIX 13: APPLICATION FORM FOR CLEARANCE FROM PART B OF THE NATIONAL CHILD PROTECTION REGISTER

One form needs to be completed for every staff member, volunteer and management or committee member. Certified ID copies must be included. A copy of the forms and IDs and proof of postage should be included with your application pack.

APPENDIX 14: SAMPLE LEASE AGREEMENT

The lease agreement is only required if you rent a building from the owner. If you own the building, a copy of title deeds or a PTO should be included in your application.

APPENDIX 15: DAILY MENU SAMPLE AND TEMPLATE

Included in this appendix are some guidelines on amounts of different foods to serve for different age groups and an example of a two week menu plan. There is also a template for you to create your own menu plan. This template should be kept on file and copied so that you can update it as you change your menu.

A copy of your menu plan must be included in your application.

APPENDIX 16: ACCIDENT AND INCIDENT REGISTER TEMPLATE

This form can be used as a template for creating an incident file. Keep this template as a blank copy and photocopy it to be used when accidents occur.

This form does not need to be included in your application but can be listed as one of your registers.

APPENDIX 17: PERSONAL AND MEDICAL HISTORY FORM TEMPLATE

This form can be used when children apply to come to your centre. Keep this form as a blank template in a file and photocopy for new children.

This does not need to be included in your application but can be listed as one of your registers.

APPENDIX 18: HEALTH HYGIENE AND ILLNESS POLICY EXAMPLE

This policy example can be used to create your own policy. Keep it on file. It does not need to be included in your application but can be listed as one of your policies.

APPENDIX 19: MEDICINE ADMINISTRATION FORM TEMPLATE

This form is used to record what medicine is given to a child if parents request that they are given medicine. Keep this form as a blank template on your file and make photocopies to be used when needed.

This does not need to be attached to your application pack but can be listed as one of your registers.

APPENDIX 20: TRANSPORT POLICY EXAMPLE

This policy can be used as an example to create your own transport policy. It does not need to be included with your application but can be listed as one of your policies if requested.

APPENDIX 21: CHILD ADMISSION FORM

This form can be used when children apply to come to your centre. Keep this form as a blank template in a file and photocopy for new children.

This does not need to be included in your application but can be listed as one of your registers.

APPENDIX 22: MODEL CONSTITUTION

The following constitution example is taken from a model constitution drafted by the Department of Social Development. It should be looked at carefully by the management committee or founding members and changed where necessary to suit their wishes whilst keeping in mind the necessary items listed in Section 3.2.

APPENDIX 23: APPLICATION FORM FOR NPO REGISTRATION**APPENDIX 24: NARRATIVE REPORT**

The narrative report is a template specified by the Department of Social Development for reporting the activities of your Non-profit Organisation each year. It needs to be completed and sent with the financial statements.

FORM 11
APPLICATION FOR THE REGISTRATION / CONDITIONAL REGISTRATION /
RENEWAL OF REGISTRATION / REINSTATEMENT OF A PARTIAL CARE FACILITY
(* DELETE WHICH IS NOT APPLICABLE)
(Regulation 14)
[SECTION 81 OF THE CHILDREN'S ACT 38 OF 2005]

(A) **NATURE OF APPLICATION**

This is an application in respect of:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A crèche, providing partial care for children from birth to an age of 3 years |
| <input type="checkbox"/> | An educare centre, providing partial care for children from 3 years until school going age |
| <input type="checkbox"/> | An after school centre, providing partial care for children attending a primary or secondary school |
| <input type="checkbox"/> | A private hostel, providing partial care for children attending a primary or secondary school |
| <input type="checkbox"/> | A temporary respite care facility, providing temporary full-time partial care during the temporary absence of their parents or a parent or care-giver of a child |
| <input type="checkbox"/> | A place of care providing partial care for children with disabilities who require a high level of support |

(Indicate the partial care facility or facilities in respect of which application is made)

(B) **PARTICULARS OF APPLICATION**

Name of partial care facility: _____

Physical address: _____

Postal address: _____

_____ Postal code: _____

Name of person or body who manages the partial care facility or who wishes to establish it:

Physical address of person or body: _____

Telephone : _____ Cell phone: _____

Fax number: _____ E-mail: _____

The number of children that will be accommodated in each category of partial care in respect of which application is made: _____

(C)

SUPPORTING DOCUMENTS

The following supporting documents must accompany the application:

- An exposition of the prescribed or other skills with supporting documents of the applicant or manager of the partial care facility including a copy of any qualification which would enhance partial care of children;
- A report by a social service professional on the viability of the application as prescribed by section 81(1)(c) of the Act;
- a business plan containing the information prescribed by regulation 14(4)(a);
- the constitution containing the information prescribed by regulation 14(4)(b);
- an original copy of the approved plans or a copy of the plans that has been submitted for approval if the application for the approval of the plans is still under consideration
- the emergency plan; and
- clearance certificates that the name of the applicant and the names of all staff members do not appear in the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 and in Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act;

(D)

GENERAL REMARKS

Any additional remarks by the applicant in support of the application: _____

I certify that the above-mentioned particulars are, to the best of my knowledge, true and correct.

SIGNATURE OF APPLICANT

CAPACITY

DATE

APPENDIX 2

Checklist for Partial care Registration

Application Checklist



	Check
Form 11	
Constitution	
Business plan	
Day care plan	
Staff Composition	
Discipline Policy	
Management Structure	
Attendance Register – current month	
Emergency Plan	
Building Plan (copy)	
Clearance Certificate in terms of Part B of the CPR (all staff and committee members/management)	
PTO/ Lease Agreement/ Title Deeds	
ID Copies (all committee members/management and all staff members certified)	
Evidence of Staff Qualifications	
Menu (if applicable)	

FORM 16
APPLICATION FOR THE REGISTRATION/ CONDITIONAL REGISTRATION/ RENEWAL OF
REGISTRATION OF AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME
(Regulation 24)
[SECTION 96 OF THE CHILDREN'S ACT 38 OF 2005]

(A) **PARTICULARS OF APPLICANT**

Name of applicant: _____

Physical address: _____

Postal address: _____

_____ Postal code: _____

Telephone: _____ Cell phone: _____

Fax number: _____ E-mail: _____

(B) **CHILDREN**

Number of children to whom the programme will be presented-----

Age Groups	Number of Children	Gender	Number of children with special needs	Number of staff per child age group
1 month – 18 months				
18 months – 3 years				
3 – 4 years				
5 – 6 years				
Total				

Days of operation:

From.....To.....

Hours Operation:

From.....To.....

(C) **SUPPORTING DOCUMENTS**

The following supporting documents must be attached for the registration purposes:

- the overview of the early childhood development programme in respect of which application is made for registration;
- an implementation plan for the early childhood development programme in respect of which application is made;
- the staff composition including an exposition of the prescribed and other skills with supporting documents and including copies of any qualifications and Identity documents in respect of staff that will be responsible to provide the early childhood development programme;

Name of the Practitioner	Position	ID Number	Gender	Qualifications/Other Certificates	Date of appointment/ Experience

- In the case of a partial care or child youth care centre, the relevant registration as a partial care or child and youth care centre;
- a clearance certificate that the name of the applicant does not appear in the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 Of 2007 or in Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act.

(D)

GENERAL REMARKS

Any additional remarks by the applicant in support of the application: _____

I certify that the above-mentioned particulars are, to the best of my knowledge, true and correct.

SIGNATURE OF APPLICANT

CAPACITY

DATE

APPENDIX 4

Checklist for ECD Programme Registration



Application Form 16	Check
The particulars of the early childhood development programme in respect of which the application is made	
An implementation plan for the early childhood development programme in respect of which the application is made	
Proof of any qualifications, training and experience of the supervisor and staff (including staff composition and skills included in a table)	
Clearance Certificates in terms of Part B of the CPR	
Certified ID copies or work permit (all staff and applicant)	
Partial Care Certificate (if applicable)	
PTO/Lease Agreement/Title Deeds (if applicable)	
Original copy of approved building plans or a copy of the plans submitted for approval if still under consideration (if applicable)	
Emergency Plan (if applicable)	
Health certificate or health inspection report (if available)	
Correct zoning approval (if applicable)	

APPENDIX 5

Business Plan Template



Business Plan Template

ECD Service Name



Basic Education
Social Development



NELSON MANDELA
FOUNDATION

Living the legacy



Service Profile

NAME OF PARTIAL CARE FACILITY:				
DISTRICT MUNICIPALITY	LOCAL MUNICIPALITY	WARD		
PHYSICAL/STREET ADDRESS		POSTAL ADDRESS		
TELEPHONE NUMBER		FAX NUMBER		
E-MAIL:				
WHO IS PROVIDING THE SERVICE	NON-PROFIT ORGANISATION	COMMUNITY BASED ORGANISATION	PRIVATE OWNER	OTHER

The nearest Primary School is:

The nearest clinic is:

1. PURPOSE OF THE PROGRAM

1.1 Describe what the service wants to achieve in broad terms, including the vision and mission.

2. ORIGIN AND DEVELOPMENT:

Describe the history of the service (Explain the background of the service, how the service provider determined that there is a need for a service of this nature and when was the need identified)

3. TARGET BENEFICIARIES

3.1 WHO ARE THE BENEFICIARIES OF YOUR SERVICE AND WHICH AREAS DO THE TARGET BENEFICIARIES COME FROM?

3.2 CHILDREN ENROLLED

CHILDREN AGE GROUP at 1st Jan	GENDER		POPULATION GROUP				DISABILITY
	MALE	FEMALE	AFRICAN	WHITE	INDIAN	COLOURED	
0 to 18 Months							
19 Months to 35 Months							
3 - 4 Years							
4 - 5 Years							
5 - 6 Years (Grade R)							
After School Care							
Minimum Age							
Maximum Age							
Comment on any special needs children admitted:							

4. BUSINESS HOURS OF THE PARTIAL CARE FACILITY

The centre is open during the following hours:

OPENING TIME:
CLOSING TIME:

It is open on the following days of the week:

Mon ☐
Tue ☐
Wed ☐
Thu ☐
Fri ☐
Sat ☐
Sun ☐

During school holidays, the centre is: **Open** ☐ **Closed** ☐

5. Financials

5.1 The fee structure

Parents or guardians are charged fees according to the following structure:

FULL DAY	HALF DAY	AFTERCARE	OTHER

5.2 Other Sources of Income

CATEGORY	AMOUNT PER MONTH (R)

5.3 Expected Monthly Expenses

CATEGORY	AMOUNT PER MONTH (R)

5.4 SUSTAINABILITY PLAN

How will this centre continue to run? Are there any plans to source or generate other income?

6. STAFF COMPOSITION

NAME	PHONE NUMBER	GENDER	RACE	ID NUMBER	POSITION/ ROLE

NAME	SALARY PER MONTH	HIGHEST EDUCATION LEVEL	YEARS EXPERIENCE IN ECD	ECD QUALIFICATION (NQF 1,4,5, or 6)	HAS ATTENDED ECD SHORT COURSES/TRAINING (Y/N)	CLEARANCE IN TERMS OF PART B OF THE CHILD PROTECTION REGISTER (CPR) AS AT -----

Are Staff willing to undergo further training or mentorship to improve their capacity?

YES

NO

7. MANAGEMENT COMMITTEE STRUCTURE

Does the Partial Care Facility have a management Committee?

YES ☐ NO ☐ UNDER ESTABLISHMENT ☐

Does the Partial Care Facility have a Constitution?

YES ☐ NO ☐

NAME OF THE MEMBER	GENDER	RACE	ROLE/POSITION IN COMMITTEE	CONTACT NUMBER	TRAINING ATTENDED (MANAGEMENT)	ID NUMBER

8. NUTRITION

What Meals do Children Eat at the Centre?

MEAL	YES / NO	PROVIDED BY
BREAKFAST		
LUNCH		
MORNING SNACK		
AFTERNOON SNACK		

Complied by: _____

Signature: _____

Capacity: _____

Second Signatories Name: _____

Signature: _____

DATE: _____

APPENDIX 6

An example of a Daily Program for a Full Day (from TREE)



The Full Day Programme

07.30 - 8.00	Children arrive and are offered activities in their classrooms
08.00 - 8.15	Greeting Time
08.15 - 9.30	Free Play Time
09.30 - 9.45	Tidy-up time and toilet routine
09.45 - 10.00	Snack Time
10.00 - 10.20	Whole Class - alternate with Language/Story Time
10.20 - 11.45	Free Play Time indoors and outdoors
11.45 - 12.00	Tidy-up time, toilet routine
12.00 - 12.45	Lunch Time
12.45 - 14.00	Sleep/rest time, quiet supervised activities such as reading, puzzles
14.00 - 15.00	Free Play Time, toilet routine
15.00 - 15.15	Snack Time
15.15 - 15.30	Games, singing, exercises, finger plays, rhymes or stories
15.30 - 16.30	Free Play Time, indoors and outdoors, supervised activities
16.30 - 17.00	Pack away belongings, read books or draw until parents arrive

DAILY ROUTINE

ECD Service Name:

Age Group:

Time	Activity

Note: Think about how long children can concentrate for each age group to identify how long each activity should last.

Activities might include: Breakfast, morning ring, free play, outside play, snack time, story time, movement ring, creative time, toilet and wash up, lunch, inside play, sleep/rest and tidy up time.

APPENDIX 7a

Annual Implementation Plan

ECD Service Name:

Age Group:



MONTH	THEME	CONCEPT
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

APPENDIX 7b

Annual Implementation Plan

ECD Service Name:

Age Group:

Weeks	Themes	Concepts
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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APPENDIX 8

Discipline Policy

ECD Service Name:



Discipline Policy

Our centre aims to create an environment where:

To do this we encourage the staff to:

The form of discipline we encourage is:

The following methods of discipline will never be used in our centre:

Our policy on biting and other aggressive behaviour is:

ABC Educare and Pre-School

Example Discipline Policy

Our centre aims to create an environment where we have a culture of mutual respect and love within our staff and children.

To do this we encourage the staff to commit keeping a high level of discipline. Children will be treated firmly, but always with kindness and respect. These are values we want the children to learn and we encourage parents to reinforce these values at home. If a teacher is concerned about any aspect of a child's development, including the child's home and family life, the parents will be quietly and privately approached.

The form of discipline we encourage is:

- Use positive guidance to help children.
- Every effort should be made to see potential problems before they happen and prevent them from taking place. There are times when problems emerge, for example if there are too few toys and staff should be aware of this and deal with them by distracting the children or providing alternative activities.
- Set reasonable limits for children's behaviour and ensure that reasons are given for these, so that children understand why they should not do certain things.
- Children learn to respect themselves and one another if they see adults behaving respectfully towards everyone. Staff members are therefore expected to model this behaviour to children.

The following methods of discipline will never be used in our centre:

- Children must never be punished physically by hitting, smacking, slapping, kicking or pinching.
- No one should threaten to physically punish a child.

Our policy on biting and aggressive behaviour is:

Biting and other aggressive behaviour such as hitting, kicking, pinching and pushing is quite common in young children. In order for children at our centre to remain safe and enjoy their school environment it is essential that this kind of behaviour is dealt with seriously and straight away.

Parents and staff are all encouraged to:

- Set out rules which let children know that biting and aggressive behaviour are not acceptable. Make sure all children understand these rules and ensure consistency in maintaining them.
- Teach the children to find other ways of communicating their frustration. Encourage them to speak to the teacher rather than acting out in anger.
- Model appropriate behaviour in the school and home environment. If there is aggression from adult role models it will be very difficult for the children not to imitate this.

APPENDIX 9

Management Structure



ECD Service Name:

This ECD service is operated under an non-profit voluntary association as set out in the attached constitution.

The powers of management have been given to a management committee/board. Which looks like this:

Chairperson			
Name			
ID No.			
Phone			
Address			

Secretary			
Name			
ID No.			
Phone			
Address			

Treasurer			
Name			
ID No.			
Phone			
Address			

Vice-Chairperson			
Name			
ID No.			
Phone			
Address			

Additional Members

Name	
ID No.	
Phone	
Address	

Name	
ID No.	
Phone	
Address	

APPENDIX 10

Staff Composition



ECD Service Name:

Committee/Owner	
Name	
Phone	

Principal/Supervisor	
Name	
Phone	

Administrator	
Name	
Phone	

0 - 18 Months			18 Months - 3 Years			3 - 4 Years			4 - 5 Years		
Teacher			Teacher			Teacher			Teacher		
Teacher assistant			Teacher assistant			Teacher assistant			Teacher assistant		
Volunteer			Volunteer			Volunteer			Volunteer		

Age Group	
Position	
Name	

Age Group	
Position	
Name	

Age Group	
Position	
Name	

If you do not have a formal ECD qualification (e.g. NQF qualification), please state your highest education level (e.g. grade 10 or 11) and then describe the kind of training you have undergone as well as the experience you may have in the sector.

My highest education level is...

I have attended the following workshops and training for ECD...

My experience in ECD includes...

APPENDIX 11

Attendance Register

Monthly class attendance

Teacher:

Class:

ECD Service name:

Month:

Year:



Child's Name	Enter: U = Unexcused Absent, E = Excused Absent, or P = Present																															Totals			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	U	E	P	
1.																																			
2.																																			
3.																																			
4.																																			
5.																																			
6.																																			
7.																																			
8.																																			
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12.																																			
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16.																																			
17.																																			
18.																																			
19.																																			
20.																																			

APPENDIX 12

Emergency Plan Template

Accident and Emergency Policy



ACCIDENTS AND INJURIES

Any accident, injury, bites, knocks to head or incident where treatment is applied while the child is at the ECD service must be recorded on the day it happened. The family of the child or children must be informed.

In a medical emergency or an accident that results in an injury the following procedure should be followed:

- The child will be stabilised and comforted as much as possible.
- The staff remaining at the school will contact the child's parent/guardian/caregiver immediately.
- Ambulance services will be called if needed on this number: _____ or use the National Cell Phone Emergency number: 112
- An adult must remain with the class if the effected child is transported to a hospital and if the parent/guardian/caregiver have not arrived an adult should accompany the child.

FIRE

- No candles or open flames should be burned.
- Heaters must be used only whilst an adult is in the room and should always be checked to ensure that there is nothing nearby that might catch light.
- The stove should never be left on and unattended.

Should there be a fire:

- The fire extinguisher should be used to put out any manageable flames by an adult whilst another adult is alerted.
- The alerted adult should sound an alarm and lead the children out of the building.
- The exits used will be: _____
- Confine the fire by closing doors as you exit

- The assembly point will be: _____

The fire department should be called if necessary on this number: _____ or use the National Cell Phone Emergency number: 112

BOMB THREATS

- Stay calm and get as much information as possible from the threatening caller
- Call the police on: _____ or National Cell Phone Emergency number: 112
- Follow instructions from the police.

SUSPICIOUS BEHAVIOUR OR ACTIVE SHOOTERS

- Do not confront the person
- If possible, keep children inside a locked classroom away from windows
- Call the police on : _____ or National Cell Phone Emergency number: 112
- Do not unlock the door to see what is happening
- Only leave the room when police have arrived and told you what to do.

FLOODING

- Move all children and staff away from the building to a safe area, this area will usually be _____
- If the flooding is caused by a burst municipal pipe, call the municipal water services on _____
- If the flooding is caused by internal pipes, call a local plumber on _____
- If the flooding is due to a large storm, and is widespread, you may need to call disaster management on _____

GAS LEAKS OR SPILLS OF HAZARDOUS MATERIAL

If a strong smell of leaking gas is noticed or a spill of a potentially harmful material, the following steps should be taken:

- Do not touch light switches or any other electrical equipment.
- Do not use cell phones in the area of the spill.

- Evacuate everyone from the area of the leak or spill and try to contain it by closing doors where possible.
- If the leak or spill is severe you may need to call the National Cell Phone Emergency number: 112

ATTENDANCE CALLS AND COMMUNICATION

- The attendance register and list of emergency contacts for each child should be kept in a file which is easily accessible and can be moved.
- If any evacuation needs to take place, the staff member should take the attendance file with them.
- Once at the emergency assembly point, an attendance call should be taken to ensure that all children and staff are accounted for.
- If unable to re-enter the building, the children's emergency contacts must be notified to collect them immediately. Children should remain under staff supervision until they have been collected by a guardian.

PRACTICE DRILLS AND TRAINING

- All staff should be aware of the emergency policies and trained on them when they begin employment.
- A practice evacuation drill should be practiced each term and children taught to stay calm and follow instructions from an adult.

FORM 29

**INQUIRY BY EMPLOYER TO ESTABLISH WHETHER PERSON'S NAME APPEARS IN PART B OF
NATIONAL CHILD PROTECTION REGISTER**

(Regulation 44)

[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]

TO: The Director-General
Department of Social Development
Private Bag X901
PRETORIA
0001

Dear Sir / Madam

In terms of section 126(1) / 126(2)* of the children's Act, (No. 38 of 2005), I,.....
..... (full names and surname) wish to inquire
whether the name of a certain person is included in Part B of the National Child Protection
Register. The particulars of the person are:

(* - Delete which is not applicable)

1. EMPLOYEE'S DETAILS:						
Surname			Full name(s)			
Gender:	M	F	Date of Birth:	DD	MM	CCYY
* He / she is known as:			Driver's licence no:			
Alias (also known as):						
* ID no:			* Passport no:			
Physical Address:			Postal Address:			
* Telephone no:			Mobile no:			
The above-mentioned person will be / is currently* employed in the following position:						

2. DETAILS OF EMPLOYER - (My / our details are the following :)	
Employer's name or name of NPO:	NPO Registration number:

FORM 29

Employer's Physical Address:	Employer's Postal Address:
Employer's telephone no/s:	Other contact details:

3. ATTACHED DOCUMENTS:

A certified copy of the following documents is attached as verification of identity:

- ☐ authentic signed letterhead of employer or prospective employer
- ☐ certified copy of birth certificate, identity document or passport of person who signed letterhead
- ☐ certified copy of birth certificate, identity document or passport of person to be screened.

Please note that section 126(5)(a) of the Act requires you to respond to this inquiry within 21 working days.

Yours sincerely

(Signature)

(Designation)

(Date)

Official Stamp of employer/ Organisation

FORM 30

**INQUIRY BY PERSON TO ESTABLISH IF HIS / HER NAME IS INCLUDED IN PART B
OF NATIONAL CHILD PROTECTION REGISTER
(REGULATION 50(1)(b))
[SECTION 126(3) OF THE CHILDREN'S ACT, (No 38 OF 2005)]**

TO: The Director-General
Department of Social Development
Private Bag X901
Pretoria
0001

Dear Sir / Madam

In terms of section 126(3) of the Children's Act, (No. 38 of 2005), I _____
_____ (full names and surname) wish
to enquire whether my name is included in Part B of the National Child Protection Register. A certified copy
of one of the following documents is attached as verification of my identity.

1. IDENTIFYING DOCUMENTS:

- ☐ birth certificate (only if not in possession of identity document or passport)
- ☐ identity document ☐ passport ☐ other

In the event that my name has been included in Part B of the Register, kindly furnish reason why this was done. My personal details are:

2. CONTACT DETAILS:

Postal address:	Physical address:
* Email:	
Telephone No:	* Cellular No:

(* - if applicable)

Please note that section 126 of the Act requires you to respond to this inquiry within 21 working days.

Yours sincerely

(Signature)

(Date)



CONTRACT OF LEASE

BETWEEN

(LESSOR)

AND

(LESSEE)

I.D NUMBER: _____

IN RESPECT OF THE PROPERTY:

1. The Lessor hereby lets and the Lessee hires certain Premises and, if applicable, furniture as per attached inventory being:
2. The tenancy shall be for a period of _____ months, commencing on the ____ day of 20__ and terminating at 12 noon on the ____ day of ____ 20__

The rent shall be the sum of R _____ payable monthly in advance WITHOUT DEDUCTION, on the FIRST day of each and every month at the office of lessor or at another agreed upon location, failing which the lessor shall have the right to cancel this contract forthwith at his discretion and enter into possession of the property hereby let.

Notwithstanding the above, any increase of rent or rent granted in terms of the Rents Act shall be payable by the lessee from the date on which such determination is applicable, whether or not the lessor has claimed the correct rental timeously. Likewise, any lifting of Rent Control applicable to this property shall entitle the lessor to increase the rental upon giving the lessee two months notice of such increase.

3. TERMINATION OF LEASE. Should either party to this agreement wish to terminate it at the expiration of this Lease, he shall give two clear calendar months notice to do so, otherwise the tenancy shall be continued on a monthly basis on the same terms and conditions. Such notice shall be served by the Lessee by registered post or by hand not later than 12 noon on the last day of the second last month prior to that during which the property is to be vacated. The Lessee shall vacate the premises before 12 noon on the last day of the notice period. Any notice not given by registered post or by hand shall at the discretion of the Lessor be invalid. Any notice required by the Lessor in terms of this lease shall be deemed to have been served if forwarded to the Leased premises by prepaid post or by hand. The Lessee chooses as his domicilium citandi et executandi the Leased premises for all purposes in connection with this Lease.

4. PAYMENT. Cheques presented in respect of payment of rental shall clearly state the period of which such rent is being paid and the address of the premises in respect of which such amount is tendered. Any cash remitted by mail, registered cover or otherwise, will be at the Lessee's risk and neither the Lessor nor his Agents will be responsible for any loss resulting from any cause whatsoever in respect of monies transmitted. Should the Lessee deposit the rental into the Lessors banking account, then a copy of the deposit slip must be kept on file.

The Lessors bank details are as follows:

Bank:

Sort Code:

Account Number:

5. MAINTENANCE. The Lessee shall inspect the premises and within seven days of the commencement of this lease, make a written report to the Lessor of the nature of any defects, failing which he shall be deemed to have acknowledged that the premises and its contents are in good repair and condition. The Lessee shall maintain and keep in good repair and condition the inside of the premises, which shall include all electrical installations, wall plugs, light points, light shades, windows, window catches, water taps, pipes, door handles, door locks, floor or fitted carpets and sanitary appliances, etc. He shall keep the drain free of obstruction. At the expiration of his tenancy, the Lessee shall re-deliver the premises,

and its contents to the Lessor in a good clean order and condition and shall at his own cost and charge replace any of the aforementioned articles which may be missing, damaged or broken. If, during the currency of the tenancy any repairs or re-painting have to be effected to any portion of the inside of the said premises or to anything contained therein or any replacements have to be made, it shall be obligatory for the Lessee to bear the cost thereof. The Lessor reserves the right to effect such repairs or re-painting at the expense of the Lessee and to reclaim the cost thereof. The Lessee shall be liable for all damage caused by neglect or omission of himself, his staff, children and visitors. No alterations to colour scheme, or additions or improvements to the leased premises whether structural or otherwise shall be effected by the Lessee without consent in writing of the Lessor. No carpets shall be fitted. Under no circumstances shall the Lessor be liable to compensate the Lessee for any alterations, repairs, improvements or additions to the leased premises. The Lessor shall keep the outside of the property in good repair. The Lessee shall be responsible for the care and maintenance of the garden and grounds of the property hereby let and shall be obliged to keep all lawns properly cut, hedges trimmed, and bushes and shrubs duly pruned and sprayed at the appropriate season. Should the Lessee fail to comply with this condition the Lessor shall have the right from time to time to employ a gardening or pool contractor to give effect to have these provisions at the expense of the Lessee.

- 6. ACCESS TO PREMISES.** The Lessor, his Agents, intending purchasers or prospective tenants shall have the right of inspection at all times and the Lessor shall have the right without compensation to the Lessee to suspend the operation of any services upon which repairs are being effected, and the Lessor's workmen the right of access during working hours for the purpose of effecting repairs. The Lessee shall at all times during the last three months of his tenancy allow prospective tenants to view the premises and shall also permit "To let" or "For Sale" notices to be affixed and to remain affixed thereto.
- 7. DESTRUCTION OF PREMISES.** If the premises or any building of which they form part are destroyed by fire, or the elements, or by any means whatever, with the result that the premises or such building is rendered unfit for occupation, then the tenancy shall terminate upon the happening of that event, and rent shall be payable up to the date. Neither party shall have any claim against the other in respect of such premature termination of the tenancy unless such destruction is due to some act of negligence on the part of the Lessee or any person under his authority, in which case the Lessor shall, notwithstanding anything to the contrary aforesaid, be entitled to all his rights under this Lease and at common law. If the destruction is not sufficiently serious to prevent beneficial occupation of the premises, or any building of which they may form a part, the necessary repairs shall be expeditiously effected and the Lessee shall not have claim against the Lessor for any loss or inconvenience suffered by the Lessee in consequence thereof. The Lessor shall not be responsible for any loss or damage caused to any goods used or stored in the premises hereby let howsoever any such damage or loss shall have been caused. The Lessor shall not be liable for injury to the Lessee or his servants, clients or visitors whilst on the premises irrespective of the cause of such injury.
- 8. INSURANCE.** The Lessee of uncontrolled premises shall be required to insure his furniture and other movables contained in the premises hereby let through his own insurance.

9. RESTRICTIONS ON USE OF PREMISES. No external T.V. radio or other aerials may be fixed to the building without the owner's written permission. The Lessee shall not use or permit the premises hereby leased to be used for any illegal or improper purposes, nor shall the Lessee or his employees do or permit any act or anything which may be or become any annoyance or cause damage or disturbance to the Lessor or the occupiers of adjoining premises, nor shall the Lessee do any act or anything that may endanger or damage the building of the Lessor or any part thereof, or prejudice the fire insurance thereof. The Lessee shall duly observe all Municipal and Government laws, rules and regulations and all third party rights in respect of the premises. The Lessee shall not permit anything to be done to the building nor bring, or keep anything therein which will increase the rate of or affect fire insurance on the building or property kept therein. No sign, advertisement or notice shall be painted, affixed or hung upon any part of the premises without the written approval of the Lessor. No auction sales shall be held on the premises without the written consent of the Lessor or his Agents. No musical instruments, TV or radio shall be played after 11 p.m. except at the discretion of the Lessor. The premises shall be used as an ECD centre only and no other activity may be conducted therein without written consent of the Lessor. No dogs or cats shall be allowed on the premises.

10. SERVICES. The Lessee agrees to pay for all water, refuse removal, sewerage and service charges where applicable as reckoned by the authorities, and to pay all electricity and telephone accounts, including rental charges, during the period of his tenancy. The Lessee shall supply and maintain in good order at all times at his own expense a refuse bin as approved by the City Council/ local municipality.

11. BREACH OF CONTRACT. The Lessor shall not be responsible to the Lessee for the non-observance of the provisions of this Lease by any other tenant. Any breach by the Lessee of any of the terms or conditions of this Lease shall entitle the Lessor to terminate the Lease forthwith at his discretion. In the event of such termination, the Lessee shall give up possession immediately as and when required without prejudice to any claim the Lessor may have against the Lessee for rent, damage or otherwise. No concession or any other indulgence that may be granted by the Lessor to the Lessee whether in respect of time for payment of rental or otherwise in regard to the terms and conditions of this Lease, shall be deemed to be a waiver or estoppel of or effect, prejudice or derogate from the rights of the Lessor under this Lease. In the event of the Lessor deeming it necessary to cancel the Lease in terms of this clause the Lessee shall be responsible for the rent of the premises hereby let until such premises shall have been relet to another tenant approved by the Lessor.

12. SUBLETTING. Without the consent in writing of the Lessor first had and obtained, the Lessee shall not cede or assign this Lease nor sublet the whole or part of the leased premises nor may any person reside or occupy the whole or part of the leased premises other than the Lessee.

13. RATES & TAXES. The Lessor shall pay all Rates and Taxes which may become due and payable on the said property during the term of this lease, with the exception of any rates specially levied upon tenants.

15. DEPOSIT. A deposit in the sum of R _____ shall be paid at the signing of this Lease in respect of damage of the premises, loss of keys and outstanding rental and accounts. Such deposit at the discretion of the Lessor becomes forfeit in the case of breach

of contract by the Lessee. The deposit shall be returned at the end of the occupancy of the premises subject to all outstanding accounts related to the premises let, having been paid, and after inspection of the premises by the Lessor, his Agent or the new Lessee. In the event of damage, destruction or loss to the said property, such monies as are deemed necessary to restore the property to a condition acceptable to the Lessor may be withheld. The Lessee is not permitted to deduct the deposit from the rental due for the final, or any other month. The Lessor reserves the right to call for an additional deposit to bring the total deposit into line with the monthly rental at any time.

16. LEGAL COSTS. In the event of the Lessor instituting action against the Lessee due to the Lessee's default in any of his obligations in terms of this Lease, the Lessee shall be responsible for all legal costs on an Attorney/ Client basis including, but not limited to, the cost of issuing summons, taking judgement, collection commission, correspondence and attendance. The cost of preparing this lease and the stamps thereon shall be paid for by the Lessee.

18. Should the leased premises not be ready for occupation by the Lessee upon commencement date by reason of:

- (a) building operations not having been completed; or
- (b) the failure of the previous tenant to vacate; or
- (c) any other clause whatsoever; then the Lessee shall have no claim for cancellation of this Lease or damages or other right of action against the Landlord and will take occupation of the Leased premises upon the date upon which it is ready (and which date shall in the event of a dispute be determined by the Landlord's architects whose determination in regard thereto shall be final and binding), subject to a pro rata reduction in rent for the period from the commencement date to the date upon which the premises are ready for occupation. Should the Lessee take occupation of the Leased premises before the commencement date the Lessee shall pay the Landlord a pro rata rental for such period.

THIS WRITTEN LEASE CONSITUTES THE ONLY CONTRACT BETWEEN LESSOR AND LESSEE IN RESPECT OF THE TENANCY OF THE ABOVE PREMISES. NO VARIATION MAY BE MADE UNLESS REDUCED TO WRITING AND SIGNED BY BOTH PARTIES. THE LESSOR SHALL NOT BE BOUND TO THIS LEASE UNTIL AND UNLESS IT SHALL HAVE BEEN SIGNED BY HIM OR HIS AGENTS.

Dated at _____ this _____ day of _____ 20 ____

Witnesses:

1. _____
Lessee

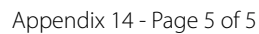
2. _____
Lessor / Authorised Agent

Business Address: _____ **Tel:** _____

Home Address: _____ **Tel:** _____

Insurance _____ **Co** _____

Type/s of Policy _____

[illegible]

APPENDIX 15a

Menu Guidelines and Sample Menu



Meal Plan with Recommended Serving Portions

FOOD ITEM	6-8 MONTHS	9-11 MONTHS	1- 3 YEARS	4-6 YEARS
DAILY MILK ALLOWANCE	800ml	500 – 600ml	500ml	500ml
	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
Soft Porridge	2-4 tablespoons	¼ teacupful	½ - ¾ teacupful	1 teacupful
Milk	1-2 tablespoons	2-4 tablespoons	1/3 teacup	1/3 teacup
Sugar	None	None	2 teaspoons	2 teaspoons
	MID-MORNING SNACK	MID-MORNING SNACK	MID-MORNING SNACK	MID-MORNING SNACK
Brown Bread	Bread, brown	½ slice with filling	½ slice with filling	1 slice with filling
Margarine		1 teaspoon	½ teaspoon	1 teaspoon
Tea/milk drink		Margarine ½ teacup of milk/ Rooibos tea	Margarine ½ teacup of milk/ Rooibos tea	Margarine 2/3 teacup of milk/ Rooibos tea
Sugar				
	LUNCH	LUNCH	LUNCH	LUNCH
Finely minced meat chicken, liver, fish or mashed legumes	1-2 tablespoons	1-2 tablespoons	1 -3 tablespoons	4 - 6 tablespoons
Starch	1-2 tablespoons	2-4 teaspoonful's starch	½ teacup of starch	½ teacup of starch
Well-cooked mashed vegetables	1-2 tablespoons	2-4 teaspoonful's	1-3 tablespoons cooked, soft vegetables	½ teacup of cooked, soft vegetables
	A little egg yolk can be mixed into the vegetables (1-2x/week)	An egg can be substituted for meat, chicken liver or fish (1x/week)	An egg can be substituted for meat, chicken liver or fish (1x/week)	An egg can be substituted for meat, chicken liver or fish (1x/week)

	AFTERNOON SNACK	AFTERNOON SNACK	AFTERNOON SNACK	AFTERNOON SNACK
Fruit Juice	¼ teacupful undiluted fruit juice OR Soft, mashed fruit	¼ - ½ teacupful undiluted fruit juice OR ¼ soft fruit	½ teacupful undiluted fruit juice OR ½ small or ¼ large	1 teacupful undiluted fruit juice OR 1 small or ½ large soft fruit
Bread, brown Margarine Tea/milk drink		½ slice Brown Bread With filling 1 teaspoon Margarine ½ teacup of milk/ Rooibos tea	½ slice Brown Bread With filling 1 teaspoon Margarine ½ teacup of milk/ Rooibos tea	1 slice Brown Bread With filling 1 teaspoon Margarine ½ teacup of milk/ Rooibos tea

Example of a Cycle Menu

Week 1

MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	Maize-meal porridge Milk Sugar	Oats porridge Milk Sugar	Matabela Porridge Milk Sugar	Maize –Meal porridge Milk Sugar	Oats porridge Milk Sugar
MID-MORNING SNACK	Brown Bread With marmite Margarine Milk/Rooibos tea	Brown Bread with egg Margarine Milk/Rooibos tea	Brown Bread with cheese Margarine Milk/Rooibos tea	Brown Bread With fish paste Margarine Milk/Rooibos tea	Brown Bread with peanut butter Margarine Milk/Rooibos tea
MIDDAY MEAL	Beef Stew Maize Rice Pumpkin Peas	Savoury Mince Stiff maize-meal porridge Cabbage and carrot salad	Chicken Liver Somp Mixed Vegetables	Tasty Fish Dish Maize Rice Pumpkin	Somp and beans Stewed cabbage Tomato wedges
AFTERNOON SNACK	Banana Brown Bread Jam	Apple Brown Bread Peanut Butter	Orange Brown Bread Jam	Banana Brown Bread Peanut Butter	Apple Brown Bread Jam

Week 2

MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	Maize-meal porridge Milk Sugar	Oats porridge Milk Sugar	Matabela Porridge Milk Sugar	Maize –Meal porridge Milk Sugar	Oats porridge Milk Sugar
MID-MORNING SNACK	Brown Bread With marmite Margarine Milk/Rooibos tea	Brown Bread with egg Margarine Milk/Rooibos tea	Brown Bread with cheese Margarine Milk/Rooibos tea	Brown Bread With fish paste Margarine Milk/Rooibos tea	Brown Bread with peanut butter Margarine Milk/Rooibos tea
MIDDAY MEAL	Stiff maize-meal porridge/Rice Tomato and Onion smoor	Savoury Fish Samp/Rice Beetroot	Mince Mash Stewed Carrots	Chicken Liver Stew Stiff maize-meal porridge Pumpkin	Dry Bean and Vegetable Stew Samp Fruit in Season
FRUIT AFTERNOON SNACK	Banana Brown Bread Jam	Apple Brown Bread Peanut Butter	Orange Brown Bread Jam	Banana Brown Bread Peanut Butter	Apple Brown Bread Jam

APPENDIX 15b

Weekly Menu Plan

ECD Service name:

Term:

Week:



	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Morning snack					
Lunch					
Afternoon snack					

Note: We try to ensure children are eating a balanced diet which includes protein, starch, fruit, green and yellow vegetables and calcium.

Protein: Fish, chicken, egg, red meat, soya, lentils, peanut butter

Green vegetables: Spinach, baby marrows, cabbage, beans

Fruit: Apples, oranges, bananas, melons

Starch: Maize, potatoes, pasta, bread, rice, porridge

Yellow vegetables: Carrots, butternut, pumpkin

Calcium: Milk, cheese, yoghurt, maas

If parents provide snacks, we encourage you not to send chips, sweets and biscuits as snacks but rather to choose healthy options from the list above.

APPENDIX 16

Accident and Incident Register Template

ECD Service Name: _____



INCIDENT REPORT FORM

Please complete and make two copies
This copy to be filed in incident file
One copy to parents/guardian/caregiver
One copy to the child's file

Name of the child: _____ Date of the incident: _____

Description of the accident/injury/incident:

When did it happen? _____

Where did it happen? _____

Who witnessed the accident/injury/incident? _____

Was any blood present? _____ How much blood? _____

Where was the blood? _____

What was done for the child? (first aid treatment)

Is any further medical attention needed? _____

When was the parent notified? _____

When did the parent collect the child? _____

What advice was given to the parent? _____

Who was in charge when the incident occurred? _____

What can be done to prevent such an incident in future? _____

Signature and date – Staff member _____

Signature and date – Parent/Guardian/Caregiver _____

APPENDIX 17

Personal and Medical History Form Template

ECD Service Name: _____



PERSONAL AND MEDICAL HISTORY

CHILD'S NAMES: _____

MEDICAL INFORMATION

Doctor's Name _____

Telephone No _____

Doctor's Address _____

EMERGENCY INFORMATION

PERSON(S) TO CONTACT IF PARENTS/GUARDIAN/CAREGIVER ARE UNAVAILABLE:

1. Name: _____ 2. Name: _____

Telephone No: _____ Telephone No: _____

Cell No: _____ Cell No: _____

Relationship to child: _____ Relationship to child: _____

HEALTH

Does your child have :

Frequent Colds (Explain) _____

Tonsillitis (Explain) _____

Earaches (Explain) _____

Stomach aches (Explain) _____

Nosebleeds (Explain) _____

Vomitting often (Explain) _____

Has your child had any serious accidents (Explain) _____

Please tick if your child has had any of the following diseases or conditions :

Measles _____

German Measles _____

Scarlet Fever _____

Whooping Cough _____

Mumps _____

Heart Disease _____

Rheumatic Fever _____

Kidney Disease _____

Diabetes _____

Hepatitis _____

Pneumonia _____
Chicken Pox _____
Other _____

Convulsions _____
Epilepsy _____

ALLERGIES

Does your child suffer from any allergies? _____
What type of allergy? _____
Do you know the cause of the allergy? _____
Treatment required : _____

GENERAL HEALTH

Has your child ever been to the dentist? _____
Has your child had his vision tested: _____
Has your child had his hearing tested: _____
Does your child wear corrective shoes? _____
Does your child have any speech problems? _____
How would you evaluate your child's overall health? _____

CONFINEMENT

Please state type of birth (Caesar, Natural, Forceps, Epidural...) _____
Did you experience any problems during pregnancy or birth? _____
Was your baby born prematurely? _____
How many weeks? _____
For how long did you breastfeed your baby? _____

DISCIPLINE

When do you find it necessary to discipline your child? _____
How do you discipline your child? _____

MOBILITY

At what age did your child :
Sit alone _____
Crawl on hands and knees _____
Walk without help _____
Name simple objects _____
Repeat short sentences _____

Does your child prefer to :
Be on the go all the time _____
Sometimes active, sometimes quiet _____
Mostly quiet and inactive _____

FAMILY

Names of other children in the family :

Birthdate :

Sex :

1. _____

2. _____

3. _____

4. _____

5. _____

Position of this child in the Family : _____

What religion do you as a family follow : _____

HELPFUL INFORMATION

How would you describe your child's personality _____

Are there any special family circumstances which may be a factor in your child's present behaviour (divorce, new baby, death, recent move, hospitalization, etc.)?

In what ways would you like to see your child develop during this time at the ECD service?

Is there any further important information which you feel that we should know about with regard to your child?

Thank you very much for your help and hard work in filling in this form.

APPENDIX 18

Health Hygiene and Illness Policy Example

ECD Service Name:



HIV Policy and Universal Precautions

No child should be stigmatised or treated unfairly because of any illness or disability they may have. This ECD service does not require staff or children to disclose their HIV status and any such disclosure will be treated as confidential. Voluntary disclosure is however welcomed and could allow a child or staff member to benefit from additional support or nutritional and medical input.

UNIVERSAL PRECAUTIONS

Childcare providers are responsible for ensuring a safe environment for the normal healthy development of children in their care. To protect children, universal precautions need to be taken to ensure the wellbeing of the children.

The Human Immunodeficiency Virus (HIV) is a serious infection but can be prevented. In the childcare setting, blood is the most likely cause of the spread of HIV. Remember we cannot tell who is infected by a virus and who is not. Protective measures must therefore focus on preventing exposure to blood.

Hepatitis B Virus (HBV) is also a serious infection but can be prevented by washing hands and keeping toilets clean.

The HBV or HIV infected child or staff member is not a risk of infection to others in the childcare setting when universal precautions are followed. Universal precautions are the careful measures that help prevent the spread of all diseases if all blood, as well as other body fluids, are treated as if infected.

Management Practices and Protective Measures:

- Always practise universal precautions. Treat all blood or body fluids containing blood as infected with HIV or HBV.
- Hand washing: Thorough hand washing with soap and water is the simplest most effective precaution and should be done by caregivers and children.
- Intact healthy skin is the best defence against infection. Open sores, skin lesions and broken skin must be covered with waterproof dressings until healed.
- Care givers must use latex gloves or plastics packets to cover hands when contact with blood is a possibility, e.g. dealing with bleeding injuries, open sores, skin lesions, broken skin, cleaning up blood spills or handling of blood soiled items.
- Gloves are kept in the first aid box so that they are easily accessible when required, but out of reach of children.
- Children from a very young age must be taught never to touch other people's blood or body fluids.

- Children should be trained to manage their own bleeding e.g. nosebleeds and minor cuts and grazes.
- Attendance Registers and Incident Books must be accurately maintained.

Bleeding:

- Bleeding needs immediate attention
- Apply pressure to the wound avoiding direct contact with blood. (When possible, the injured child should apply pressure to her own wound).
- Caregivers must use gloves or plastic packets as a barrier against blood.
- Do not move the injured person, until the bleeding is controlled. (This is to keep the blood spill in one area).
- In cases of grazes and small cuts, hold briefly under running water: clean with cotton wool and disinfectant, dry and cover with waterproof dressing.
- Hands must be washed immediately after any contact with blood.
- Hands must always be washed after gloves are removed. GLOVES DO NOT SERVE AS A SUBSTITUTE FOR HAND WASHING.
- If blood splashes onto mucous membranes (eyes, nose, mouth), flush immediately with running water for at least three minutes.

Blood Spill:

- Children must be separated from the person bleeding and from blood spills.
- Gloves or plastic packets must be worn when cleaning up the blood spills to prevent skin/ blood contact.
- Spilt blood must be soaked up with absorbent material e.g. paper, dry soil or sawdust.
- Used paper, dry soil or sawdust and used gloves must be carefully placed in double plastic bags, tied securely and thrown away into the rubbish bin. Wash hands immediately afterwards.
- The blood stained area must be sprayed with a disinfectant solution (household bleach one part to nine parts) and followed with normal cleaning.

Bloodstained Items:

- Gloves or plastic packets must be worn when handling bloodstained items such as clothing, linen, carpets etc.
- Remove as much of the blood as possible using absorbent paper or tissues.
- Rinse or mop with cold water to remove the bloodstain. Clean the mop using the disinfectant solution and dry in the sun.
- Place clothing or linen into a plastic bag and return to child's home for washing.
- Carpets can be sponged with hot soapy water, rinsed and allowed to dry in the sun if possible.
- All disposable cleaning material (e.g. paper, tissue) and gloves to be placed in double plastic bag, tied securely and thrown into the bin. Wash hands immediately afterwards.
- Used sanitary towels must be placed in double plastic bags, tied securely and disposed into a lidded refuse bin for collection.

MEDICATION POLICY

- A proper record of any medicine that is given to a child must be kept. No medicine should be given to a child without permission of a parent or responsible family member.
- Any medicine brought to the ECD service for children by the family must be clearly labelled and stored out of reach of the children.
- All medication should be kept safely locked away from the reach of children.

Administering medicines:

- Make sure you have the correct bottle for the correct child before giving medicine. Do not give medicines in the dark. Using the wrong bottle could have tragic results.
- Measure the dose carefully with a medicine spoon and give only the quantity prescribed for a child. Record the details of what was given and when on the "Medicine Form"
- Never talk a child into taking tablets by telling her that they are "sweets" or "lollies". This makes them dangerously attractive at other times.
- Do not allow a child to take medicine on her/his own.
- Avoid taking medicines or tablets in a child's presence. Children love imitating adults, especially their parents. Remember, always to put containers away after use.

Dispose of unused medicines in this way:

- Never throw bottles of medicine in the rubbish bin.
- Dispose of unwanted, leftover medicines and pills by flushing them down the toilet, or washing them down the drain.
- Wash out the empty bottle before putting it in the rubbish bin.

ILLNESS POLICY

- The medical history of each child should be recorded on admission and kept up to date and confidential.
- The following will be included on a Medical History Form:
 - - Information about the child's general state of health;
 - - A copy of the Road to Health card for each child;
 - - Any communicable illnesses that the child has had and the dates when he/she had these illnesses;
 - - Details of the child's immunisation against polio, diphtheria, tetanus, whooping cough, measles, Hepatitis B, Tuberculosis and HIB (Haemophilus Influenza Type B);
- A record of each child's immunisation programme and Vitamin A schedule must be kept at the Service location (i.e. a copy of the Road to Health Card).
- Staff should watch out for possible illnesses and diseases in the children.
- Any illness or problem should be reported to the parent or family immediately.
- Staff must allow an ill child to rest away from the other children and inform the parent or family.
- Any child assessed to have an infectious disease (measles, chickenpox, etc.) must be immediately isolated from other children and referred to the nearest hospital or clinic for further assessment and treatment;
- In urgent cases, the child should be taken to the nearest clinic for referral or treatment, unless otherwise indicated on their enrolment form.

- Staff must work closely with parents or families of children who are receiving chronic medication to help them see that the particular health needs are taken care of, for example children who are asthmatic, or children who are HIV positive and who are receiving anti-retroviral treatment.
- The names of children who are allergic to certain substances or products will be placed in a prominent place in the place of care and all staff informed.
- The Medical Officer of Health (Communicable Disease Control Officer) must be notified in cases of communicable diseases or diseases that must be reported. The provisions of the Health Act, 1977, regarding the barring of children from schools owing to contagious diseases are applicable to all places of care.
- If head or body lice and/or scabies are observed, the parents or family have to be informed immediately and the child or children concerned may not be allowed back into before the condition has cleared up.

HYGIENE POLICY

- The service location should be cleaned at least once a day; and toilets and potties must be cleaned after use and disinfected at least once a day.
- There should be towels and enough soap available for children and staff.
- Staff should wash their hands with soap and water after helping children in the toilet or dealing with any accidents.
- Staff should wash their hands with soap and water before preparing or serving food.
- Staff should take care of their own health and undergo regular health tests, particularly for tuberculosis.
- Sheets and towels will be washed weekly.
- Sheets and mattresses will be washed immediately if they are wet or soiled by a child.
- Mattresses will be wiped daily

APPENDIX 19

Medicine Administrator Form Template

ECD Service Name: _____



MEDICINE ADMINISTRATION FORM

Name of the child: _____

Name of medicine: _____

Instruction of parent/guardian/caregiver (how often, how much): _____

Signature of parent, guardian or caregiver: _____

Date: _____

Record of administration

Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:
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Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:
Date:	Time:	Amount:	Signature:

APPENDIX 20

Transport Policy

ECD Service Name:



☐ **This service DOES NOT arrange transport on behalf of the parents/guardians/caregivers.**

We do however recommend that parents, guardians or caregivers carefully consider the following when choosing a transport service for your children:

- Does the driver have all the required licenses and permits to transport children?
- Is the vehicle roadworthy and have safety equipment, speedometer, window, and door opening instructions?
- Have the driver been checked against the CPR? Parents may request proof of screening against Part B of the Child Protection Register.
- Is the vehicle carrying the correct number of children, seated in individual seats with safety belts?
- Are there clear and safe agreements for where and when your children are collected and dropped off?

☐ **This service arranges transport on behalf of the parents/guardians/caregivers.**

To ensure the safety of children we undertake to:

- Check that transport operators transporting children are registered, suitably trained, screened against Part B of the Child Protection Register and possess the necessary licenses and permits as prescribed by the National Land Transport Transition Act, 2000 (Act No. 22 of 2000), and other relevant national transport policies and regulations determined by the Department of Transport;
- Ensure transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;
- Check that transport providers comply with safety measures regulated by the Department of Transport, including adherence to speed limits, and that all passengers are seated regardless of the transport mode used;
- Only use vehicles to transport children that are safe and have the necessary safety characteristics, such as windows and doors opening instructions, safety equipment and appropriate speed devices;
- Ensure children are not transported in open vehicles;
- Provide an adult supervisor in a vehicle transporting children under the age of nine years; and
- Ensure there is no overloading of children in vehicles.

APPENDIX 21

Application Form

ECD Service Name: _____



Child's Full Name and Surname: _____

Date of Birth: _____

ID Number: _____

Home language: _____

Gender: _____

Parent, Guardian or Caregiver Name: _____

Parent/guardian/caregiver ID: _____

Telephone number: _____

Place of work: _____

Home Address: _____

Income per month: _____

Parent, Guardian or Caregiver Name: _____

Parent/guardian/caregiver ID: _____

Telephone number: _____

Home Address: _____

Place of work: _____

Income per month: _____

Number of dependants under 18 years: _____

Emergency number: _____

Name and phone number of child's regular doctor or clinic: _____

Medical issues: _____

Allergies: _____

This form must be returned with the

- Copy of Child's clinic card/health card,
- Copy of child's birth certificate,
- Parent/guardian/caregiver copy of ID
- A pay card or salary slip or copy of child support grant for parents, guardian or caregiver

I agree to pay the school fees of _____ per month and to follow the rules and regulations of the centre.

Signed: _____

Date: _____

FOR OFFICE USE ONLY:

Date received:

Date & Time of Interview:

All forms received:

Date accepted:

(NAME OF ORG) **CONSTITUTION**

Table of Contents

1. Name 2

2. Body corporate 2

3. Objectives 2

4. Governing structure and mechanism of governance 2

5. Powers of the organisation 3

6. Meetings 4

6.1 Annual general meetings (agm) 4

6.2 Special general meetings 4

6.3 Ordinary meetings 5

6.4 Notices of meetings 5

6.5 Quorums 5

6.6 Procedures at meetings 6

6.7 Making decisions in meetings 6

6.8Records of meetings 6

7. Income and property..... 6

8. Finances and reports 7

9. Amendments to the constitution 8

10. Dissolution/closing down..... 8 2

- 1.
- 1.1 The organisation hereby constituted will be called.....
- 1.2 Its shortened name will be (Hereinafter referred to as the organisation).

2. BODY CORPORATE

The organisation shall:

- Exist in its own right, separately from its members.
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name.

3. OBJECTIVES

The organisation's main objectives are to:

a)

The organisation's secondary objectives will be to:

b)

4. GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE

4.1 The Office Bearers will oversee the organisation. The Office Bearers will be made up ofmembers. They are the Board of governance of the organisation.

4.2 **Term of office:** Office bearers will serve for a period of....years which has been agreed to by the general membership at an AGM, and which shall not exceeding three years. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.

4.3 **Vacancies:** The Office Bearers must, as soon as reasonably possible, appoint someone to fill any vacancy that reduced the number of Office Bearers.

4.4 **Resignation:** An Office Bearer may resign from office in writing.

4.5 **Disqualification or Removal** If an Office Bearer does not attend three meetings in a row, without having applied for and obtaining leave of absence from the Board, then the Board will find a new member to take that person's place.

5. POWERS OF THE ORGANISATION

5.1 The Board shall carry out the powers on behalf of the organisation and they shall manage the affairs of the organisation in accordance with the resolutions of the members as shall be taken from time to time at General Meetings of the organisation.

5.2 The Board is responsible for making decisions, and acting on such decisions, which it believes it needs to make in order to achieve the objectives of the organisation as stated in point number 3 of this constitution. However, such decisions and their activities may not be against the resolutions of the members or be against the law of the Republic of South Africa.

5.3 The Board shall have the general powers and authority to:-

5.3.1 raise funds or to invite and receive contributions.

5.3.2 buy, hire or exchange for any property that it needs to achieve its objectives.

5.3.3 make by-laws for proper governance and management of the organisation.

5.3.4 form sub-committees as and when it is necessary for proper functioning of the organisation

5.4 If the Board thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may want a sub-committee to do an inquiry, for example

5.5 The Board may delegate any of its powers or functions to a sub-committee provided that:-

5.5.1 such delegation and conditions are reflected in the minutes for a meeting

5.5.2 at least one Office Bearer serves in the sub-committee.

5.5.3 there are three or more people on a sub-committee.

5.5.4 the sub-committee must regularly report back to the Board on its activities.

5.6 The Board must in advance approve all expenditure incurred by the sub-committee, and may revoke the delegation or amend the conditions of the delegation.

6. MEETINGS

6.1 Annual General Meetings (AGM)

6.1.1 Stakeholders of the organisation must attend its annual general meetings.

6.1.2 The purpose of an Annual General Meeting (AGM) is to:

- Report back to stakeholders from the Office Bearers on the achievements and work of over the year.
- Make any changes to the constitution.
- Enable members to decide on the policies of the organisation.

6.1.2 The annual general meeting must be held once every year, towards the end of the organisation's financial year.

6.1.3 The organisation should deal with the following business, amongst others, at its annual general meeting:

- Agree to the items to be discussed on the agenda.
- Write down who is there and who has sent apologies because they cannot attend.
- Read and confirm the previous meeting's minutes with matters arising.
- Chairperson's report.
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General.
- Close the meeting.

6.2 Special General Meetings

6.2.1 The Special General Meeting (SGM) or any other special meeting is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The Board or not less than one-third of the members may call a Special General Meeting of the organisation.

6.2.4 Special meetings may be called when the Board needs the mandate or guidance of the general members of the organisation to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.

6.3 Ordinary Meetings

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the organisation. These are held once a quarter and are attended by the board.

6.3.2 The meetings of the Board will be held at least once a quarter or when a need arises from time to time to conduct the business of the Board.

6.4 Notices of Meetings

6.4.1 The Chairperson of the Board shall convene meetings. The Secretary must let all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.

6.4.2 However, when convening an AGM, or a Special General Meeting, all members of the organisation must be informed of the meeting no less than fourteen (14) days before such a meeting.

6.4.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.

6.4.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

6.4.5 For confirmation of delivery, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

6.5 Quorums

6.4.7 Quorums for all meetings of the organisation shall be a simple majority (**50% + 1**) of relevant members who are expected to attend

6.4.8 However, for the purpose of considering changes to this constitution, or the dissolution of the organisation, then a two thirds ($\frac{2}{3}$) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.

6.4.9 All meetings of the organisation must reach a quorum before they can start.

6.4.10 If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.

6.4.11 If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

6.6 Procedures at Meetings

6.4.12 The Board may regulate its meetings and proceedings as it deems fit, subject to the following:

- That the Chairperson shall chair all meetings of the organisation, including that of the Board.
- That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

6.7 Making decisions in meetings

6.4.13 Where possible, the decisions of the organisations shall be taken by consensus. However, when there is no consensus, then members will discuss options for a while and then call for a vote.

6.4.14 All votes shall be counted and the majority votes on an issues shall be regarded as the decision of the meeting

6.4.15 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.

6.4.16 All members must abide by the majority decision

6.4.17 Decisions concerning changes to this constitution, or of dissolution and closing down of the organisation, shall only be dealt with in terms of clauses 9 and 10 of this constitution.

6.8 Records of meetings

6.4.18 Proper minutes and attendance records must be kept for all meetings of the organisation.

6.4.19 The minutes shall be confirmed as a true record of proceedings by the next meeting of the Board, or of general members as the case may be, and shall thereafter be signed by the chairperson.

6.4.20 Minutes shall thereafter be kept safely and always be on hand for members to consult.

7. INCOME AND PROPERTY

7.1 The organisation will keep a record of everything it owns.

7.2 The organisation may not give any of its money or property to its members or the Board. The only time it can do this is when it pays for work that an Office Bearers or member has done for the organisation. The payment must be a reasonable amount for the work that has been done.

7.3 The Board or a member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation, and for which authorisation has been granted.

7.4 The Board or members of the organisation do not have rights over things that belong to the organisation.

8. FINANCES AND REPORTS

8.1 **Bank Account:** The Board must open a bank account in the name of the organisation with a registered Bank.

8.2 **Signing:** Cheques and other documents requiring signature on behalf of the organisation shall be signed by at least two persons authorised by the Board. Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.

8.3 **Financial year-end:** The financial year end of the Organisation shall be end ofeach year.

8.4 Financial Report: The Board must ensure that proper records and books of account which reflect the affairs of the organisation are kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether or not the financial statements of the organisation are consistent with its accounting policies and practices of the organisation.

8.5 The Treasurer is responsible for making sure that the money of the organisation is safe and is accounted for

8.6 The Treasurer must also make regular reports to the Board on the finances of the organisation, which should include all incomes, expenditures and balances that remain according to accounting practices of the organisation.

8.7 If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984, or as shall be amended. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985 (as amended). The organisation can go to different banks to seek advice on the best way to look after its funds.

9. AMENDMENTS TO THE CONSTITUTION

9.1 The constitution can only be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds ($\frac{2}{3}$) (or at least 67%) of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

9.2 For the purpose of considering changes to this constitution, a two thirds ($\frac{2}{3}$) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in clause 6 of this constitution

9.3 As provided for in clause 6, written notices must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

9.4 No amendments may be made which would cause the organisation to close down or stop to function or die away.

10. DISSOLUTION/CLOSING DOWN

10.1 The organisation may dissolve or close down if at least two thirds ($\frac{2}{3}$) of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

10.2 When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non-profit organisation that has similar objectives. The organisation’s general meeting can decide what organisation this should be.

This constitution was approved and accepted by members of

At a special (general) meeting held on

Chairperson

Secretary

APPLICATION FOR REGISTRATION BY A NONPROFIT ORGANISATION



READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM?

This form is an application by a Nonprofit Organisation for registration. Registration is voluntary. If the Nonprofit Organisation complies with the requirements for registration then the Director for Nonprofit Organisations will enter its name in a register and send it a certificate of registration.

WHICH ORGANISATIONS MAY APPLY FOR REGISTRATION?

Organisations such as trusts, companies or other associations established for a public purpose whose income and property are not distributable to its members or office-bearers except as reasonable compensation for services rendered.

WHO FILLS IN THIS FORM?

The office-bearer responsible for managing the nonprofit organisation.

WHERE DOES THIS FORM GO?

To : Directorate for Nonprofit
Organisations
Private Bag x901
PRETORIA
0001

OR

Human Science Research
Council
Fifth Floor (South)
134 Pretorius Str
PRETORIA
0001

OTHER REQUIREMENTS?

Two copies of the nonprofit organisations' constitution must accompany this form.

1. ORGANISATIONAL DETAILS

Name of the organisation

Physical address

Code _____

Postal address

Code _____

Tel () _____

Fax () _____

E-mail _____

Date _____ of _____ financial _____ year-end

2. PARTICULARS OF OFFICE-BEARERS (If you have more office-bearers than is provided for on this page, please include the particulars of these office-bearers on a separate page and attach it to this application)

Name(s)	_____	Name(s)	_____
Surname	_____	Surname	_____
Address	_____	Address	_____
Business	_____	Business	_____
Residential	_____	Residential	_____
ID Number	_____	ID Number	_____
Contact details	(W) () _____ Fax () _____	Contact details	(W) () _____ Fax () _____
(H) () _____ E-mail _____		(H) () _____ E-mail _____	
Capacity in Organisation	_____	Capacity in Organisation	_____

Name(s)	_____	Name(s)	_____
Surname	_____	Surname	_____
Address	_____	Address	_____
Business	_____	Business	_____
Residential	_____	Residential	_____
ID Number	_____	ID Number	_____
Contact details	(W) () _____ Fax () _____	Contact details	(W) () _____ Fax () _____
(H) () _____ E-mail _____		(H) () _____ E-mail _____	
Capacity in Organisation	_____	Capacity in Organisation	_____

Name(s)	_____	Name(s)	_____
Surname	_____	Surname	_____
Address	_____	Address	_____
Business	_____	Business	_____
Residential	_____	Residential	_____
ID Number	_____	ID Number	_____

Contact details	(W) () _____ Fax () _____	Contact details	(W) () _____ Fax () _____
(H) () _____ E-mail _____		(H) () _____ E-mail _____	
Capacity in Organisation	_____	Capacity in Organisation	_____

3. REQUIREMENTS FOR REGISTRATION OF THE ORGANISATION'S CONSTITUTION

(1) Compulsory requirements for registration in terms of section 12(2)

- (a) Each requirement from (a) – (o) must be reflected in the constitution. If the requirements are not satisfied the director will not register the nonprofit organisation.
- (b) Indicate in column 2 where in your organisation's constitution the requirements listed in column 1 are provided for.

Column 1	Column 2
REQUIREMENTS FOR REGISTRATION	Applicable reference in constitution
(a) Organisation's name(s)	
(b) Organisation's main and ancillary objectives	
(c) Organisation's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered	
(d) Provision for the organisation to be a body corporate and have an identity and existence distinct from its members or office-bearers	
(e) Provision for the organisation's continued existence notwithstanding changes in the composition of its membership or office-bearers	
(f) Members or office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers	
(g) Powers of the organisation	
(h) Organisational structures and mechanisms for its governance	
(i) Rules for convening and conducting meetings, including quorums required for and the minutes to kept of those meetings	
(j) Manner in which decisions are to be made	
(k) Provision made for the organisation's financial transactions to be conducted by means of a banking account	
(l) Date for the end of the organisation's financial year	
(m) Procedure for changing the constitution	
(n) Procedure by which the organisation may be wound up or dissolved and	
(o) Provision that, when the organisation is wound up or dissolved, any assets remaining after all its liabilities have been met, must be transferred to another non-profit organisation having similar objectives	

(2) Optional provisions in terms of section 12(3)

- (a) These provisions are optional (i.e. not compulsory) but desirable, as they strengthen the governance procedures in the constitution.
- (b) Indicate in column 2 where in your organisation's constitution the provisions listed in column 1 are located.

Column 1	Column 2
OPTIONAL PROVISIONS FOR REGISTRATION	Applicable reference in constitution
(a) Qualifications for and admission to membership of the organisation	
(b) Circumstances in which a member will no longer be entitled to the benefits of membership	
(c) Provisions for termination of membership	
(d) Provision for appeals against loss of the benefits of membership or against termination of membership, the procedure for such appeals and the body to which such appeals may be made	

Column 1	Column 2
OPTIONAL PROVISIONS FOR REGISTRATION	APPLICABLE REFERENCE IN CONSTITUTION
(e) Provisions for membership fees and matters determining membership fees and other payments by members	
(f) Provision that members or office-bearers do not become liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members or office-bearers of the organisation	
(g) Provision for the appointment of office-bearers and tabulation of their respective functions	
(h) Procedure for nominating, electing or appointing office-bearers	
(i) Circumstances and manner in which office-bearers may be removed from office, provision for appeals against such removal, procedures for such appeals the body to which such appeals can be made	
(j) Provision that office-bearers are not personally liable for any loss suffered by any person as a result of an act or omission which occurs in good faith while the office-bearer is performing functions for or on behalf of the organisation	
(k) Provisions for making investments	
(l) Purposes for which the funds of the organisation may be used	
(m) Provision for acquiring and controlling assets	

4. ADDITIONAL INFORMATION REQUIRED

The completion of this part of the application form is not compulsory. The Directorate for Nonprofit Organisations seeks this information for administrative, background and research purposes. Your application will not be prejudiced if this part of the application form is not completed.

Date when organisation was established _____

Organisation's area of operation _____

Geographical _____

Sector _____

Is the organisation affiliated to any other body or structure? (If yes, please specify the name and contact details of this body or structure).

5. DECLARATION BY PERSON SUBMITTING THIS APPLICATION

I, the undersigned, declare that I am duly authorised by my organisation to complete and submit this application and that the information contained in this form is to the best of my knowledge correct.

Name(s) _____

Signature _____

Capacity _____

Date _____

6. DUTIES OF REGISTERED NONPROFIT ORGANISATIONS

Once your organisation has been registered it must:

- Reflect its registered status or registration number on all its documents – section 16(3).
- Keep accounting records – section 17(1)(a).
- Draw up financial statements – section 17(1)(b).
- Arrange for an accounting officer to prepare a written report – section 17(2).
- Preserve its books of account, supporting vouchers, membership records and financial records and documents – section 17(3).
- Submit to the Director of Nonprofit Organisations:

- (i) A narrative report – section 18(1)(a).
- (ii) Details of any changes of its office-bearers - section 18(1)(b).
- (iii) Details of any changes of its address at which it will receive documents – section 18(1)(c).
- (iv) Details of any changes in its constitution or its name – section 19.



NON PROFIT ORGANISATION ANNUAL REPORT GUIDELINES

The accompanying guideline will help registered nonprofit organisation to prepare and submit their **Annual Report** to the Department of Social Development.

This report describes your organisation's activities over the previous twelve month periods, and includes the following sections:

Section A: Basic details about the organisation.

Section B: The organisation's major achievements over the year.

Section C: List of important meetings held by the organisation during the year, and details of any changes to the constitution.

- Please follow the headings on the forms when preparing your reports, and answer all the questions. You can choose to add further information on separate sheets of paper.
- Receipt of these reports will ensure that the name of your organisation remains on the Department's Non-profit Organisation Register.
- Registration may also be removed should the Directorate discover that you have issued false reports on either activities or finance.

We hope that the guidelines and the forms will assist you in submitting your annual reports. Please contact the office of the Directorate if you have any questions.

With best wishes for your organisation and its work.

Yours faithfully

Director: Nonprofit Organisations

1. SECTION A: BASIC DETAILS OF THE ORGANISATION:

1.1 Registration Number (**NPO Number**):

1.2 Organisation's name:

1.3 The twelve-month period this Report covers (please state the beginning and ending of the Financial year. E.g. **01 April to 31 March**):

1.4 Contact person (nominated by the Organisation):

Name of contact person:

Contact person's position in your organisation:

Telephone number ()

Fax number: ()

Cell phone number:

E-mail address:

1.5 Organisation's physical address:

.....

.....

.....

Postal code

Province

1.6 Organisation's postal address (if different to physical):

.....

.....

.....

Postal code

Province

1.7 Organisation's Office Bearers. If the form does not have enough spaces for all your office bearers please add the rest on a sheet of paper, and attach.
(Office Bearers may be e.g.: Chairperson, Secretary, Treasurer, Trustees. etc)

Portfolio	Name	Work or home address	Postal address	Telephone (include dialing code)	ID Number

Changes to the Office Bearers: please attach a copy of minutes where changes were made and attendance register

2. SECTION B: THE ORGANISATION'S MAJOR ACHIEVEMENTS OVER THE PAST YEAR:

Activities (projects and programmes) for the reporting year	How beneficiaries benefitted

If the form does not have enough spaces for all your activities, please add the rest on a sheet of paper, and attach.

3. SECTION C: LIST OF IMPORTANT MEETINGS AND ANY CHANGE TO CONSTITUTION

3.1 Types and number of meetings your Organisation held during the past year.

Type of meeting	Indicate by ticking		No of meetings	Comments
	Yes	No		
Annual general meeting (AGM)				
Special general meeting				
Board meeting				
Others (specify)				

4. Did you make **any changes to the Constitution** during the past year:

YES	NO
-----	----

If YES, please attach the following:

- i. A copy of the **resolution** or **copy of the minutes** at which a resolution was taken to change the constitution.
- ii. A copy of the changed Constitution.

Please attach a copy of, Annual Financial Statements, which include a Balance Sheet and an Income and Expenditure Report and the Accounting Officers report to this Narrative Report.

NOTES



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