Bhalisa Inkulisa

Social Worker Toolkit to Support the Partial Care Registration Process

NAG

ilifa labantwana

Acknowledgements

The Bhalisa Inkulisa Partial Care Registration Process grew out of discussions between Sonja Giese (Innovation Edge) and Brian Liggett (NAG) around improving registration systems for early childhood development centres. Their discussions led to learning about the use of workflow boards and theory of constraints from Frank Giese of Logoprint. Mlondi Vilakazi and Xoli Majola of NAG were key to developing the programme and facilitating social workers Nompilo Zakuza, Nonkhonzo Mathenjwa and Sikulile Dube to pilot and refine the system in the Vulamehlo and Umzumbe service offices. Developing the pilot into a scalable system was managed by Cate Carroll, in consultation with the NAG Policy and Systems Team and technical support from Ilifa Labantwana. NAG and Ilifa Labantwana would like to extend a special acknowledgement to KwaZulu-Natal's Department of Social Development for enabling this system to be piloted and developed inside their service offices.

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Appendices

Acronyms

CCG	community care-giver
CDW	Community Development Worker
DoH	Department of Health
DoJ	Department of Justice
DSD	Department of Social Development
ECD	early childhood development
EHP	Environmental Health Practitioner
ID	identification
MEC	Member of the Executive Council
NPO	non-profit organisation
PCR	partial care registration
PTO	permission to occupy

Using this Toolkit

Chapter 2 of this toolkit describes workflow boards – a visual report of the current workload that will assist in managing the partial care registration process. Chapter 3 focuses on stand-up meetings, in which the workflow board functions as a central point for conversation. Chapter 4 describes the tracking tool, which is a mirror of the workflow board and is used to track and record the progress of the partial care registration process.

The remaining chapters detail each of the steps in the partial care registration process as shown in the process diagram on pages 6 and 7, and on the workflow boards. In each step of the process there is also information on what should be done with the workflow board, the physical files and the data collection and storage.

Each step of the process is associated with a colour (see page 5 for the chart depicting the steps towards partial care registration). Therefore, each chapter of this toolkit that explains a particular step in the process is colour-coded accordingly.

Each section has some templates and/or examples to be used to ensure that the process is standardised across offices and districts and to assist you in making this process run as smoothly as possible. These are also available in the appendices at the back should you need to make copies of them. An electronic copy of these documents will also be provided to each service office.

Important icons

- Important information
- Questions and answers
- The law
- Process

1 Introduction to ECD Massification

Why is ECD massification important?

Ninety per cent of brain development happens in the first five years of life. For optimal early childhood development children require a conducive environment for them to explore, play, and receive love, care and stimulation. Early childhood development (ECD) centres (or pre-schools, crèches or 'inkhulisa' in isiZulu) provide one way for children to access this conducive early learning environment.

ECD is a national government priority – heavily featured in the National Development Plan for 2030.

The Department of Social Development (DSD) has named early childhood development as one of its priorities. The 'massification' of registration by the department is aimed at identifying all ECD facilities and then helping them towards registration. This is in line with the Children's Act, which deals with the establishment and laws related to early childhood development.

The Children's Act places an obligation on the DSD to regulate the provision of ECD services. The Act makes it illegal for anyone to run an unregistered ECD centre with more than six children and it is therefore essential for DSD to know and record every facility that does care for more than six children. Extracts from the Act to qualify the statements above appear on page 2.

ECD massification through this Bhalisa Inkulisa Campaign is a response to this need and aims to assist in getting universal access to ECD for all children.

Partial care

76. Partial care is provided when a person, whether for or without reward, takes care of more than six children on behalf of their parents or care-givers during specific hours of the day or night, or for a temporary period, by agreement between the parents or care-givers and the provider of the service, but excludes the care of a child—

(a) by a school as part of tuition, training and other activities provided by the school;

(b) as a boarder in a school hostel or other residential facility managed as part of a school; or

(c) by a hospital or other medical facility as part of medical treatment provided to the child.

Partial care facility to be registered

80. (1) Any person or organisation may establish or operate a partial care facility provided that the facility—

(a) is registered with the provincial government of the province where that facility is situated;

The MEC for social development must—

(a) maintain a record of all the registered partial care facilities in the province;

What is NEW about ECD massification?

We are facilitating a shift to ensure that:

- Partial care registration is understood as a legal requirement for every ECD site and is the first process that an ECD site must go through.
- All known and as yet unknown ECD sites are to be identified so that they are visible to DSD and other ECD stakeholders. We then put each of them through the registration system to get quick decisions of either full registration, conditional registration or closure.
- We utilise conditional registration as an interim measure that allows a 12–36-month window for ECD sites not meeting norms and standards to address those issues.
- We are able to closely monitor the partial care registration process and identify blockages easily.

The Children's Act places an obligation on the DSD to regulate the provision of ECD services.

Why is partial care registration so important?

- According to the Children's Act, all premises where more than six children – who are not the facilitators' own – are cared for, must have PCR.
- Without partial care registration there are no checks in place on the safety and suitability of an ECD site to look after children.
- Partial care registration means that there is confirmation of the existence of a crèche and if that crèche does not meet norms and standards it means that there is a clear record for government, civil society and the private sector on what needs attention.
- Partial care registration gives parents and guardians a standard by which to make informed choices when sending their children to an ECD centre.
- Partial care registration is a pre-requisite to government funding of ECD sites.

The legal background

The Children's Act requires that any place where more than six children are cared for during set hours of the day or night in agreement with their parents or care-giver complete two registration processes:

(1) Partial care, and

(2) ECD programme registration.

Programme registration is necessary to ensure the quality of early learning stimulation within ECD centres and non-centre-based programmes. Partial care registration is intended to ensure that the 'place' where the ECD programme is happening is safe for children and conducive to their development.

Partial care

Partial care is dealt with in Chapter 5 of the Children's Act No. 38 of 2005 as amended, Chapter 4 of the Regulations pertaining to the Act, Part I of Annexure B of the regulations (norms and standards) and prescribed forms 11 to 15.

The Act makes provision for two types of partial care registration:

1. **Full registration:** Sites which satisfy all the norms and standards are issued a registration certificate which is valid for five years, and
2. **Conditional registration:** The purpose of conditional registration is to facilitate entry into the registration process for ECD centres and programmes that don't currently meet the norms and standards so that they may operate within the law while upgrading their facilities and services towards the achievement of full registration. Conditional registration is for a shorter time period than full registration and has a clear action plan towards full registration. Current legislation doesn't specify the time period for conditional registration but it is typically applied for 12 months.

Each of the requirements for partial care registration is intended to fulfil a particular function. As an example, the requirement that all ECD staff is screened against the sexual offences register has been included in the partial care registration process in order to prevent sexual predators from working or volunteering within partial care facilities.

ECD programmes

ECD programmes are dealt with in Chapter 6 of the Children's Act, Chapter 5 of the Regulations pertaining to the Act, Part II of Annexure B of the regulations (norms and standards) and prescribed Forms 16 to 21.

An ECD programme is a programme, planned within an ECD service, that intends to provide learning and support suitable to a child's level of development. It is a planned schedule of activities designed to promote development. Some people call this the learning programme or curriculum. ECD programmes may be offered in different settings such as through home-based visits and community playgroups. However, a partial care facility that caters for pre-school aged children MUST have an ECD programme and this programme must be registered.

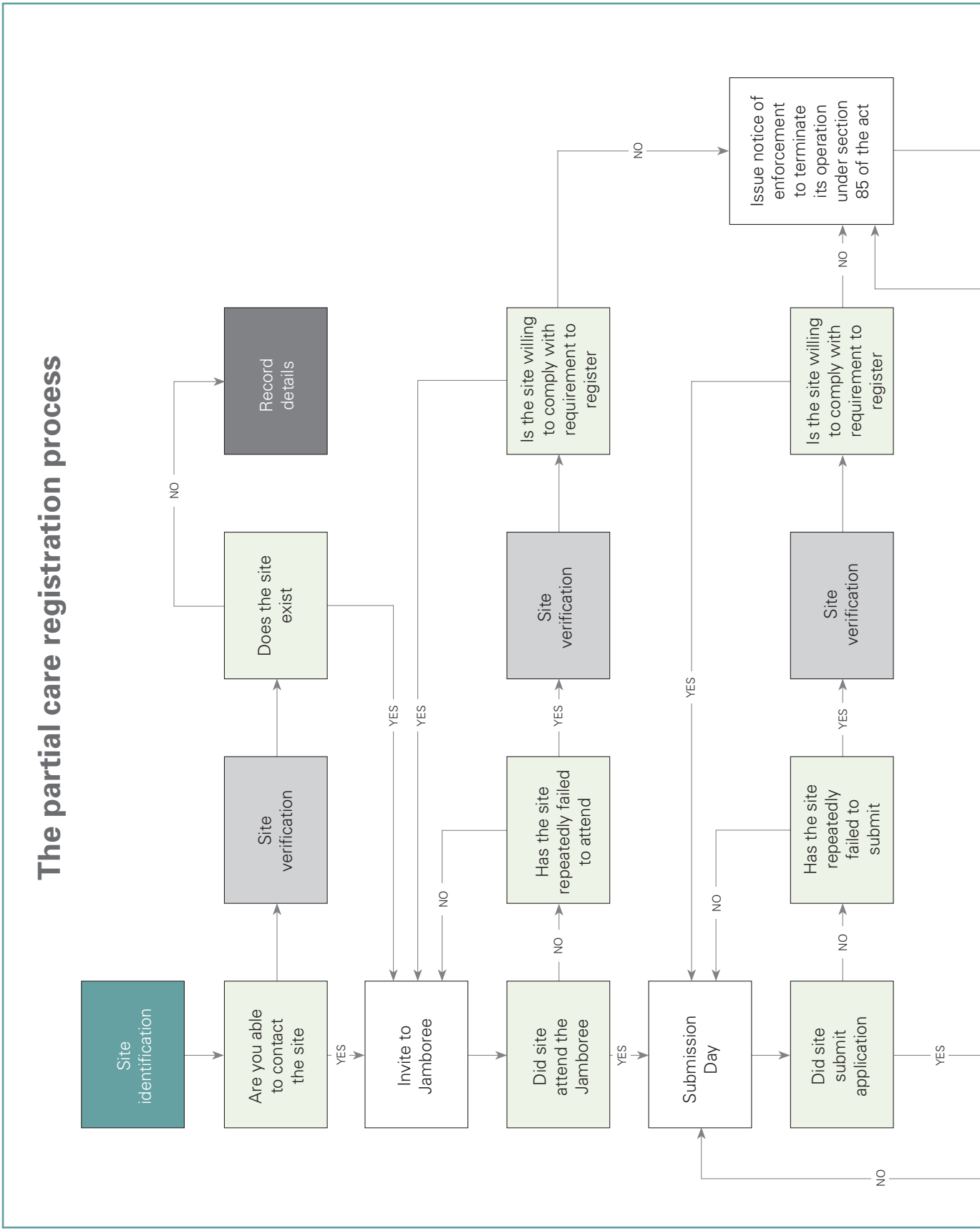
The partial care registration process

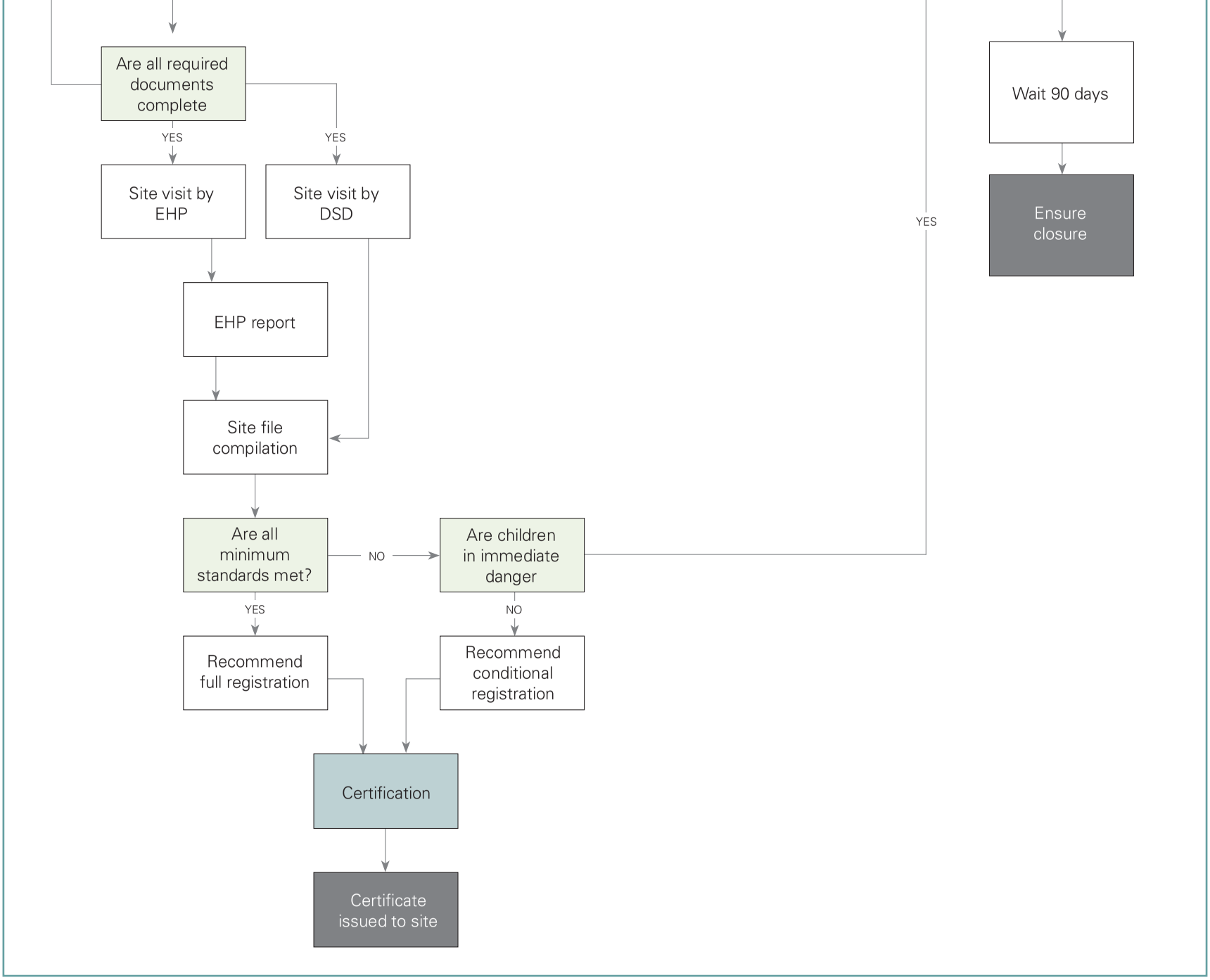
The process for partial care registration can be broken down into a number of standard steps followed in order. These are explained in full detail in chapters 5 to 11 of this toolkit, including some ways in which the process has been streamlined to move sites through the process as quickly as possible, and some templates and examples to systematise and assist you in your role. The whole process from start to finish should be completed in three months.

The whole partial care registration process from start to finish should be completed in three months.

The following chart provides an overview of the steps towards partial care registration:

The following process flow diagram describes the partial care registration system, the steps and the decisions that may be required at each point.




Are all required documents complete
YES
YES
Site visit by EHP
Site visit by DSD
EHP report
Site file compilation
Are all minimum standards met?
NO
Are children in immediate danger
YES
NO
Recommend full registration
Recommend conditional registration
Certification
Certificate issued to site
YES
Wait 90 days
Ensure closure

2 The Workflow Board

The purpose of a workflow board

In order to provide for the 'massification' of partial care registration (PCR), a tool was required to streamline and manage the workflow associated with the registration process and to aid social workers in keeping track of all the ECD sites as they journey through the PCR process.

The board idea has been borrowed from the private sector where it has been effective for the past 50 years in streamlining manufacturing processes in factories. It has also been successfully used in planning military operations and across different sports to improve game plans.

The board will assist you to:

- Track work flow.
- Identify and address key constraints.
- Apply innovations to find solutions.

Step 1: Adding ECD sites to the workflow board

Every ECD site that needs to go through any step of the PCR process should be added to the workflow board.

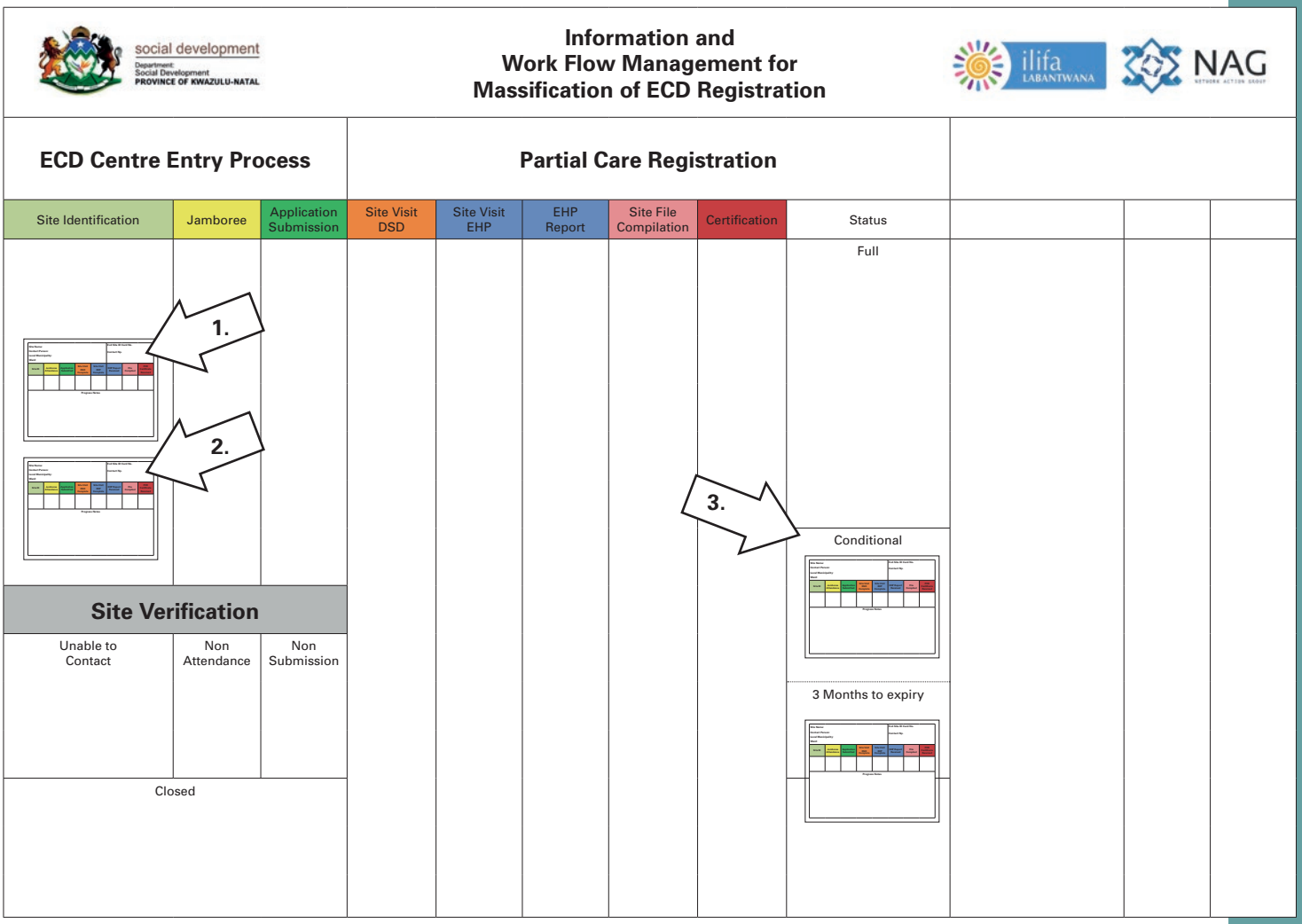
These are:

1. All new sites which are identified in the **site identification** (site ID) phase;
2. Fully registered sites under the old Children's Act or those sites due to expire in the next three months which need to be re-registered; and
3. Conditionally registered sites which need to be reviewed.

Every site is given a magnetic label/card which includes **the name of the ECD site, contact details of the centre manager, and a unique identifying number**.

New cards are then placed on the board in the relevant column as outlined below:

1. All new sites which are identified in the site ID phase should be placed in the **site ID** column.
2. Fully registered sites under the old Children's Act or those sites due to expire within three months which need to be re-registered should also be placed in the **site ID** column.
3. Conditionally registered sites which need to be reviewed would be placed in the **conditional** box under Status. If there are less than three months before the conditional registration expires they should be put in the lower section of conditional registration – **3 months to expiry**.



Step 2: Moving sites across the workflow board

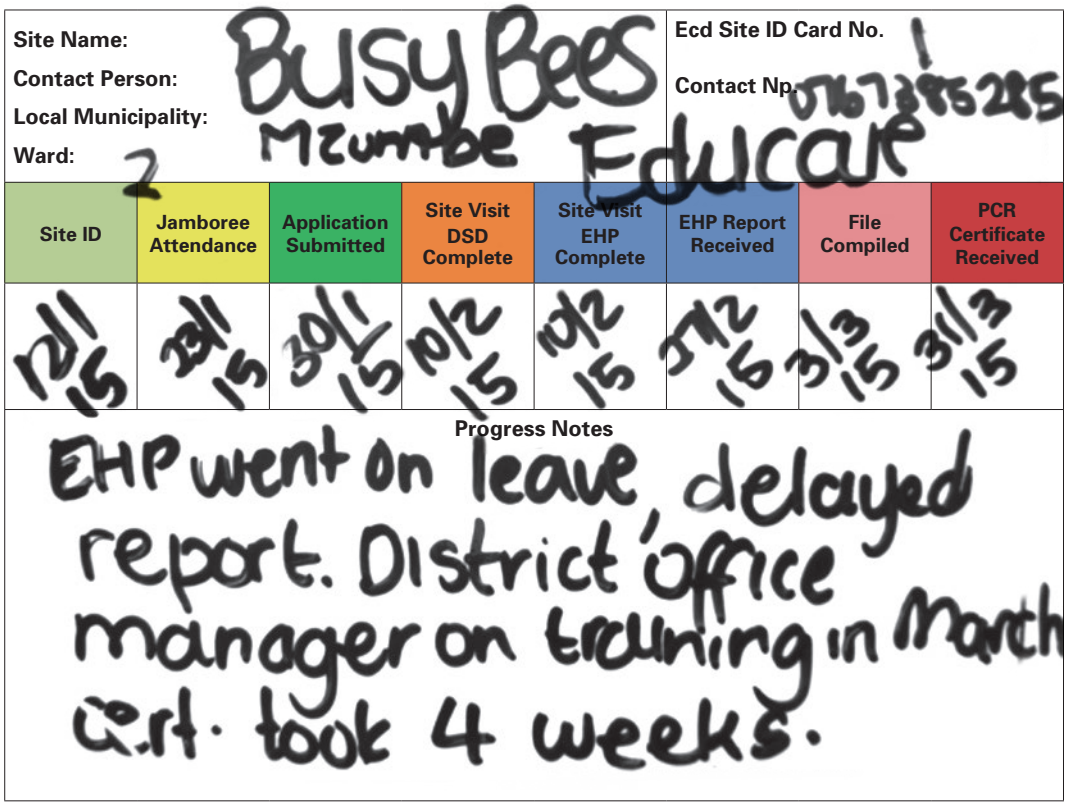
As soon as there is a group of sites ready for a jamboree, they will be invited to the jamboree and begin to move across the board. Each site will then move across the board at its own pace, depending on the different situations and issues that arise for the particular site.

Knowing where a card should be is as simple as asking the question, 'What is the next step in the process that this site is waiting for?' This creates forward thinking and planning as the card is already one step ahead and waiting for attention. The simple flow across the board is outlined below.

1. Site is identified – place in site ID column.
2. Site is invited to attend a jamboree – move to jamboree column.
3. Site completes the jamboree and is waiting for submission of documents – move to application submission column.
4. Site completes full submission of documents and is awaiting a DSD site visit – move to Site visit DSD column.
5. DSD visits the site and is awaiting a visit from the EHP – move to site visit EHP column.
6. EHP visit is complete and site is awaiting an EHP report – move to EHP report column.
7. EHP report is received and the file needs to be compiled – move to the site file compilation column.
8. The file has been compiled and sent to district office for certification – move to the certification column.
9. The file is received back from district with a registration certificate – move to the appropriate registration status. This is a waiting station for the next cycle of registration – programme registration.

Knowing where a card should be is as simple as asking the question, 'What is the next step in the process that this site is waiting for?'

Step 3: Tracking the time taken to move across the board



In order to get an idea of how a site moves through the PCR process once it is complete, a record must be kept of when the site moved to each step in the process.

This is done by recording dates on the individual site's magnetic card. There is also a comment box where a summary note can be made of what caused or stalled the movement, so that particular issues for the site are visible. This information will also be recorded in an Excel tracking tool on a weekly basis to provide an electronic mirror of the board, which can be used for monitoring and reporting purposes.

A record must be kept of when the site moved to each step in the process.

Dealing with problem sites

There will be sites among those identified that do not follow the simple process flow. They may for some reason not show up at a jamboree or fail to attend the submission day afterwards.

In the bottom left corner of the board there are holding cells under the label of site verification that catch the sites that fall out along the way and bring them back into the process after further actions have been taken. Placement in these cells triggers a follow-up phone call or even the sending of a DSD official to visit the site, investigate the issues and collect basic data.

Identifying issues and opportunities

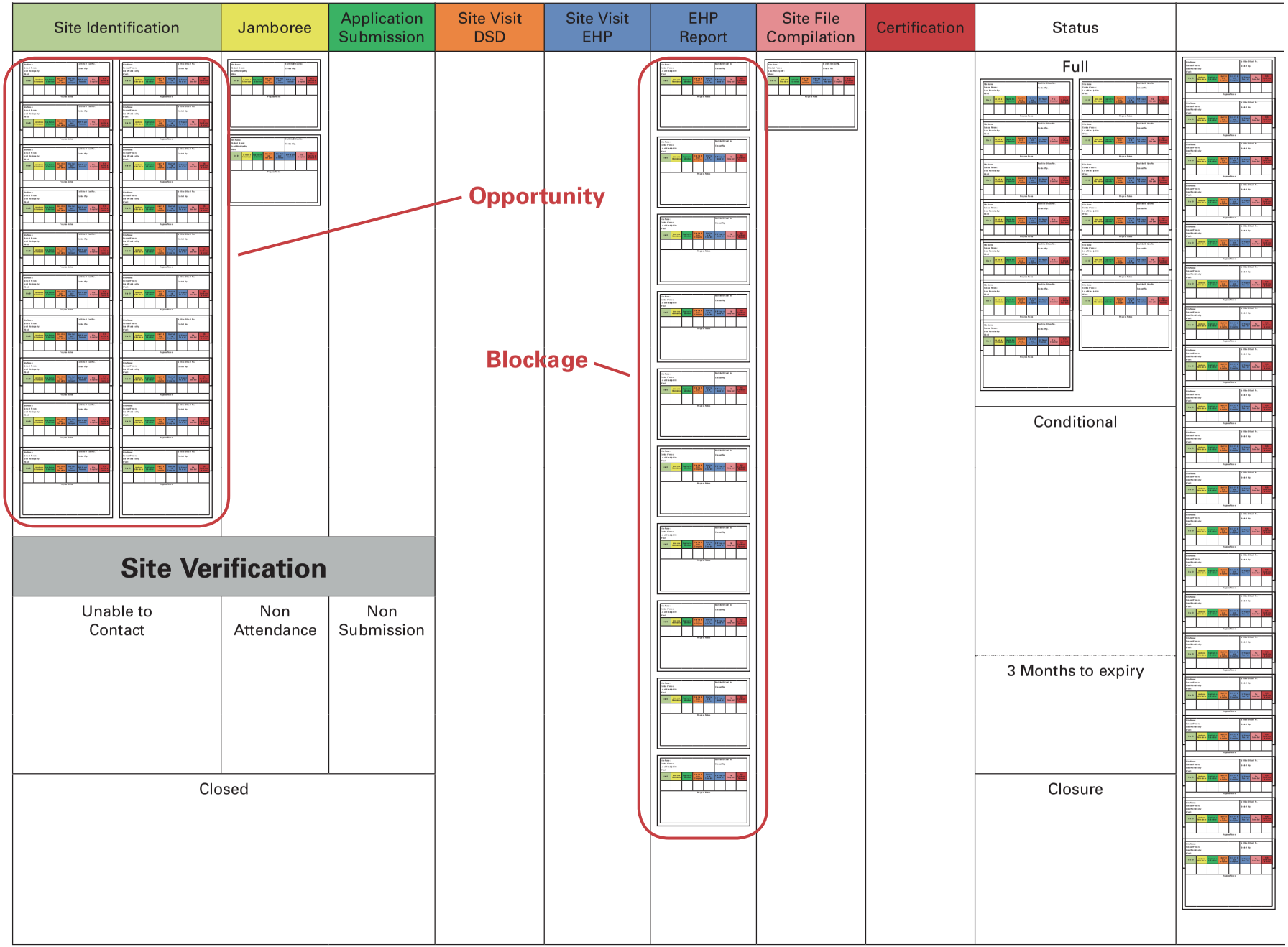
The workflow board is extremely useful in providing a view of where the issues or bottlenecks in the process are and where there are further opportunities for streamlining the process.

When either a single site or a cluster of sites gets stuck on an action point for too long, a blockage has occurred and a solution is needed. This should activate a quick response from the delegated social worker and, if necessary, management, to prioritise fixing it.

For example, in the snapshot opposite, there is an obvious blockage in receiving the EHP reports. This should trigger management to contact the municipality to understand the reasons for this delay and brainstorm together to find a way to solve or improve it.

The workflow board identifies blockages that need to be resolved. It also shows opportunities to accelerate service delivery. The picture on page 13 shows that there is also an opportunity for massification. The number of sites that have been identified and are waiting to begin the registration process should trigger the social worker to start calling the sites to invite them to a jamboree to allow many sites to begin the registration process as a group.

The workflow board is extremely useful in providing a view of where the issues or bottlenecks in the process are.


Site Identification
Jamboree
Application Submission
Site Visit DSD
Site Visit EHP
EHP Report
Site File Compilation
Certification
Status
Full
Opportunity
Blockage
Site Verification
Unable to Contact
Non Attendance
Non Submission
Closed
Conditional
3 Months to expiry
Closure

3 Stand-up meetings

What is a stand-up meeting?

The workflow board is a visual report of the current workload for partial care registration; but it should also function as a central point for conversation about ECD centres in the process of registration, ECD centres stuck in the registration system, blockages evident and successful completion of registration of ECD centres. In a stand-up meeting, service office staff involved in ECD meet around the board and it is used to create a space for discussion and to determine decision-making through immediate action planning.

A stand-up meeting is not a status report to project management; it is an interactive way to both address service bottlenecks and learn from existing processes.

The purpose of a stand-up meeting

The intention behind a stand-up meeting is to provide an energetic space around the workflow board that aligns the activities of each team member towards successful completion.

In theory it should provide the following benefits:

- helps build teamwork and cohesion, that reinforces commitments to each other and a common commitment to achieving the desired goals;
- determines what is the most important activity at that time, so that time and resources can be made available to focus on that activity;
- provides a flexible working environment that responds to real influences on the project, dynamically adjusting the work allocated to address the changing circumstances; and
- provides a peer to peer accountability mechanism that holds each team member accountable to other team members for their responsibilities.

How often do stand-up meetings take place?

The recurrence of stand-up meetings will change as the project progresses. Initially as many new sites are identified and put on the board, meetings may have to be held daily. As many sites progress past the site visit stages, meetings may happen weekly rather than daily.

Daily – The board is updated by service office social workers, sites in motion are given attention and/or moved forward through the registration process.

Weekly – The board filters, prioritises and gives direction to what needs to be done. The service office team uses this information to plan the immediate actions they need to take.

Twice a month – information and knowledge generated through stand-up meetings is extracted to help compile the report-back to the district working group.

How a stand-up meeting works

Where?

The stand-up meeting happens in front of the workflow board, with participants standing around the board.

When?

The meeting should happen first thing in the morning and should take around 15 minutes – absolutely no more than 20 minutes. The matters under discussion need to be kept short and to the point – things that need deeper discussion can be carried forward to another space. By keeping the meeting brief it gives a sense of dealing with the urgent matters, the big issues; the little things can take care of themselves.

What?

The daily stand-up meeting mostly involves checking the position of sites on the board, any that have moved and those that are starting to appear to have issues in making progress.

Tips for talking around the board

- Keep your input short and to the point
- Share out the workload
- Try to find solutions to problems now rather than delaying
- Problem solve together

The weekly meeting is directed by three questions and a hand-written action plan for the week ahead shown below and in Appendix 1.

Each person can either answer all three questions in turns or every person can answer question 1 before moving on to question 2 and then question 3.

- What have you achieved since the last meeting?
- What actions must be completed before the next meeting?
- What obstacles might prevent you from achieving those goals?

Our achievements – what did we do since the last meeting?	Date	What needs to be done now?	What is in our way? What effect will it have – how will we solve it?	Who is responsible?
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			

Who should be part of the stand-up meeting?

The ECD coordinators and supporting staff should always be part of the stand-up meeting. Others who you work under and alongside should also be invited into the conversation, especially if you need support to find solutions and where activities cut across other functions.

For each stand-up meeting, roles need to be allocated:

1. A facilitator – someone who is responsible for leading the meeting and ensuring that each participant contributes and is engaged. The facilitator is not responsible for doing all the talking; rather they draw information out of the other participants and keep the conversation focused on achieving the goals. It is a good idea to rotate this role.
2. A timekeeper – someone who is responsible for ensuring that the meeting stays within the allocated maximum of 20 minutes. You should develop your own signals to cut off long conversations, to pass the "microphone" to another person and to focus on the goal when people are getting side-tracked.

4 Tracking tool

What is the tracking tool?

The tracking tool is an electronic spreadsheet which is a mirror of the workflow board. Its main purpose is to track and record the progress of the PCR process.

It provides important information that is useful for:

- Reporting to the district working group and provincial DSD on service delivery;
- Monitoring service office level workflow to assess where support is needed;
- An evaluation/audit source – records the achievements in terms of productivity of the massification model described in this toolkit; and
- Presenting data in visual formats.

The spreadsheet captures both quantitative (number of sites and time taken to register) and qualitative data (reasons why things happened, comparisons to identify similarities and differences, achievements and challenges).

The tool is a useful planning aid to the ECD team at the service office as it is a record of the history of what has occurred and along with the workflow board is useful for identifying blockages and successes.

On a monthly basis the data in the Excel tracking tool's worksheets for all service offices is reconciled into a summary report – service office report card – which is shared with the district manager and other relevant department officials, partners and key stakeholders.

The spreadsheet captures both quantitative and qualitative data.

How does the tool work?

How this process is implemented at a service office level will depend on available IT resources and computer competency.

Each service office has an Excel spreadsheet. On a weekly basis the information is updated. This could be done straight after the stand-up meeting for that day, once the board has been updated.

One person should be given responsibility for ensuring that the spreadsheet is updated every Friday or on a Monday morning.

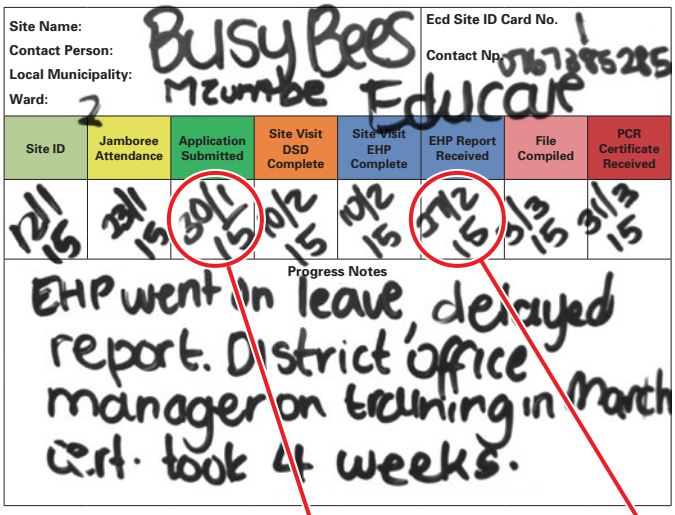
Each site on the board is assessed individually by the ECD team, looking at where they are now compared to where they were at the last recorded timestamp in the Excel tracking tool.

The new information on the site label is transferred to update the spreadsheet.

- Any new date stamps are reviewed and logged.
- Notes on progress are written, what is on the label is documented. This can be further expanded on or additional comments noted.

The document is saved and shared with the service office manager and district ECD coordinator.

An example of how information on a site card is transferred to the tracking tool is shown here:



	New Registrations		Partial Care Registration - Tracking Tool										
	Name of ECD Site	Notes	Site Identified	Jamboree Invitation	Jamboree Attended	Applicant attends Submission Day	Applicant completes Submission	DSD Site Visit	EHP Site Visit	EHP Report	File Compilation (Submitted to District)	Certificate received from District	Working Days to Live Position
1	Busy Bees Educare		2015-01-12 ID by CCG	2015-01-16	2015-01-23 at office	'015-01-30 complete at 1st visit	2015-01-30	2015-02-10 with EHP	2015-02-10 With DSD	2015-02-27 EHI went on sick leave	2015-03-03	2015-03-31 DO manager on training in March	78 Conditional, 25 children
2	Simunye Creche		2015-05-27 ID by school teacher	2015-05-28	2015-06-06 Office	2015-06-10 Redo plan	2015-06-19	2015-06-30 with EHP	2015-06-30 With DSD	2015-07-09	2015-07-10	2015-07-11	45 Full, 30 Children
3	Hope Creche		2015-05-05	2015-05-28	2015-06-06 J posponed because of NFD	2015-06-10 Missing documents	2015-06-30	2015-07-15 on EHI transport	2015-07-15 With DSD	2015-07-31 Had to attend 1 week workdhop	2015-08-15 No paper	2015-08-26	113 Conditional, 25 children

The table below gives a summary of how dates are captured for each event in the partial care process and the moves on the workflow board.

Event	Card moves on WB to ...	Date captured on site card in block ...	Date captured in tracking tool column ...
Site identified	Site ID	ID	Site identified
Jamboree invitation	Jamboree		Jamboree invitation
Jamboree complete	Application submission	Jam	Jamboree attended
Submission started	-		Applicant attends submission day
Submission complete	Site visit DSD	App-sub	Applicant completes Submission
Site visit DSD complete	Site visit EHP	SV DSD	DSD site visit
Site visit EHP complete	EHP report	SV EHP	EHP site visit
EHP report received	File compilation	Report EHP	EHP report
File compiled	-		
File sent to district	Certification	File compiled	File compilation (submitted to district)
Certificate received from district	Full/conditional/close	PCR cert	Certificate received from district

Reporting from the tracking tool

Twice a month data is collated for the district in a summary report. This is shared with the district as a monthly scorecard to highlight any areas where specific service offices need support.

The service office summary report is automatically populated as the tracking sheet is updated. This summary sheet can be sent to the district office bi-monthly to be copied and pasted into the district tracking tool. The district summary will automatically populate when service office summaries are updated.

Twice a month the data is prepared for presentation at the district working group meeting. Opportunity is then provided for stakeholders to probe the data or to problem solve where needed.

Quarterly the data is synthesised for reporting to DSD. A copy of this report will be shared with all levels of DSD: province, district and service office.

ECD Massification Reporting Dashboard

District Office Name: Umzinyathi
Service Office Name: Test
Date: 2015-01-31

Tasks	Complete	In Progress	Status	Comments	Notes
Site ID	13				
Jamboree	7	4	On track		*Delay = not invited to a jamboree within 6 weeks of Site ID OR did not attend jamboree within 2 weeks of invitation*
		2	Delayed		
Submission	6	0	On track		*Delay = not submitted all documentation 10 days after jamboree attendance*
		1	Delayed		
DSD Visit	6	0	On track		*Delay = no visit 6 weeks after submission complete*
		0	Delayed		
EHP Visit	3	0	On track		*Delay = no visit 6 weeks after submission complete*
		3	Delayed		
EHP Report	0	0	On track		*Delay = no report 7 days after EHP visit*
		3	Delayed		
Site File Compilation	0	0	On track		*Delay = file not complete 7 days after EHP report received*
		0	Delayed		
Certification Received	0	0	On track		*Delay = certificate not received 2 weeks ofter site compiled*
		0	Delayed		
		13	**TOTAL**		

Data is backed up monthly and stored in a central hard drive and in Dropbox. The Dropbox source will be accessible to persons invited by the district working group.

Twice a month data is collated for the district in a summary report which is then synthesised for reporting to DSD.

5 Site identification

The purpose of site identification

Site identification (site ID) is the first step in the process of PCR. If a site is not known to DSD then it cannot be registered.

Site ID is the process of looking for and recording the existence of every ECD site in your service office's area of responsibility.

The facility does not necessarily have to be a registered site or even want to be registered – EVERY ECD site MUST be registered and therefore every site must be identified.

Site ID therefore deals ONLY with identifying that a site exists and capturing basic details that would allow further contact; the remainder of the registration process takes this further.

Often site ID is the first official point of contact between ECD sites and the DSD and they are now visible to the system.

The importance of site identification

In Section 77(1) of the Children's Amendment Act, 2007, the DSD is mandated to provide a provincial strategy to ensure an appropriate spread of partial care facilities in the province. As part of that, the DSD needs to know every facility that exists for partial care and where it is located.

Having a database of every site that exists in an area will also allow for planning the registration workload; monitoring sites and planning services.

Who is responsible for site identification?

While the ultimate responsibility for ensuring that every ECD site is known and recorded lies with the DSD, communities need to understand that it is the responsibility of the whole community.

Sites that are not registered with the DSD are operating illegally and because they have not been assessed may pose unknown risks to the children of that community. This should motivate every affected parent or concerned member of the community to identify and report ECD sites to the nearest DSD service office.

The message that must be conveyed to communities is that site ID is not intended to catch out unregistered sites but to support them towards being registered legally and to ensure that the safety and development of every child in the community is prioritised by all.

What is an identified site?

For a site to be recorded as IDENTIFIED, it does not have to have been visited by the DSD. Only basic information needs to be given by a reliable source that would indicate that a site exists and allow someone from the DSD to contact the site for the next step in the process.

An 'IDENTIFIED site' should have the following information on record:

- The centre's name
- Two contact names
- Two contact numbers
- A physical address
- The local municipality
- The ward number
- The tribal authority
- Town/village
- Nearest school or clinic
- Nearest store/tuckshop/church

Steps towards site identification

Sourcing existing databases

There are many existing sources of records of ECD sites in an area that can be collected and collated in order to be compared with DSD records to identify any sites not currently on the DSD list.

Information about additional ECD sites could be requested from:

- NPOs in the area who work with children (e.g. Save the Children, Feed the Babies Fund, The Unlimited Child, Child Welfare)
- ECD training organisations (e.g. TREE, LETCEE)
- ECD forums
- Local municipality databases

Requesting information from the community

Reaching the target of identifying every ECD site in an area will require community support and involvement. It is recommended that you consider your particular community and who would know or be interested in ECD services and then arrange a communication strategy that would tell these stakeholders of the importance of site ID and subsequent registration and ask for their support in the process.

How this is done may be different for each community but some ideas to guide thinking in generating a service office specific strategy are given below.

Traditional authorities

Traditional chiefs have great impact and knowledge in many rural communities and can call meetings and izimbizo to discuss the need for registration. Forging a good working relationship with them and aligning with their processes might prove beneficial for site ID.

Councillors

These elected political leaders meet at a local municipal level, work at a ward level and have huge influence in most of these areas.

Schools and other ECD sites

Sites where education takes place are often aware of other ECD sites in the area and can provide details of their locations.

It is recommended that the following record sheet (also provided in Appendix 3) be given to these traditional and elected leaders as well as local schools and ECD sites to capture site details as they become aware of them. These lists would then be collected after a period of time and compared with the information already on hand.

Site Identification – Early Childhood Development Registration

Date:

Person submitting information:

District:

No.	Centre name	Local municipality	Ward no.	Tribal authority	Town/ village	Address or detailed description of how to find the centre	Contact person 1	Contact number 1	Contact person 2	Contact number 2	Nearest school	Nearest clinic	Nearest tuckshop/ church/ store
1													
2													
3													
4													
5													
6													
7													
8													

Post box

In this method a box and slips of paper as shown below (also in Appendix 4) for relevant site ID details are made up. These are put in strategic community gathering places and people are encouraged to fill in details of crèches that they know exist and put them into the box. These could be put in spazas, clinics, churches and schools.

Information on a centre that cares for more than 6 children for part of the day

Basic info

Centre name:

Primary contact

Name:

Cell:

Alternative person:

Alternative cell:

Nearest clinic:

Nearest school:

Nearest tuckshop/ church/store:

Location

Local municipality:

Ward:

Physical address 1:

Physical address 2:

City/village:

Traditional authority:

Description of address or map drawing:

To make the box, one could use an empty paper box or other cardboard box. Tape the lid closed and cut a hole in the top or side big enough to post the slips of paper through.

The below form could be printed out from Appendix 5 and stuck to the front of the box.

BHALIS' INKULISA

Do you run a crèche, educare or pre-school?

Do you know of a crèche in your area?

REGISTRATION OF PARTIAL CARE FACILITIES

Every centre that cares for more than six children aged 0–6 years old for some part of the day must be registered with the Department of Social Development as a Partial Care Facility.

We would like to invite all centres to attend a jamboree to find out more information.

If you have a centre or know of a centre in your area, please fill in the basic details on the forms provided and post them in this box.

Initiatives for site identification driven by DSD

In addition to encouraging community support to identify sites, the DSD, as the custodian of ECD, may be required to drive their own initiatives to identify sites.

These might include:

Outreach programmes

This is where the DSD would invite the community for meetings – be it under a tree, in community halls or wherever the community meets, to have them list the working ECD sites in their area and tell them about the importance of being an officially recognised site.

Community Development Workers (CDWs) and community care-givers (CCGs)

Site ID will also benefit from the work done by CDWs and CCGs assigned to both the DSD and DoH. As the people who work especially at a village level within communities that are socially and economically excluded, this provides a valuable opportunity to deepen the working relationship regarding the wellbeing of children. CDWs and CCGs can help identify ECD sites that are very remote as they work with those communities and their presence is already known in the area.

ECD forums

These forums can encourage members to call other known unregistered sites to register and provide the names of these to the DSD. Members who are already registered can prove helpful for the ones who are not by explaining and even assisting them with information regarding the process.

Posters

These bring the message of the need for registration within the reach of many communities that are remote. Posters would contain information regarding how essential it is that a site registers with the DSD as well as details on who to contact if one has, or knows of, a site. Posters could be mounted on electric poles, trees, spazas, schools, clinics, buses and taxis.

Loud hailing

This method, which is frequently used in communities to announce meetings, may also be successful in identifying ECD sites. A loud hailer could walk or drive through the community giving information on how to contact relevant people in order to be recognised. They may be used when there are social grant payment days or when there is another community gathering taking place.

Data capture and filing

The data for Site ID will be captured on the **Information Capture Sheet** or the **Information Capture Slip** as in Appendices 3 and 4.

The physical slips and sheets of paper will be stored in a box file as backup copies at the service office registry should the digital information be lost.

In addition to encouraging community support to identify sites, the DSD, as the custodian of ECD, may be required to drive their own initiatives to identify sites.

6 Jamborees

The purpose of a jamboree

A jamboree is held after enough unregistered sites, or sites with registration expiring in the next three months, have been identified (10–12) in order to have one session where ECD committees and staff can connect with the DSD and other stakeholders. At the jamboree they will hear the relevant information related to PCR and receive application forms to take away.

The purpose of a jamboree is:

- To connect directly with newly identified ECD sites
- To confirm contact details and addresses for later visits
- To capture further basic information related to the sites
- To relay in an easy-to-understand format what PCR is and how to apply for it
- To give EHPs an opportunity to relay what their standards are so that sites can be prepared before inspection
- To hand out application forms and template packs
- To set a date for submission of the forms and follow-up
- To answer any questions sites might have about PCR

Where possible always try to consider a time that will have the least impact on ECD sites and the children when planning a jamboree.

Where and when to hold a jamboree

Once at least 10 sites that are not registered or have expiring registrations have been identified it is time to hold a jamboree.

Select a date within the next month that is most suitable for the community and stakeholders. Where possible always try to consider a time that will have the least impact on ECD sites and the children.

The average jamboree should take about 3–4 hours so make sure it will allow for transport to the jamboree and back home.

The venue should be a well-known site that is easy to access and can seat 30–40 adults comfortably. In most cases service offices should have a suitable room, otherwise other government or municipal facilities can be negotiated, preferably at zero cost to DSD.

Inviting ECD sites to attend

Who to invite

ECD sites: The ideal number for a jamboree is 10 ECD sites. We recommend inviting 12–15 sites as some will not arrive. At least two representatives from the committee and one staff member for each site must attend. Each site should be requested to bring someone who has at least matric-level education to complete forms.

Stakeholders: Other stakeholders and speakers will need to be invited, these should include:

- DSD community development officer
- Service office manager
- ECD coordinator
- EHP – These may be difficult to get to attend as there are typically too few EHPs for the areas they cover. For this reason ensure that the EHP attends the first jamboree and takes notes of the information they share so that their information can be given at future jamborees if they cannot attend.
- Relevant social workers

How and when to invite

For the relevant people to arrange to come they will need at least **10 days' notice**.

Using the contact details gathered in the site ID phase which should now be in your database of ECD sites, either call or visit each ECD site and explain WHY you are holding a jamboree and WHY they need to attend.

Other possibilities are setting up a Whatsapp group.

On the phone or in person, the details of the event should be explained clearly:

- Date
- Place
- Time
- Length of meeting: ±3 hours
- who must attend: Two committee representatives and one teacher or supervisor (at least one person with at least matric-level education)
- What they must bring with them: Class attendance registers for the ECD centre (these are required as they are a good form of proof that a site is actually running a programme for children and is not attending a jamboree under false pretences. You may need to explain what an attendance register is and how to write one up for that day if they don't have one.)
- NPO certificate if registered
- A notebook and pen
- All documents relating to previous applications (if applicable)

If you have personally visited centres to invite them, it is best to leave a written invitation with all the details listed. A template for this invitation is included in Appendix 7.

A reminder two days before the event by SMS or phone is recommended to ensure people haven't forgotten.

You will also need to call all the speakers and other stakeholders and make sure they know the details as well as how long they are expected to speak and what they should cover (see agenda on page 36). Make sure speakers from other departments are clear on how many minutes they have available for speaking. The information given at the jamboree should come mostly from the social workers who have ultimate responsibility for PCR.

Preparing for the jamboree

There are a number of steps that need to be taken to prepare for the jamboree. A checklist has been provided in Appendix 6 to aid in this preparation.

ECD Partial Care Registration Jamboree
Preparation Checklist

Date:

Time:

Venue:

Service office:

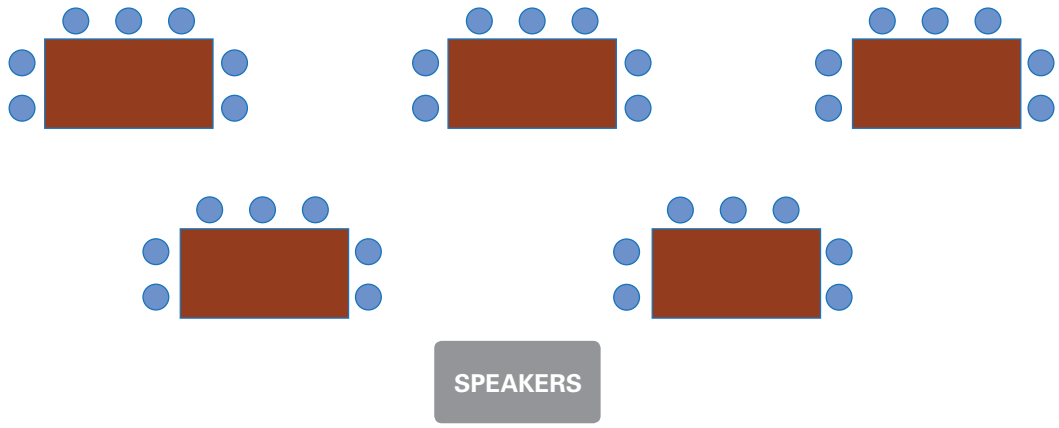
Person responsible:

Task	Due date	Completion date
List of 10–12 unregistered/expiring registration ECD sites with contact details	Day 0	
List of speakers and stakeholders	Week 1	
Venue confirmed	Week 1	
Date and time confirmed	Week 1	
At least 10–15 sites have been invited	Week 2	
All speakers and stakeholders have been invited	Week 2	
Application packs printed and ready	Week 2	
File for each site opened with pre-populated info sheet	Week 2	
Catering organised (if needed)	3 days before	
Reminder call or SMS sent to all participants	3 days before	
Reminder call to all stakeholders	2 days before	
Venue set up	1 day before	
Data capture sheet fields verified and completed	Jamboree day	
Application packs distributed	Jamboree day	
Date for submission communicated	Jamboree day	
Submission date invitation cards distributed	Jamboree day	

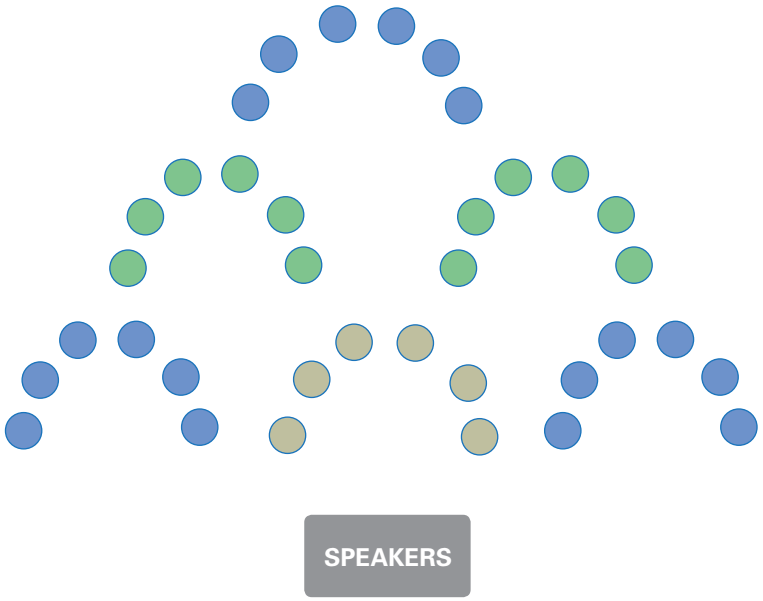
A reminder two days before the event by SMS or phone is recommended to ensure people haven't forgotten.

Venue setup

The ideal setup for a jamboree would be one which allows small groups to discuss information and interact. Where possible chairs arranged in small groups of 5–8 around tables is the best option as it allows for groups to interact and provides space for looking at documents and application forms while following what the speaker is describing.



If no tables are available, chairs arranged in small semi-circles facing the speaker would also allow small group discussions to take place.



Catering

Each service office must decide what is possible for catering purposes depending on the resources they have available.

Tea and coffee or juice and something small to eat would make the session more enjoyable for the participants, but in some cases this will not be possible.

Application packs

An application pack needs to be prepared in advance for each centre that has been invited to attend. This should be printed or copied from the application pack toolkit. The pack contains templates for all the supporting documents required for the application. These should be held together with a paper clip or crocodile clip.

The pack also contains templates and examples of other policies and registers that are not required for the application submission but may be required when the DSD and EHPs do site visits. These should be kept separate in the pack.

Files for each site

A file should be opened for each site before the jamboree takes place. This file should contain the PCR Data Capture Form as shown in Appendix 8 and be pre-populated with any data that is known from the site ID process, which will be stapled to the inside of the file.

The file for each site should be placed in the YELLOW jamboree box.

On the day of the jamboree all the missing and unconfirmed details should be checked with each site so that there is no problem getting in touch with them again or finding them for the site visits.

The agenda and discussion points

The agenda is arranged to allow the social worker maximum time to explain PCR and the related legislation as well as allow some discussion and interaction from the participants. Other related stakeholders have been given short time slots so that they do not distract from the central message of the day. The agenda can be found in Appendix 9.

The agenda should cover:

Item	Facilitator	Time
Welcome	Service office manager	5 minutes
Introductions from attendees	Service office manager	15 minutes
Purpose of the day	ECD coordinator/social worker	10 minutes
Health and safety requirements	Environmental Health Practitioner	30 minutes
Partial care registration	ECD coordinator/social worker	20 minutes
Application pack	ECD coordinator/social worker	40 minutes
NPO registration	Community development practitioner	10 minutes
Questions and answers	ECD coordinator/social worker	20 minutes
Next steps	ECD coordinator/social worker	5 minutes
Close and tea	ECD coordinator/social worker	30 minutes

Introductions from attendees

Create a sense of community and interaction by inviting each ECD centre to introduce themselves, explain where they are based and perhaps answer one question related to ECD such as:

- \What is the best thing about running an ECD centre?
- What is the funniest thing a child has said in your centre?
- What do you think our children need to develop their full potential?

Purpose of the day

The facilitator should explain what the main focus of the day is: PCR of ECD sites.

The very important role that each of the participants play in growing and developing young children at their ECD centres should be promoted. They should be encouraged that ninety per cent of brain development happens in the first five years of life so they are playing a critical role in the future of our country.

For optimal early childhood development, children require a conducive environment for them to explore, play and receive love, care and stimulation and therefore it is important that centres are registered.

It should be clarified that PCR is not the same as NPO registration. These are two parallel processes and PCR is required regardless of funding as it is a matter of child safety and protection.

It must be made very clear that PCR is a legal requirement and will NOT necessarily lead to funding.

Explain the Children's Act and the legal requirement to be registered.

A group discussion could be held at each table to discuss the following questions:

- Why is registration important?
- What benefits are there to being registered?
- What risks are there from not being registered?

Ask each group for feedback on one of the questions. Responses generated from the groups should be captured by the scribe or co-facilitator, and these can be used as a checklist to reinforce the correct information below.

Ensure that the feedback has covered the following points. If it hasn't, add your own thoughts:

- **Why is registration important?** It ensures our children are in the best possible environment for learning and growing. It is a legal requirement. It informs the DSD of a site's existence so they can plan their services.
- **What benefits are there to being registered?** Potential access to funding (not always), parents can be confident that it is a good centre and their children are safe, therefore good for business; access to other potential support outside of DSD.
- **What risks are there from not being registered?** Parents will choose other registered centres rather than yours. If anything happens to children at the site you may be held liable. The DSD is mandated by the Children's Act to close down centres that don't comply with the registration process, after issuing a warning.

Health and safety requirements

The EHP should cover what they would look for when visiting a site and cover the items relevant to them from the Children's Act norms and standards as well as any specific by-laws for the municipality.

This session would ideally be done as an interactive one where:

- The categories indicated in the numbering below are written as headings on large sheets of paper.
- Participants are asked to give feedback on what they think are important requirements for health and safety in each of the categories. This can be done as a whole group or each table can be given a category to give feedback on. Feedback is written up on the sheet.
- The EHP facilitating the session then goes through each category and adds any missing items from the list below or removes any unnecessary items.

Items from the Children's Act that should be covered by the health practitioner are as follows:

1. A safe environment for children

- Children must experience safety and feel cared for while at the partial care facility.
- Premises inside and outside must be safe, clean and well-maintained.
- Equipment used must be safe, clean and well-maintained.
- There must be adult supervision at all times.
- The structure must be safe and weatherproof.
- Floors must be covered in washable and easy to clean material that is suitable for children to play and sleep on and walls must be safe and easy to clean.
- All reasonable precautions must be taken to protect children and staff from the risk of fire, accidents or other hazards.
- Safety measures must be undertaken when transporting children. Such safety measures include ensuring that—
  - transport operators transporting children are registered, suitably trained, screened against Part B of the Child Protection Register and possess the necessary licences 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;
  - transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;
  - 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;
  - vehicles used to transport children are safe and have the necessary safety characteristics, such as windows and doors opening instructions, safety equipment and appropriate speed devices;
  - children are not transported in open vehicles;
  - there is an adult supervisor in a vehicle transporting children under the age of nine years; and
  - there is no overloading of children in vehicles.

2. Proper care for sick children or children who become ill

- Staff must have the ability to identify children who are ill and be able to refer them for appropriate health services.
- Policies and procedures relating to the health care of children whilst at the partial care facility must be in place. Such policies and procedures must cover the following:

- Criteria for identifying ill children;
- safe keeping of all medication at a partial care facility;
- 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;
- 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; 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;
- records of each child's immunisation programme and Vitamin A schedule; and
- records of health incidents and accidents occurring at the facility.
- Every partial care facility must have a first-aid kit.

3. Adequate space and ventilation

• The partial care facility must have adequate ventilation and sufficient light. (You should be able to see clearly during the day without switching on lights.)
• Space for different activities and functions must be clearly demarcated. (This can be done using furniture such as shelves to divide areas or by having clear picture labels on walls for different areas.)
• Where applicable, new buildings and alterations to buildings must comply with the building standards as set out by the National Building Regulations and Building Standard Act, 1997 (Act No.103 of 1997).

4. Safe drinking water

• Safe and clean drinking water must always be available.
• Where water is not from a piped source, it must be treated and made safe using approved national health guidelines for the treatment of water by adding one teaspoon of bleach to 25 litres of water.
• All water containers must be covered at all times.

5. Hygienic and adequate toilet facilities

- Partial care facilities catering for toddlers must have potties, toilets and washbasins.
- Toilet and hand washing facilities must be reachable for children over the age of three years.
- 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;
- there must be one potty for every five toddlers;
- waste from potties must be disposed of hygienically;
- potties must be cleaned after use and disinfected in a properly demarcated 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 toilet 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, provided that such container is cleaned and changed regularly and closed; and
- all toilets must be safe and hygienic. There should be safe seat sizes to prevent children falling in to toilets and steps or lowered heights to allow them to use them without assistance.

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

6. Safe storage of anything that may be harmful to children

- Medicine, cleaning substances and any dangerous substances must be kept out of reach of children.
- Medicine and dangerous substances must be kept in separate locked or childproof cupboards.
- Dangerous objects, materials, sharp instruments and utensils must be kept out of reach of children.
- Dangerous substances may not be used in the vicinity of children.
- Electrical plugs must be covered.
- Paraffin, gas and other electric appliances must be kept out of reach of children. Gas bottles should be stored outside with pipes drilled through walls. Ideally they should be in locked cages.

- Cleaning agents must be kept in clearly marked containers and out of reach of children.

7. Access to refuse disposal services or other adequate means of disposal of refuse generated at the partial care facility

- Where possible, refuse must be disposed of according to municipality regulations.
- Waste disposal methods must be safe and covered.
- Waste must be kept out of reach of children.
- Waste disposal areas must be disinfected regularly.

8. A hygienic area for the preparation of food for children

- There must be a separate, clean and safe area for the preparation of food as well as for cleaning up after food preparation.
- There must be a separate clean and safe area for serving food to the children.
- There must be cooling facilities for storage of perishable food.
- The food preparation area must be clearly marked and out of reach of children.
- There must be a sufficient supply of clean water as well as cleaning agents.
- There must be sealed containers to store all prepared food before serving such food.

9. Measures for the separation of children of different age groups

- Where possible, children must be separated into the following age categories in separate rooms or places to ensure their development:
  - Children under the age of 18 months;
  - children between the ages of 18 and 36 months;
  - children between the ages of three and four years; and
  - children between the ages of four and six years.
- Where a partial care facility provides after care facilities to children of school going age, these children must be kept separate from the children in the abovementioned age groups in order to ensure that they are able to rest and complete their homework upon their return from school.
- Where more than 50 children are enrolled for a full day at a partial care facility, there must be a separate room or place to be used as an office and as a sickbay.

10. The drawing up of action plans for emergencies

- Reasonable precautions to protect children from risk of fire, accidents and other hazards must be taken.
- Policies and procedures for dealing with structural and environmental emergencies and disasters must be in place.
- Emergency procedures with relevant contact details must be visibly displayed.

- 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.

11. The drawing up of policies and procedures regarding health care at the partial care facility

Policies must—

- include procedures to deal with infectious diseases at the partial care facility;
- include procedures for dealing with the medical needs of sick children and of children with chronic illnesses;
- ensure that there are standards relating to cleanliness and hygiene at the partial care facility;
- ensure that there is an adequate supply of cleaning agents and towels at the partial care facility;
- provide for the training of staff in first aid;
- include record keeping and registers pertaining to storage and use of medicines at the partial care facility;
- promote confidentiality when dealing with health-related information;
- encourage staff to take care of their health, undergo regular medical check-ups, and must include procedures to deal with contagious diseases contracted by staff in order to prevent transmission to children; and
- promote ongoing staff training and development on keeping a healthy environment, identifying illnesses, preventing the spread of diseases and infectious diseases as well as promoting universal health precaution.

The EHP should cover what they would look for when visiting a site and cover the items relevant to them from the Children's Act norms and standards as well as any specific by-laws for the municipality.

Partial care registration

The ECD coordinator should review what has already been said about PCR and explain in addition what a social worker looks for at a site inspection and going forward.

- Clearance of staff against Child Protection and Sex Offenders register
- Staff qualifications and suitability for their roles
- Suitability of the environment for children

The facilitator should go through the pack using a case study ECD site, paying special attention to areas that could be misunderstood or confusing.

Application pack

Once the basics of PCR have been explained, an application pack should be handed out to each site represented.

The facilitator should go through the pack using a case study ECD site, paying special attention to areas that could be misunderstood or confusing.

This section should cover the:

- Application form (Form 11)
- Business plan
- Checklist of supporting documents

Each application pack will contain the following checklist, which needs to be explained in detail. For details about the specific supporting documents required, refer to the guidelines for registration contained in the application pack. It may be useful to use this document as you explain the requirements to the site representatives.

It is helpful to get sites to start completing application forms as you go through them. This can be done as a large group or by splitting sites up and assigning a social worker to assist in groups of 2–4.

	Check
Application Form 11	
Constitution containing:	
• Name of partial care facility	
• Type or types of services to be provided	
• Composition, powers and duties of management	
• Powers, obligations and undertaking of management to delegate authority to the head of the partial care facility	
• Procedure for amending constitution	
• Commitment to ensure compliance with the norms and standards	
Business plan including:	
• Fee structure	
• Operating hours	
• Day care plan	
• Staff composition	
• Discipline policy	
• A description of the contents of the programmes and services to be offered, including the aims and objectives	
Management structure	
Attendance register – current month	
Emergency plan	
Original copy of approved plans or a copy of the plans submitted for approval if still under consideration	
Clearance certificates in terms of Part B of the CPR	
Police clearance certificates *	
Affidavits confirming no sexual offences *	
PTO/lease agreement/title deeds	
ID copies – all committee and all staff certified	
Evidence of qualifications-applicant/supervisor and staff	
Menu	
NPO certificate if available	

**** Until such time as the Sex Offendor's Register operated by the Department of Justice and Correctional Affairs is operational, at which point a clearance certificate from this register will be required***

NPO registration

The NPO section should be kept short so as not to distract from the main purpose of the day.

Participants should be reminded that they do not need to be NPO registered to apply for PCR, but that EVERY site needs to apply for PCR. NPO registration is, however, required for sites that wish to apply for funding.

The basics of what an NPO is should be mentioned and then forms handed out for application with an invitation to visit the community development practitioner for further support and questions.

NO QUESTIONS should be accepted in this session.

Questions and answers

Time should be allowed for questions and answers. Where possible open the answers up to the floor to get suggestions and encourage group learning.

Go around each group and ask what particular issue each site thinks they may have with regards to getting registered and then brainstorm some potential solutions in the group.

Next steps

In this session the facilitator should ensure that the attendees know what needs to be done next, what will happen and when. The dates must be written up on a board or flipchart and attendees encouraged to write them down.

The application submission date should be about seven days after the jamboree date and place and time should be specified.

An invitation card to the submission day could be printed from the template in Appendix 10 and handed out to each site so that they have something visual to remind them.

BHALIS' INKULISA

Submission Day

REGISTRATION OF PARTIAL CARE FACILITIES

Now that you have attended a Jamboree you are ready to prepare your application form and supporting documents.

You will need to bring these to the DSD service office on the date given above.

Failure to submit your application will result in a visit to your site temporary or permanent closure.

Should you be unable to attend you will need to call:

Name: _____ *Number:* _____

Date: 24 January 2015 *Time:* 09:00–12:00

Place: DSD Service Office
24 Pine Street
Bluetown

1 COMMITTEE MEMBER MUST ATTEND.

Roles on the jamboree day

The day of the jamboree has arrived. Make sure you arrive at the venue at least an hour before the start time to ensure that everything is set up and ready.

It is helpful to have someone specifically allocated to each of the following jobs for the day.

More than one role could be given to a person but they must know that it is their responsibility for the day:

- **Welcoming** guests and speakers and showing them where to sit.
- **Data capture:** Ensuring that all the necessary information in each site's file is correct and capturing any additional information on pages 1 and 2 of the form to ensure you have correct details for locating the site and saving time during the site visit.
- **Timekeeper:** Keeping track of time and respectfully cutting sessions short if needed.
- **Scribe:** To assist the facilitator with writing up feedback on flipcharts. The timekeeper could fulfil this role too.

Non-attendance at jamborees

Any site that was invited to attend a jamboree and does not arrive needs to be contacted. The seriousness of the situation and the potential of being closed down needs to be highlighted.

If there is not a good reason for them missing the jamboree, these sites should be visited to confirm they exist and they can be invited to the next jamboree if the date is known.

On the workflow board these sites would be moved to the site verification section until they have been visited and verified.

Any site that was invited to attend a jamboree and does not arrive needs to be contacted. The seriousness of the situation and the potential of being closed down needs to be highlighted.

7 Application Submission

The purpose of submission day

This day is intended to provide a dedicated time and dedicated DSD staff members to meet with all the sites that attended the most recent jamboree. At this day, sites should arrive with application packs that are complete or near complete and the social worker will have the opportunity to review the pack with the applicant and provide any feedback on further information needed.

Where and when to hold a submission day

The submission venue will most likely be at the DSD service office or at a central community space that is easily accessible for the centres you are aiming to meet with.

It should be held about **seven days after the jamboree**. This allows applicants enough time to prepare their documents and ensures that it remains urgent and is not set aside for other matters.

Inviting ECD sites to attend

All the ECD sites that attended the jamboree would have been informed of the date for submission. Any other sites who didn't make the submission date from the previous jamboree can also be invited to attend although numbers should be kept to 10–15 to ensure they can all be processed.

Each site should be reminded of the submission date by telephone or SMS one day before.

Preparing for the submission day

DSD staff

There needs to be sufficient staff available to review and process all the application packs for 10–15 new sites on the day. At least two dedicated people are recommended. These staff members need to fully understand the requirements for applying for partial care registration.

Box of files for expected sites

The GREEN application submission box, which should contain all the files from sites who attended the previous jamboree, should be available to check that every site has arrived to submit their documents. Sites that don't arrive will need to be visited to verify that they exist and to encourage registration.

Submission checklist

A checklist of all the documents required to apply for registration should be printed and available for each site. See the next section – 'issuing checklists' (also in Appendix 11). The checklist of documents is as per Chapter 4 of the Regulations pertaining to the Children's Act.

Submission receipts

Once a site has submitted their documents in full, a receipt needs to be given with the commitment to do a site visit within six weeks. Enough copies of these receipts should be printed and ready for use on this day. See Appendix 12.

On the day

Reviewing application packs

Each application pack should be thoroughly reviewed. Rather than rejecting the pack when the first piece of missing information is found, the whole pack should be reviewed and the missing information detailed on the checklist provided to prevent the applicant from having to return multiple times.

Issuing checklists

As each section of the pack is reviewed the checklist should be used to confirm complete sections and to list missing or incorrect information where necessary. At the end of the review, if the application pack is not complete, a copy of the checklist should be made and provided to the applicant with a date by which they need to provide the missing information. The complete pieces of the application should be kept in the file opened for the site to prevent them from going missing while missing pieces are collected.

An example of a complete checklist is shown on the next page and the template is available in Appendix 11.

Certification of documents

One of the major blockages for application submission is often getting documents certified. If this is your experience in your service office, it may be helpful to invite a police officer who is authorised to certify documents to attend the submission day to assist with certifying documents as needed.

A checklist of all the documents required to apply for registration should be printed and available for each site.

ECD Partial Care Registration

Application Checklist

ECD centre name: *ABC Educare*

Signed ECD site: *Mrs Nomusa Nyathi*

Telephone number: *072 554 7654*

Next submission due by: *25 January 2015*

Completed by: *Ms D Mkhize*

Date: *20 January 2015*

Signed: *DMKHIZE*

Telephone number: *032 543 2209*

	Complete	Missing information	Not available	Details of missing information
Application Form 11	x			
Constitution containing:				
• Name of partial care facility	x			
• Type or types of services to be provided	x			
• Composition, powers and duties of management	x			
• Powers, obligations and undertaking of management to delegate authority to the head of the partial care facility		x		
• Procedure for amending constitution	x			
• Commitment to ensure compliance with the norms and standards		x		
Business plan including:				
• Fee structure		x		*Does not describe what fees are charged*
• Operating hours	x			
• Day care plan	x			
• Staff composition	x			
• Discipline policy			x	
• A description of the contents of the programmes and services to be offered, including the aims and objectives	x			
Management structure	x			
Attendance register – current month	x			
Emergency plan	x			
Original copy of approved plans or a copy of the plans submitted for approval if still under consideration	x			
Clearance certificates in terms of Part B of the CPR	x			
Police clearance certificates*	x			
Affidavits confirming no sexual offences*	x			
PTO/lease agreement/title deeds	x			
ID copies – all committee and all staff certified		x		*ID copies are not certified*
Evidence of qualifications – Applicant/supervisor and staff	x			
Menu	x			
NPO certificate if available	*N/A*			

** Until such time as the Sex Offender's Register operated by the Department of Justice and Correctional Affairs is operational, at which point a clearance certificate from this register will be required*

Non-attendance at submission day

Sites that attended the jamboree but did not show up for submission day should be contacted to determine the reason. If the social worker feels that the reason is not legitimate or that the site might be avoiding registration, the card should be moved to 'site verification' and a visit to the site arranged to see whether it is operating and to stress the importance of registration.

Clearance in terms of the National Sex Offenders Register

The Children's Act demands that every person interacting with children in a place of partial care be checked against the Sex Offenders register maintained by the Department of Justice (DoJ) and Correctional Affairs. This register is currently not operational and the DoJ have advised that, until it is, prospective employees should provide a police clearance certificate and a signed affidavit stating that they have not been convicted of any sexual offences against a child or a mentally disabled person. Until this register is functioning, these documents may be accepted in place of the clearance certificate from the Sex Offenders register.

8 Site Verification

The purpose of site verification

Site verification is the process of confirming that a site that has been identified in the site ID step actually exists and is operating as a place of partial care.

It involves a physical visit to the site to see whether it is in fact operating and capturing the same basic details that one would capture about a site at the jamboree.

This allows the social worker to:

- Stress the importance of registration to sites that are found to be operating.
- Prevent wasting of time in other stages for sites that do not exist or are not operating.

Not every site that is identified in site ID will need to be verified as this will typically happen through the jamboree and subsequent site visit.

When does a site need to be verified?

Sites that are identified by reliable sources and that can be contacted in order to invite them to a jamboree do not need to be verified as they will typically be verified during the site visit phase.

However, in the following situations where there may be concerns about whether a site actually exists or is operating as an ECD facility, it will be necessary to visit the site:

- The information for site ID was provided by an unreliable source.
- The contact information provided during the site ID is not working and the site cannot be contacted.
- A site that was invited to the jamboree did not arrive (without valid reasons).
- A site that attended a jamboree failed to return to submit application documents.

Who can verify a site?

Ultimately it is the responsibility of the ECD coordinator/social worker for an area to know and verify all the sites that exist in the area. However, it may be wise to ask for help from other reliable sources to free up your time for other ECD registration requirements.

Community Development Workers (CDWs) and community care-givers (CCGs) could be enlisted to verify sites in their particular areas. If this occurs, the CDW/CCG would visit the site and capture the basic information required on the first page of the data capture sheet. They would phone or SMS this information to the social worker who would then personally call the site to verify the information and invite them to the next jamboree or submission day as required.

What happens at a site verification?

When visiting a site to verify it, there are two objectives:

- Communication
- Data capture

Community Development Workers and community care-givers could be enlisted to verify sites in their particular areas.

Communication

Depending on the reason for the site verification, the message communicated may be different.

For sites who have not yet attended a jamboree where:

- The information for site ID was provided by an unreliable source
- The contact information provided during the site ID is not working and the site cannot be contacted

This may be their first contact with a DSD official. You would want to introduce yourself, explain the DSD's responsibility for ECD and describe the legal requirement for PCR. The site should then be invited to attend a jamboree and be given an invitation card as per the jamboree section of this toolkit and Appendix 7.

For sites where:

- A site was invited to the jamboree and did not arrive (without valid reasons)

- A site attended a jamboree but then failed to return to submit application documents

Politely find out their reasons for not attending the jamboree or submission day and then clearly explain the negative consequences for sites that do not register (potential site closure). Give them another date as an opportunity to comply with the process and explain that should they fail to attend on this date, the closure process may be initiated.

Using process notes

To capture the "story" of the site and provide evidence of the steps taken towards registration by the social worker, process notes should be used to document the details of the visit, what was discussed and the outcome.

This information will prove helpful in determining the next steps to be taken and provide the required proof of attempts by DSD to assist in registration.

Next steps

Once a site has been officially verified there will be a number of possible next steps.

For sites which are being confirmed from the Site ID phase:

1. The site exists and is operating as an ECD centre.

   In this case a card will be created and placed on the workflow board at jamboree invitation (assuming that they were invited to the next jamboree) or at site ID if there was not a jamboree date to invite them to.
2. The site does not exist or is not operating.

   If the site did exist but is not currently operating, the details should be recorded on a card and move to the "Closed" section of the workflow board. The card will remain here as it might start operating again. It is useful to capture the site in the Excel Tracking Tool.

   If there is no evidence of a site ever existing and the information received was obviously just wrong, a card does not need to be created.

For sites which failed to attend a jamboree or submission day.

They should have been invited to the next jamboree or given a new submission date.

In this case move the cards back up to the relevant Jamboree or Submission column.

Leave the card in the same column until the next jamboree or submission day. Record the details of the visit in detail and file in the site's file as proof of the steps followed should they refuse to follow the registration process and steps towards closure may be required.

9 Site Visits

The purpose of site visits

Visual inspection of sites that have applied for partial care registration (PCR) is necessary to ensure that the site meets with the norms and standards as outlined in the Children's Act as well as the requirements of the relevant local municipality for land use, infrastructure and health and safety.

Site visits allow a visual check of the facility against these norms and standards to allow those responsible to make a clear decision about the level of registration that should be given and what support (if any) the centre might need to enable them to complete the registration process.

When to do a site visit

As soon as a site has submitted all the documents required to apply for registration at submission day, a site visit should be arranged. **No more than four weeks** should elapse between submission and a site visit.

It is not necessary to wait for the centre to call to say that they are ready to be inspected, the idea behind site visits is to assess sites as they are currently operating.

For this reason it is recommended that these visits be conducted without any prior warning for the ECD site before they get visited. If sites are warned that they are being visited they may be tempted to conceal things that would otherwise disqualify them from being fully registered.

Who does site visits?

The inspection is done by the EHP for the area (in order to issue a municipal health certificate, permit or report) and the DSD social worker responsible for ECD in the area in order to assess the site for partial care registration norms and standards.

Due to differing views that the DSD and EHP may take with regards to the inspection, it is recommended that they make combined visits to ECD sites. This will make it easier for both the inspectors and the site itself.

Dual visits help to minimise unnecessary time that is spent on the visits, allow for sharing transport and build consensus around the decisions made between the DSD and the local municipality.

What should be assessed in a site visit?

The site is assessed in various categories against the norms and standards set out by the Children's Act as well as the specific municipality's by-laws relating to environmental health standards and infrastructure.

What is the EHP responsible for assessing?

The EHP is responsible for assessing the aspects of the site as required by the municipal environmental health requirements and by-laws. Based on their assessment they will provide a report that includes a recommendation for registration. Please also refer to the TREE Manual titled *EHP Manual for Health Inspections (for Partial Care Registration)*.

What is DSD responsible for assessing?

The ultimate responsibility for PCR lies with DSD. This means that DSD is responsible for making the final decision on whether a site is registered or not. In order to do this, they should be assessing the following areas mentioned in the Act:

- Norms and Standards for Partial Care contained in Section 79(2)
- Considerations on whether the applicant and staff are fit and proper and have the prescribed skills
- Section 81(c) (i) of the Children's Act stipulates that an application for registration must be accompanied by a report by a social service professional on the **viability** of the application.
    - This means that the social worker should be assessing whether the applicant has the resources to provide the services applied for.

At the site visit the norms and standards will be assessed and additional information about the site will be captured. The considerations around the applicant and other staff will mostly be answered by the information submitted with the application pack; however, a site visit is also a good time to assess the staff in practice to ensure they are fit and proper.

Requirements according to the Children's Act

The Norms and Standards for Partial Care are contained in Section 79(2) of the Children's Act. They cover the following categories based on the Regulations pertaining to the Act issued by the DSD:

- Safe environment for children
- Proper care for sick children or children that become ill
- Adequate space and ventilation
- Safe drinking water
- Hygienic and equipped with toilet facilities
- Safe storage of anything that may be harmful to children
- Access to refuse disposal services or other adequate means of disposal of refuse generated at the facility
- Hygienic area for the preparation of food for children
- Measures for the separation of children of different age groups
- Action plans for emergencies
- Policies and procedures regarding health care at the facility

In addition, the Act states that when considering an application for registration, DSD must consider:

- Whether the applicant is fit and proper to operate a partial care facility
- Each person employed or engaged at the partial care facility is a fit and proper person with the prescribed skills to assist in operating a partial care facility
- The applicant has the necessary funds and resources available to provide the partial care services

The prescribed skills required for each person employed as mentioned above are:

- The ability to implement a programme for ECD, where applicable, at the level in respect of which that partial care facility has been registered;
- the ability to write reports and notes;
- the ability to identify irregular and dysfunctional behaviour in a child;
- basic numeracy skills;
- a basic knowledge about child development; and
- the ability to assess age-related developmental milestones.

Municipal by-laws on the registration of ECD centres

These vary according to the by-laws of each district and local municipality and often exceed norms and standards under the Children's Act. They relate to environmental health including fire safety and building standards informed by the National Building Regulations and Building Standards Act 103 of 1997 (as amended). In addition, land use approval (zoning) from the municipal planning department is often required. For rural sites still under traditional leadership a Permission to Occupy (PTO) is accepted in place of zoning and title deeds. This is due to change with the implementation of the Spatial and Land Use Management Act of 2015.

Application to DSD for registration as a partial care facility (Form 11) requires the inclusion of building plans and a health certificate or report as proof of municipal approval. Municipalities can have their own requirements because contexts differ.

An example of an extract of the Ethekwini Municipality's Child Care Facilities By-Law is shown below. In Ethekwini the municipality would expect the kitchen to have a double sink and hot water, while the regulations pertaining to the Children's Act require a sufficient supply of clean water and cleaning agents. This is an instance where the EHP and DSD might disagree on whether a centre meets the requirements. How one might apply developmental principles to this example is dealt with in the site file compilation section, Chapter 10.

Kitchens

12. (1) Every child care facility which provides meals to children from a kitchen on the premises must have a separate approved area set aside, with due regard for the safety of children, as a kitchen for the preparation of food and the washing up and rinsing of crockery, cutlery, pots, pans and other kitchen utensils.

(2) The kitchen must –

(a) have a double bowl sink;

(b) have a hot water supply;

(c) have a separate hand wash basin;

(d) be arranged so that the utensils and other kitchen equipment are inaccessible to children; and

(e) meet the requirements of the Regulations Governing Genera l Hygiene Requirements For Food Premises and the Transport of Food made in terms of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972) and published by Government Notice R962 of 23 November 2012.

Conducting a site visit

When a social worker undertakes a site assessment, the following should be done to get a deeper understanding of the functioning of the site to be able to provide a recommendation:

- General observation
- Completion of the PCR Data Capture and Inspection Form including the norms and standards checklist
- Informal interviews with representatives from both the staff and the committee

Checklists

EHPs will have their own checklist specific to their municipality. An example checklist and EHP Report template are included in Appendices 15 and 16 for reference.

Please also refer to the TREE Manual titled *EHP Manual for Health Inspections (for Partial Care Registration)*.

An extract from the Norms and Standards checklist for social workers to use when conducting site visits is shown on page 62 and is in Appendix 13.

The items should be checked and marked as YES, NO or N/A (only where appropriate).

In the policy sections of the checklist special attention should be given to checking what evidence there is that the policy has been implemented and this should be noted.

Photographic evidence

Having photographic evidence is not a requirement for PCR. However, it is in the best interest of the social worker as well as the sites that are being served and is recommended as best practice.

Social worker should carry a camera to take pictures of the sites they visit to keep as documentary evidence on the state of the site. This will provide supporting evidence if the site is asked to improve certain areas that do not meet the norms and standards.

These pictures will also be required in referring sites for funding for infrastructure improvement. Below is the list of photographs that should be taken at each site visited (also in Appendix 14). Photos should include a time-code. These should then be downloaded onto a computer and stored in a digital folder for each site.

Photos	Check
Front of crèche – from a distance so that one can get an idea of where it sits on the site	
The site as a whole – from a distance	
Playground equipment or show that there is no equipment	
Vegetable garden	
Refuse bins / refuse dump if any on site	
Fencing	
Gates	
Closer photo from the front – to show condition, what type of building, if plastered and number and size of windows	
Closer photo from the back – to show condition, what type of building, if plastered and number and size of windows	
Closer photo from the sides – to show condition, what type of building, if plastered and number and size of windows	
Roof – to show the type of roof	
Playrooms – flooring and ceiling and windows	
Playrooms – ceiling	
Playrooms – windows	
Office and sickroom	
Store room	
Food preparation area – or kitchen	
Security gates / burglar bars	
Electricity – show electrical distribution board, wiring and lights	
Water tap on site or in buildings	
Toilets – show number and condition	
Tippy Tap, basins, bucket – show where hands are washed	
Water tank and where it is standing in relation to the building	
Gutters – show if it feeds into the water tank	

Important: Avoid taking any photographs of children as parental permission is required for this

EHP reports

Once a site has been assessed, the EHP will be required to write up a report or issue a health certificate. The EHP Report will be delivered to the social worker to complete the final report for file compilation. If a separate checklist has been used to compile the EHP Report, a copy of the checklist or assessment template used by the EHP should also be forwarded to DSD so that additional information regarding the site can be captured.

It is recommended that efficient means of communicating be used to speed up the process while waiting for original reports to be delivered. EHP reports can be faxed, emailed or even photographed and sent via phone to allow the social worker to progress the application while waiting for the official document to be delivered.

An example of an EHP Report is included in the Appendix 15.

SOCIAL WORKER CHECKLIST FOR PARTIAL CARE REGISTRATION SITE VISIT

Name of ECD Centre: _____ Size of indoor play areas in square metres _____

Number of children allowed: _____ *(indoor floor space / 1,5 per NEH N+S AnnexureA 2.5.c)*

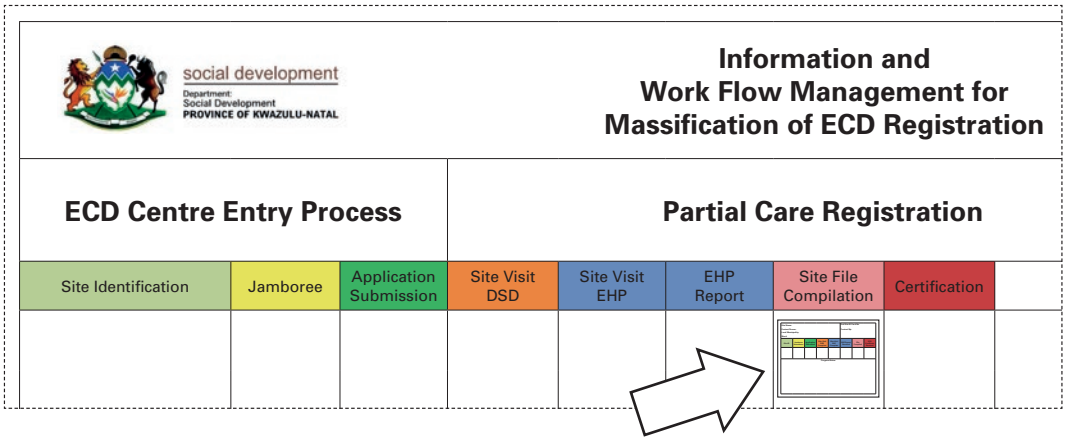
Conditions in Italics are EHP Requirements from the National Environmental Norms and Standards for Premises Annexure A – the remainder are DSD Standards for the General Regulations regarding Children Annexure B

Norm	Standard	Check (Yes/No/NA)	Comments
NORMS AND STANDARDS FOR PARTIAL CARE			
1. A safe environment for children	(a) Children must experience safety and feel cared for while at the partial care facility.		
	(b) Premises inside and outside must be safe, clean and well maintained.		
	(c) Equipment used must be safe, clean and well maintained.		
	(d) There must be adult supervision at all times.		
	(e) The structure must be safe and weatherproof.		
	(f) Floors must be covered in washable and easy to clean material that is suitable for children to play and sleep on and walls must be safe and easy to clean.		
	(g) All reasonable precautions must be taken to protect children and staff from the risk of fire, accidents or other hazards.		
	(h) Safety measures must be undertaken when transporting children. Such safety measures include ensuring that:		
	(i) Transport operators transporting children are registered, suitably trained, screened against Part B of the Child Protection Register and possess the necessary licences 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;		

Next steps

Following a successful site visit and the writing up of the relevant reports the file for PCR must be compiled.

The card for the site should be moved from EHP Report to Site File Compilation on the Workflow Board. The date that the report is received should be recorded on the site card and in the tracking tool. See the example below.



10

Site File Compilation

The purpose of site file compilation

In order to complete the process for PCR a file is compiled that contains all the information relating to the application and the social worker's report and recommendation on what the registration decision should be. This can then be sent to the district office authorised to make final decisions and provide certificates of registration.

Compiling the file for partial care registration

The contents of a file for PCR are as follows:

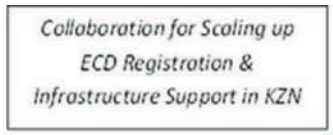
- Form 11 Application Form
- All supporting documents as per application checklist (see Appendix 11)
- EHP report/permit/certificate
- PCR Data Capture and Inspection Form, including checklist against Norms and Standards from the site visit
- Social worker's report and recommendation

Decision making

Although the EHP and DSD social worker each submit a report, in the end **the decision that has to be made on whether to register an ECD site as a partial care site rests with the DSD as the custodian of partial care facilities.**

Where there are issues that have been identified by the EHP that could be remediated and **do not pose an immediate threat to children**, conditional registration can be recommended with clear steps to correct issues.

As an example, consider a theoretical ECD site in rural Ethekwini. This site has met ALL the required norms and standards of the Children's Act and is providing a great service to its beneficiaries. In the kitchen there is a single sink with only



cold running water. We saw in the extract of Ethekwini's by-laws in the site visit chapter that a double sink and hot water are required in the kitchen area for municipal health certification.

A particular EHP might visit the site and recommend that it not be registered due to its failure to meet this requirement.

As a social worker, you could start by discussing the issue with the EHP and recommending a developmental mind-set where the requirements could be met by adding an additional plastic basin as a second sink and boiling water for the purposes of washing up.

If the EHP still refuses to recommend registration, it is feasible for the social worker to apply these steps and still recommend conditional PCR for the site, on the understanding that the site could be closed down by the municipality for failure to meet the required municipal health standards.

A decision-making tree is shown on page 67 (and in Appendix 17) to assist with your recommendation.

The social worker's report

The social worker's report should cover the aspects assessed by the social worker and give an assessment of the site's viability in that community.

It should include a summary of the checks against the norms and standards of the Children's Act and the suitability of the management and staff.

The social worker's recommendation should clearly state whether the site should be given:

- Full registration
- Conditional registration
- Rejection of registration (recommendation for closure)

For conditional registration, clear reasons and steps to remedy issues should be provided in the following categories:

- Poor infrastructure
- Poor child protection
- Poor health and safety
- Staff are not fit and proper

A template for a social worker's report, including the checklist of supporting documents, is included in Appendix 18.

Record keeping

A copy of each of the documents contained in the file should be made and kept in a duplicate file or stored electronically to remain in the service office. This serves as a backup copy should the original file be lost in transit. It also holds helpful information regarding the site for the service office so that you can reduce the amount of duplicate information requested from a site for future files. This information also provides a reference point for ongoing monitoring visits.

Options for creating copies include photocopying, scanning or faxing to email.

Transferring the file to the district office

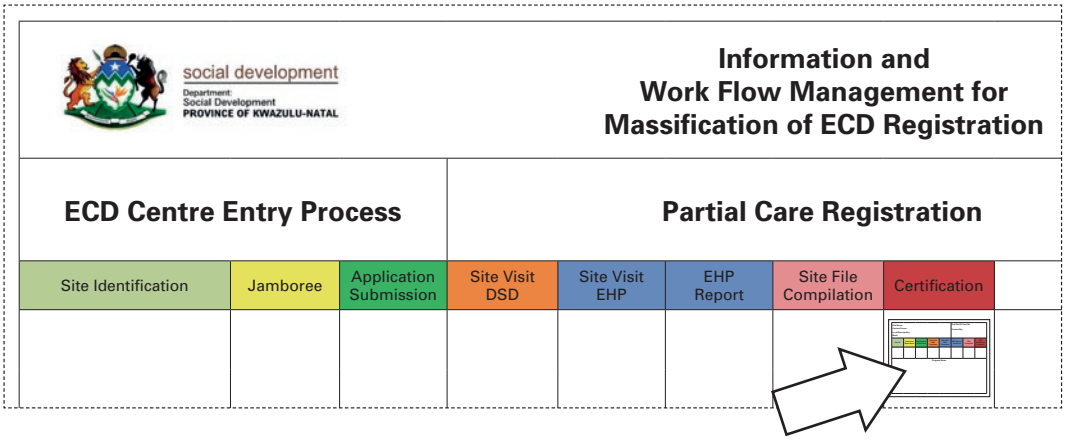
Ideally, the file would be scanned and either emailed or accessed online by the district office for review. **Wherever possible, this should be implemented**. Digital transfer of documents would ensure security of information, prevent files being lost, avoid time being wasted and save significantly on transport costs.

This is currently not an option for most DSD service offices which rely on files being physically transported from the service office to the district office.

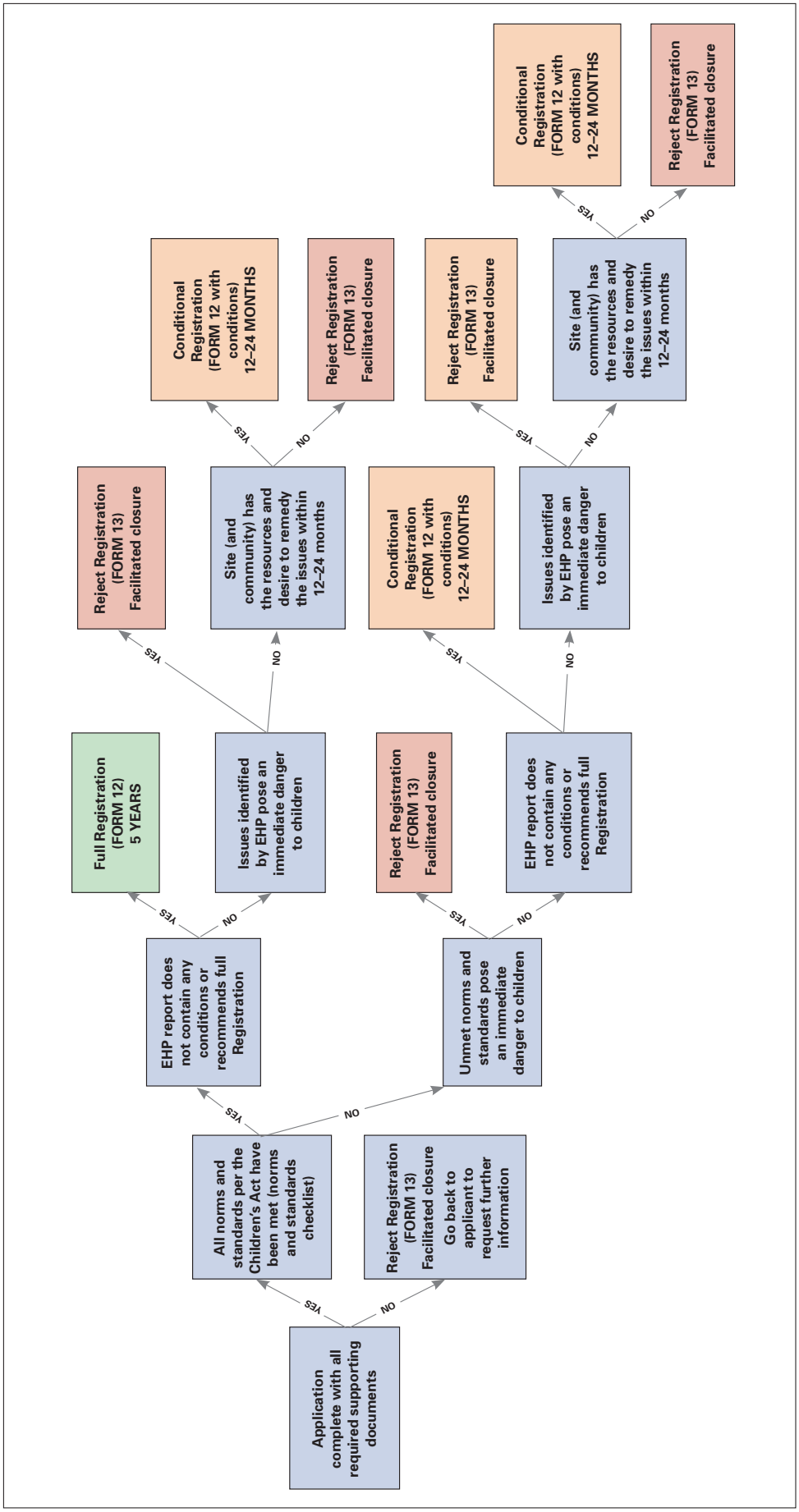
In these cases it is essential to make copies of files (all documents) before transferring to the district office. This prevents the process from having to be started all over again should the file get lost.

Next steps

Once the file has been compiled and submitted to the District DSD Office for the issuing of a certificate, the card for the site should be moved on the Workflow Board to Certification. The date that the file is complete and sent to District Office should be recorded on the card. See the example below.



Decision making tree for ECD partial care registration



11 Certification

The purpose of certification

Certification is the process of making a decision based on the evidence contained in the site file and issuing a physical certificate which shows the decision made with regard to PCR.

The decision allows sites to be categorised according to registration status and informs further actions such as funding, assistance for improving infrastructure and other areas, or procedures to close a site down.

Applying the correct registration category is extremely important. Without the correct registration decision, the ongoing actions will be incorrect.

For example, a site that borders on a busy road and doesn't have a fence is an immediate threat to children and should be closed down (until corrected), rather than being registered and funded which would aid in their continuing to accommodate children in an unsafe environment. Sites that require assistance in improving infrastructure might not be prioritised for infrastructure aid if they are fully registered rather than conditionally registered.

A physical certificate allows ECD sites to display this as evidence for parents and others that the centre meets norms and standards and is a suitable place for children to be cared for.

Registration categories

Based on the assessment of the site done by the social worker and EHP, as well as the documents supplied with the application, a decision will be made to put the site in one of three categories as follows. Please also see the decision tree provided in Chapter 10 and Appendix 17.

Full registration

This category is only suitable for sites which meet **ALL** the requirements for the norms and standards. The Children's Act is flexible enough that these standards can be met in different ways, and this flexibility should be carefully applied to suit different contexts in a developing country; but full registration should never be given to a site that clearly does not meet one or more of the standards.

> As an example, the Children's Act requires safe drinking water to be available. In an area where piped municipal water is available, there should be piped water available in the ECD site. In areas where it isn't, treating water with bleach according to the national health guidelines and storing it in covered containers would also serve to **fully** meet the requirements. A centre which does not have **any** clean drinking water available does not meet the standards and should never receive full registration.

Sites that meet all the requirements can be issued full registration on Form 12 (Appendix 19) for a maximum period of five years.

Conditional registration

This category is used for sites that do not meet all of the norms and standards but where the areas that are not satisfactory can in all likelihood be remedied within a period of 12–24 months.

The certificate should clearly state why the registration is conditional under four categories:

- Poor infrastructure
- Poor child protection
- Poor health and safety
- Staff are not fit and proper

It should also clearly outline the steps required to correct the issues and ensure that the certificate is **only valid for 12–24 months**. An example of a certificate for conditional registration follows on page 70.

FORM 12

~~CERTIFICATE OF REGISTRATION~~ / CONDITIONAL REGISTRATION / ~~RENEWAL OF REGISTRATION / REINSTATEMENT OF A PARTIAL CARE FACILITY~~

(* DELETE THAT WHICH IS NOT APPLICABLE)

(Regulation 15)

[SECTION 82 OF THE CHILDREN'S ACT 38 OF 2005]

Reference No.: _____

REPUBLIC OF SOUTH AFRICA

It is hereby certified that:

	the following partial care facility has been registered in terms of section 82 of the Act
X	the following partial care facility has been conditionally registered in terms of section 83 of the Act;
	the registration of the following partial care facility has been renewed in terms of section 82 of the Act
	the registration of the following partial care facility has been conditionally renewed in terms of section 83 of the Act
	the reinstatement of the following partial care facility has been approved in terms of section 84

on 1 January 2015 (insert date).

Name of partial care facility: ABC Educare

Physical address of partial care facility:

Corner of Gumede and Church Street

Happy Valley

KwaZulu-Natal

The validity of this registration expires on: 31 December 2015 (insert date)

The partial care facility is registered subject to the following conditions indicating the maximum number of children that may be accommodated:

Indicate registration (Yes or No)	Type of partial care facility	Maximum number of children that may be accommodated
	Crèche	
Yes	Educare centre	45
	After school centre	
	Private boarding hostel	
	Temporary respite care facility	
	Place of care providing partial care for children with disabilities requiring a high level of support	

The registration or renewal of registration is subject to the following additional conditions:

Poor infrastructure: Replace broken window panes

Health and Safety: Repair holes in the fence

Health and Safety: Separate cooking area from children's play area

_____

Provincial Head: Social Development

Municipal Official

Province/Municipality: _____

Date of issue: _____

Registration rejected

For a site that is obviously not meeting the norms and standards and is an **immediate threat** to the safety and welfare of children or where it is **unwilling** or **unable** to take steps to correct the areas of concern, the registration must be rejected. The applicant must be informed of the refusal in a form identical to **Form 13** (Appendix 20) by registered post and must give reasons for the rejection to the applicant. Sites that don't have a post office box should have the letter delivered by hand and signed for with the signature recorded in their file.

A written notice of enforcement instructing a person or organisation operating an unregistered partial care facility to terminate its operation can then be issued under Section 85 of the Act.

The person or organisation must be allowed a period of not more than 90 days in order to wind up the affairs of that facility and to allow the parents or caregivers of children in that facility to make alternative arrangements for partial care. When a person or organisation providing partial care intends to terminate its operation, such person or organisation must give the parents or care-givers of children 90 days' written notice of this intention.

These instances should be rare as where there are actions that could be taken to correct the issues identified and the site is willing to do this, conditional registration would be applied to allow 12–24 months to meet the requirements.

Issuing the certificate

The certificate should be issued on the prescribed **Form 12** (Appendix 19) or **Form 13** for rejection (Appendix 20) to the service office that initiated the registration.

This should be done using the following process:

1. Files that have had a decision made and certificate printed should be marked as **Certification Complete** on the tracking sheet.
2. Anyone visiting the district office from the service office should check the **black box** for their office and return it if the certificates are complete.
3. They would need to record this transfer on the tracking sheet in the box and take a copy or photograph, which is given or sent to the social worker responsible.
4. The ECD social worker responsible for the file should sign for receipt of the certificate on the summary tracking sheet.

The original certificate (**Form 12**) should be awarded to the site by hand or by registered post.

It is recommended that the issuing of the PCR certificate is used as an opportunity to initiate the programme registration process. This could be done by holding a celebration jamboree for registered sites where the certificates are issued en masse and information and application forms for programme registration are issued. Alternately, newly registered sites could be invited to collect their certificates at the next jamboree held for unregistered sites. They could provide motivation and support for sites beginning the process.

Next steps

Once the certificate of registration is issued, the initial workflow for PCR is complete. There are however a number of further steps which are required outside of the PCR arena.

These are:

- Programme Registration
- Review of Conditional Registration before expiry
- Quarterly Monitoring and Evaluation

12

Following up on Sites with Conditional Registration

Developing a site improvement plan

Any site that has been given conditional registration should be supported to develop a plan to improve their site to meet the conditions.

The plan should provide a guide to help them identify how they are going to undertake the corrective actions with the resources they have and in what timeframes.

When issuing a conditional certificate, the social worker should meet with the site and develop this plan together so that it is realistic and understood by all involved.

An example of an improvement plan is shown on page 75 and the template is in Appendix 21.

When issuing a conditional certificate, the social worker should meet with the site and develop this plan together so that it is realistic and understood by all involved.

ECD Partial Care Registration
Site Upgrade Plan for Sites with Conditional Registration

ECD site name:

Signature of ECD Site:

District:

Municipality:

Social worker name:

Ward:

Social worker signature:

Date of conditional registration: *15/10/2015*

Date of conditional registration expiry: *15/10/2016*

Action Plan for Meeting Conditions

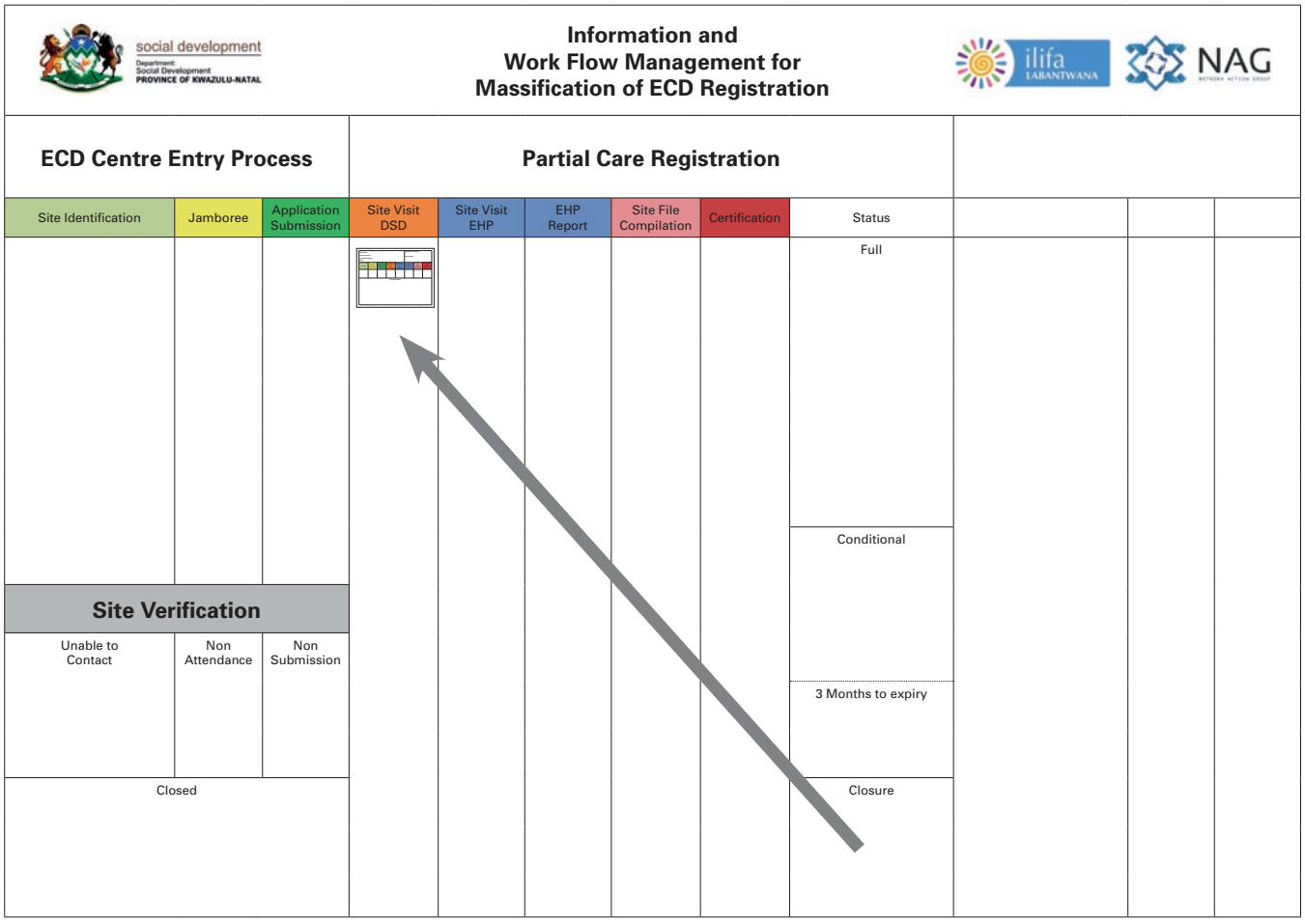
Condition	Actions required (list steps to take)	Person responsible	Due date
Poor Infrastructure: Fence around site to be repaired (holes, gaps and pieces that are collapsing)	*Raise funds to repair fence*	*Parents Committee*	*01/06/2016*
	Buy fencing material	*Treasurer*	*15/06/2016*
	Appoint local fencer –	*Treasurer*	*30/06/2016*
	agree and sign terms		
	and costs		
	Complete fencing	*Fencer*	*15/07/2016*
Condition	**Actions required (list steps to take)**	**Person responsible**	**Due date**
Poor Health and Safety: Health, Illness and Hygiene policy to be developed and put into practice	*Write up policy on Health,*	*Chairperson/*	*15/01/2016*
	Illness and Hygiene	*Supervisor*	
	Train all staff on policy or	*Chairperson/*	*01/02/2016*
	request EHP to visit and	*Supervisor*	
	train		
	Frequent checks to make	*Chairperson/*	*Ongoing*
	sure policy is practiced	*Supervisor*	

When should conditional registration be reviewed?

Each conditional registration certificate should have been issued with an expiry date that you would have captured in your database of ECD sites.

This database can be filtered for all sites with less than 90 days left to expiry. Alternatively, all the site cards on the workflow board in the conditional box can be reviewed to determine whether they are due to expire. These sites need to be reviewed to determine whether the conditions have been met and the site can be given full registration, or whether its registration should be cancelled and a process for closure initiated.

Any sites with less than 90 days to expiry of conditional registration can be moved back on to the board at the Site Visit DSD column. See the example below.



Steps to be taken

The conditions for registration that were detailed on the certificate should be reviewed and understood.

1. The site should be visited to determine whether the conditions have now been met.

The process should continue to follow the usual steps of:

1. Site file compilation – with a new social worker's report and recommendation
2. Certification

Decisions to be made

The social worker's report should recommend a decision based on the attempts and success of the site to meet the conditions as outlined in the conditional registration certificate.

The recommendation needs to indicate one of the following:

1. The conditions have been met and full registration is recommended.
2. The conditions have not been met and cancellation of registration is recommended (as referred to in Section 84(2) (a) of the Act).
3. The conditions have been met but new issues have arisen and a second period of conditional registration is recommended.

Any sites with less than 90 days to expiry of conditional registration can be moved back on to the board at the Site Visit DSD column.

Appendices

1. Stand-up Meeting: Weekly Action Plan

Our achievements – what did we do since the last meeting?	Date	What needs to be done now?	What is in our way? What effect will it have – how will we solve it?	Who is responsible?
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			

Site Identification – Early Childhood Development Registration

Date:

Person submitting information:

District:

No.	Centre name	Local municipality	Ward no.	Tribal authority	Town/ village	Address or detailed description of how to find the centre	Contact person 1	Contact number 1	Contact person 2	Contact number 2	Nearest school	Nearest clinic	Nearest tuckshop/ church/ store
1													
2													
3													
4													
5													
6													
7													
8													

Site Identification – Early Childhood Development Registration

Date:

Person submitting information:

District:

No.	Centre name	Local municipality	Ward no.	Tribal authority	Town/ village	Address or detailed description of how to find the centre	Contact person 1	Contact number 1	Contact person 2	Contact number 2	Nearest school	Nearest clinic	Nearest tuckshop/ church/ store
1													
2													
3													
4													
5													
6													
7													
8													

4. Site Identification: Information Capture Slip – for Post Boxes

Information on a centre that cares for more than 6 children for part of the day

Basic info

Centre name:

Primary contact

Name:

Cell:

Alternative person:

Alternative cell:

Nearest clinic:

Nearest school:

Nearest tuckshop/ church/store:

Location

Local municipality:

Ward:

Physical address 1:

Physical address 2:

City/village:

Traditional authority:

Description of address or map drawing:

Information on a centre that cares for more than 6 children for part of the day

Basic info

Centre name:

Primary contact

Name:

Cell:

Alternative person:

Alternative cell:

Nearest clinic:

Nearest school:

Nearest tuckshop/ church/store:

Location

Local municipality:

Ward:

Physical address 1:

Physical address 2:

City/village:

Traditional authority:

Description of address or map drawing:

BHALIS' INKULISA

Do you run a crèche, educare or pre-school?

Do you know of a crèche in your area?

REGISTRATION OF PARTIAL CARE FACILITIES

Every centre that cares for more than six children aged 0–6 years old for some part of the day must be registered with the Department of Social Development as a Partial Care Facility.

We would like to invite all centres to attend a jamboree to find out more information.

If you have a centre or know of a centre in your area, please fill in the basic details on the forms provided and post them in this box.

BHALIS' INKULISA

Do you run a crèche, educare or pre-school?

Do you know of a crèche in your area?

REGISTRATION OF PARTIAL CARE FACILITIES

Every centre that cares for more than six children aged 0–6 years old for some part of the day must be registered with the Department of Social Development as a Partial Care Facility.

We would like to invite all centres to attend a jamboree to find out more information.

If you have a centre or know of a centre in your area, please fill in the basic details on the forms provided and post them in this box.

6. Jamboree: Preparation Checklist + Timeline

ECD Partial Care Registration Jamboree
Preparation Checklist

Date:

Time:

Venue:

Service office:

Person responsible:

Task	Due date	Completion date
List of 10–12 unregistered/expiring registration ECD sites with contact details	Day 0	
List of speakers and stakeholders	Week 1	
Venue confirmed	Week 1	
Date and time confirmed	Week 1	
At least 10–15 sites have been invited	Week 2	
All speakers and stakeholders have been invited	Week 2	
Application packs printed and ready	Week 2	
File for each site opened with pre-populated info sheet	Week 2	
Catering organised (if needed)	3 days before	
Reminder call or SMS sent to all participants	3 days before	
Reminder call to all stakeholders	2 days before	
Venue set up	1 day before	
Data capture sheet fields verified and completed	Jamboree day	
Application packs distributed	Jamboree day	
Date for submission communicated	Jamboree day	
Submission date invitation cards distributed	Jamboree day	

BHALIS' INKULISA

ECD Jamboree

REGISTRATION OF PARTIAL CARE SITES

Every centre which cares for more than six children aged 0–6 for some part of the day, must be registered with the Department of Social Development as a Partial Care Facility.

Please attend this Jamboree to find out how to register and learn other helpful information about the benefits of registration.

Failure to attend a registration Jamboree could lead to sites being closed down.

Date: _____ *Time:* _____

Place: _____

2 COMMITTEE MEMBERS MUST ATTEND
1 MEMBER OF STAFF MUST ATTEND

BHALIS' INKULISA

ECD Jamboree

REGISTRATION OF PARTIAL CARE SITES

Every centre which cares for more than six children aged 0–6 for some part of the day, must be registered with the Department of Social Development as a Partial Care Facility.

Please attend this Jamboree to find out how to register and learn other helpful information about the benefits of registration.

Failure to attend a registration Jamboree could lead to sites being closed down.

Date: _____ *Time:* _____

Place: _____

2 COMMITTEE MEMBERS MUST ATTEND
1 MEMBER OF STAFF MUST ATTEND

8. Jamboree: ECD Information Capture Sheet (to put in front of each ECD site's file)

Name of organisation:	Local municipality:	Ward:

1. ORGANISATIONAL PROFILE

1.1 Basic information

Name of organisation:

Legal entity: PRIVATE | NON-PROFIT ORG | OTHER

Year started:

Beneficiaries:

Full-time staff/ volunteers:

Part-time staff/ volunteers:

Operating days: MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY

Start time:

Closing time:

Has school holidays: YES | NO

Nearest primary school:

Nearest clinic:

Nearest tuckshop/ church/store:

1.2 Location

District municipality:

Local municipality:

Ward:

Traditional authority:

Physical address 1:

Physical address 2:

City/village:

Postal address 1:

Postal address 2:

Postal code:

Description of address or map drawing:

Name of organisation:	Local municipality:	Ward:

1.3 Contact details

Primary contact staff:

Staff member name:	
Staff member cell:	
Organisation landline:	
Organisation email:	

Primary contact committee::

Committee member name:	
Committee member cell:	
Organisation website:	
Organisation fax:	

2. ORGANISATION MANAGEMENT

Management committee: YES | NO | UNDER ESTABLISHMENT

Constitution: YES | NO

No. of members on the management committee:

Minutes kept: YES | NO

Number of meetings in last 12 months

Has the management committee received training in 'committee work' YES | NO

Office	Name	Occupation	Address	Cellphone	ID Number
Chairperson					
Vice Chairperson					
Secretary					
Vice Secretary					
Treasurer					
Additional Member					
Additional Member					

Name of organisation:

Local municipality:

Ward:

3. STAFF PROFILE

STAFF PROFILE	1		2		3		4		5		6	
Staff name												
ID number												
Contact number												
Race												
Gender												
Main position (supervisor, teacher (3–5), Carer (0–2), assistant, cook, cleaner)												
Highest level of school education												
Formal ECD qualification – (NQF level 1,4,5,6/degree)	Enrolled	Complete	Enrolled	Complete	Enrolled	Complete	Enrolled	Complete	Enrolled	Complete	Enrolled	Complete
Training institute for formal ECD qualification												
No. of days of ECD programme skills training attended												
Training institute for programme skills training												
Remuneration (R/month)												
Years of experience in ECD												
Start date at organisation												
Full-time/part-time												
Willing to be trained												
CPR clearance certificate available												

Name of organisation:	Local municipality:	Ward:

4. CHILDREN ENROLLED

Children	**Gender**		**Population group**				**Number with disabilities or special needs**
Age group at 1 Jan	**Male**	**Female**	**African**	**White**	**Indian**	**Coloured**	
0–18 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:							

5. NUTRITION

Is there a weekly menu: YES NO

Indicate which meals are provided and by whom?

Meals	**ECD Service**	**Parent/Care-giver of Child**	**Other (Specify)**
Breakfast			
Morning snack			
Lunch			
Afternoon snack			

Name of organisation:	Local municipality:	Ward:

6. FACILITY DETAILS

Facility:
- SEPARATE SITE USED BY ECD CENTRE ONLY
- PRIVATE HOME
- HOUSED IN A MULTI-PURPOSE BUILDING SUCH AS COMMUNITY HALL OR CHURCH
- LOCATED INSIDE A SCHOOL PREMISES
- CLINIC
- OTHER

Land ownership: PRIVATE | NPO (THIS ORGANISATION) | PUBLIC | OTHER

Occupancy: TITLE DEEDS | PTO | LETTER FROM CHIEF | LEASE AGREEMENT

If private, has other land been allocated for a future centre: YES | NO

If land has been allocated, who to? PRIVATE INDIVIDUAL | NPO (THIS ORGANISATION) | OTHER

Type of structure: CONVENTIONAL – BRICK OR BLOCK | TRADITIONAL – MUD | SHIPPING CONTAINER | PREFAB | SHACK | OTHER

GPS Co-ordinates:

Estimated size of the property (sqm)

Overall size of the building (sqm)

Slope of the property: FLAT | GENTLY SLOPED | STEEP

Number of activity/ play rooms? 1 | 2 | 3 | 4 | 5

What is each of their size in sqm?

Type of roof: TILES | CORRUGATED METAL SHEETS | THATCHED | PLASTIC | TARPAULIN/ CANVAS | ASBESTOS

Is there a cement foundation: YES | NO

Floor type: EARTH | DUNG | CONCRETE SLAB | VINYL SHEETS/TILES | CARPET | WOOD | CERAMIC TILES

Number of external doors:

Number of external windows in the playrooms that can open

Kitchen size (sqm):

Is there a fridge or cooling facility? YES | NO

Is there cooking equipment available? YES | NO

Is there a dedicated space used only for a sickbay? YES | NO

Is there piped hot water in the kitchen? YES | NO

Is there a dedicated space used only for office/administration work? YES | NO

Is the sickbay part of the office? YES | NO

Is the office space a separate room? YES | NO

Office size (sqm):

Name of organisation:	Local municipality:	Ward:

Does the ECD centre have electricity:	YES	NO				
Source of fuel for lights:	ELECTRICITY	GAS	PARAFFIN	WOOD OR COAL		
Source of fuel for cooking:	ELECTRICITY	GAS	PARAFFIN	WOOD OR COAL		
How is water supplied:	MUNICIPAL – SITE CONNECTION	MUNCIPAL – COMMUNITY STANDPIPE	MUNICIPAL – TRUCK DELIVERY	OWN BOREHOLE	PROTECTED SPRING	UNPROTECTED SPRING
	RAINWATER	RIVER				
Type of sanitation:	MUNICIPAL WATER BORNE SEWAGE	ON SITE SEPTIC TANK	ON SITE MUNICIPAL VIP	ON SITE INFORMAL PIT LATRINE	POTTIES	BUCKETS
	MUNICIPALITY – COMMUNAL ABLUTION BLOCK	CHEMICAL TOILETS	NO TOILETS			
Number of toilets for adults:		Number of toilets for children:		Number of potties:		
What type of hand wash facility is provided?	TAP	TIPPY TAP	BOWL OR BUCKET OF WATER	NONE	Number of hand-wash facilities	
Is the site accessible by road?	YES	NO				
What size is the outdoor play area (sqm)?						
What outdoor equipment is available:	JUNGLE GYM	SWINGS	SANDPIT	SLIDE	OTHER	
Visible issues with outdoor equipment:	ROTTEN/ SPLINTERED WOOD	UNSTABLE	SHARP OBJECTS	UNSAFE SEATS	TOO HIGH WITHOUT GUARD RAILS	FRAYED OR LOOSE ROPES

Health and safety:

How many fire extinguishers are provided?	0	1	2	3	4	5
Are rubbish bins available?	YES	NO				
How does the ECD centre dispose of their refuse?	MUNICIPAL COLLECTION	CENTRE TAKES TO DUMP	OPEN PIT ON SITE	NO REFUSE MANAGEMENT		
If refuse is removed by the municipality, indicate how often:	1 X PER WEEK	2 X PER WEEK	1 X EVERY 2 WEEKS	AD HOC		
If refuse is disposed of on site, how often is it burnt	1 X PER WEEK	2 X PER WEEK	1 X EVERY 2 WEEKS	AD HOC		
Does the centre have a food garden?	YES	NO	Does the centre have to buy additional vegetables?	YES	NO	
Is there a ramp for children with disabilities/wheel chair users?	YES	NO				

General comments on conditions of property and buildings:

Name of organisation:	Local municipality:	Ward:

7. EQUIPMENT

	Available		Sufficient		Good condition, safe & clean	
	Yes	**No**	**Yes**	**No**	**Yes**	**No**
LARGE EQUIPMENT						
Mattresses (or something) to rest on						
Chairs/benches, boxes, cushions to sit on						
Tables or other surfaces to work on						
Shelving/storage						
Comfortable floor covering for sitting on						
Utensils (cookery) – plates, cutlery, cups/mugs						
Computer, printer, phone, internet						
LEARNER SUPPORT MATERIAL						
Children's books and print material						
Construction equipment (blocks, interlocking toys)						
Puzzles and concept toys						
Art/creative material						
Posters, charts on walls						
Outdoor equipment (balls, hoops, ropes)						
Fantasy material						

8. ADMINISTRATION AND POLICIES

Register / record available	**Yes**	**No**
Daily plan		
Staff register		
File for each child		
Incident/abuse register		
Medicine register		
Attendance register		
Visitors' register		
Enrolment forms that include:		
• Birth certificates		
• Contact details		
• Admission date		
• Discharge date		
• Medical history		
• Special needs and allergies		
• Immunisation records		

Policy available	**Yes**	**No**
Discipline policy		
Transport policy		
Disability policy		
Health and Hygiene Policy includes:		
• Identifying sick children		
• Dealing with ill children		
• Medicine administration		
• Infectious diseases		
• Hygiene standards		
• Staff health		
• Hygiene standards		

Comments on general administration and efficiency of organisation:

Name of organisation:	Local municipality:	Ward:

9. FINANCE

Does the organisation charge fees?	YES	NO	Maximum monthly fees:		Minimum monthly fees:	
Does the organisation have a dedicated bank account?	YES	NO	Name of account holder:			
Is the organisation registered as a PBO with SARS?	YES	NO				
Does the organisation have audited financial statements?	YES	NO				
Approximate annual income:						

Financial support from the state

DSD service level agreement:	YES	NO	IN PROGRESS (NEW/RENEWAL)	If yes, date signed:	Expiry date:	
DSD per child subsidy:	YES	NO	No. of subsidies:			
DSD programme funding:	YES	NO				
DOE Grade R practitioner salary:	YES	NO				
DOE Grade R per learner subsidy:	YES	NO	N/A	No. of subsidies:		
DOE learnerships:	YES	NO	No. of learnerships:			

External Support

Type of Organisation	Name	What they provide						Times per year
		Money	Infrastructure	Equipment/ resources	Food	Training	Other	
NGO								
Service club								
Church								
Government dept.								
Municipality								
Business								
Private individual								

List the top 3 donors from the last 5 years:

Name	Amount	Name	Amount	Name	Amount

Name of organisation:	Local municipality:	Ward:

10. REGISTRATION PROCESS AND INFORMATION

Partial care registration status:	NOT APPLIED	IN PROCESS		REGISTERED	
		NEW	RENEWAL	CONDITIONAL	FULL

Reason for conditional registration:	INFRASTRUCTURE	EQUIPMENT	HEALTH AND SAFETY	STAFF SKILLS/ TRAINING	OTHER

Date of registration:		Date of expiry:	
Registration number:		Number of children:	

Environmental Health:

Inspection date:		Reference number:		Area internal space:	
Registration recommended?	YES	NO		Max. number of children:	

	Name	Landline	Cell	Email	Fax
EHP office manager					
Responsible EHP officer					
Responsible EHP supervisor					

DSD programme registration status:	NOT APPLIED	IN PROCESS		REGISTERED	
		NEW	RENEWAL	CONDITIONAL	FULL

Type of programme:	ECD	HCBC	VICTIM EMPOWERMENT	SUBSTANCE ABUSE	YOUTH DEVELOPMENT

Date of registration:		Date of expiry of registration:	

NPO registration status:	N/A (PRIVATE)	NOT APPLIED	IN PROCESS (PRE SUBMISSION)	IN PROCESS (SUBMITTED TO NPO DIRECTORATE)	REGISTERED

Date of registration:		NPO number:	

DOE registration status:	NOT APPLIED	IN PROCESS	REGISTERED

	Name	Landline	Cell	Email	Fax
DSD service office manager					
Responsible social worker					
Responsible DSD supervisor					

Name of organisation:	Local municipality:	Ward:

11. OTHER SERVICES PROVIDED

Life skills		After care		Health monitoring/ support		Home visits		Homework help		Parenting skills		Sports/ recreation		Counselling	
Yes	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**

Explain activities:

Office checks on NPO register:

Narrative submitted to DSD for last financial year:	YES	NO
AFS prepared within 6 months of year end:	YES	NO

Geo-type:

URBAN	PERI-URBAN
URBAN-INFORMAL	RURAL

Date of completion:	
Person responsible:	
Signature:	
Number of children present on inspection date:	

9. Jamboree: Agenda

ECD partial care registration jamboree agenda		
Item	**Facilitator**	**Time**
Welcome	Service office manager	5 minutes
Introductions from attendees	Service office manager	15 minutes
Purpose of the day	ECD coordinator	10 minutes
NPO registration	Community development practitioner	10 minutes
Health and safety requirements	Environmental Health Practitioner	30 minutes
Partial care registration	ECD coordinator	20 minutes
Application pack	ECD coordinator	40 minutes
Questions and answers	ECD coordinator	20 minutes
Next steps	ECD coordinator	5 minutes
Close and tea	ECD coordinator	30 minutes

BHALIS' INKULISA

Submission Day

REGISTRATION OF PARTIAL CARE FACILITIES

Now that you have attended a Jamboree you are ready to prepare your application form and supporting documents.

You will need to bring these to the DSD service office on the date given above.

Failure to submit your application will result in a visit to your site temporary or permanent closure.

Should you be unable to attend you will need to call:

Name: _____ *Number:* _____

Date: _____ *Time:* _____

Place: _____

1 COMMITTEE MEMBER MUST ATTEND.

BHALIS' INKULISA

Submission Day

REGISTRATION OF PARTIAL CARE FACILITIES

Now that you have attended a Jamboree you are ready to prepare your application form and supporting documents.

You will need to bring these to the DSD service office on the date given above.

Failure to submit your application will result in a visit to your site temporary or permanent closure.

Should you be unable to attend you will need to call:

Name: _____ *Number:* _____

Date: _____ *Time:* _____

Place: _____

1 COMMITTEE MEMBER MUST ATTEND.

11. Application Submission: Checklist

ECD centre name:	Completed by:
Signed ECD site:	Date:
Telephone number:	Signed:
Next submission due by:	Telephone number:

	Complete	Missing information	Not available	Details of missing information
Application Form 11				
Constitution containing:				
• Name of partial care facility				
• Type or types of services to be provided				
• Composition, powers and duties of management				
• Powers, obligations and undertaking of management to delegate authority to the head of the partial care facility				
• Procedure for amending constitution				
• Commitment to ensure compliance with the norms and standards				
Business plan including:				
• Fee structure				
• Operating hours				
• Day care plan				
• Staff composition				
• Discipline policy				
• A description of the contents of the programmes and services to be offered, including the aims and objectives				
Management structure				
Attendance register – current month				
Emergency plan				
Original copy of approved plans or a copy of the plans submitted for approval if still under consideration				
Clearance certificates in terms of Part B of the CPR				
Police clearance certificates*				
Affidavits confirming no sexual offences*				
PTO/lease agreement/title deeds				
ID copies – all committee and all staff certified				
Evidence of qualifications – Applicant/supervisor and staff				
Menu				
NPO certificate if available				

** Until such time as the Sex Offender's Register operated by the Department of Justice and Correctional Affairs is operational, at which point a clearance certificate from this register will be required*

BHALIS' INKULISA

Submission Receipt

REGISTRATION OF PARTIAL CARE SITES

Thank you for submitting your documents today.

I can confirm that you have successfully submitted all the documents required to apply for partial care registration.

We will visit your site to conduct an assessment within the next six weeks.

Signed:	
Name:	
Date:	
Telephone number:	

If we have not visited your site within six weeks, please call us.

BHALIS' INKULISA

Submission Receipt

REGISTRATION OF PARTIAL CARE SITES

Thank you for submitting your documents today.

I can confirm that you have successfully submitted all the documents required to apply for partial care registration.

We will visit your site to conduct an assessment within the next six weeks.

Signed:	
Name:	
Date:	
Telephone number:	

If we have not visited your site within six weeks, please call us.

SOCIAL WORKER CHECKLIST FOR PARTIAL CARE REGISTRATION SITE VISIT

Name of ECD Centre: _____ Size of indoor play areas in square metres: _____ Number of children allowed: _____

These are DSD Standards for *the General Regulations regarding Children* Annexure B

Norm	Standard	Check (Yes/No/NA)	Comments
NORMS AND STANDARDS FOR PARTIAL CARE			
1. A safe environment for children	(a) Children must experience safety and feel cared for while at the partial care facility.		
	(b) Premises inside and outside must be safe, clean and well maintained.		
	(c) Equipment used must be safe, clean and well maintained.		
	(d) There must be adult supervision at all times.		
	(e) The structure must be safe and weatherproof.		
	(f) Floors must be covered in washable and easy to clean material that is suitable for children to play and sleep on and walls must be safe and easy to clean.		
	(g) All reasonable precautions must be taken to protect children and staff from the risk of fire, accidents or other hazards.		
	(h) Safety measures must be undertaken when transporting children. Such safety measures include ensuring that:		
	(i) Transport operators transporting children are registered, suitably trained, screened against Part B of the Child Protection Register and possess the necessary licences 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;		
	(ii) The requirements published by the Minister of Transport periodically in terms of the National Land Transport Transition Act 2000 are adhered to;		

Norm	Standard	Check (Yes/No/NA)	Comments
	(iii) Transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;		
	(iv) 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;		
	(v) Vehicles used to transport children are safe and have the necessary safety characteristics, such as window and door opening instructions, safety equipment and appropriate speed devices;		
	(vi) Children are not transported in open vehicles;		
	(vii) There is an adult supervisor in a vehicle transporting children under the age of nine years; and		
	(viii) There is no overloading of children in vehicles.		
2. Proper care for sick children or children who become ill	(a) Staff must have the ability to identify children who are ill and be able to refer them for appropriate health services.		
	(b) The following procedure regarding children who are ill must be adhered to:		
	(i) 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;		
	(ii) Where the illness is suspected to be infectious, the child is separated from other children;		
	(iii) 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;		
	(iv) If a child is already on prescribed medication, that child must receive the medication as prescribed and as advised by the parents; and		

Norm	Standard	Check (Yes/No/NA)	Comments
	(v) In cases of emergency, the child must be taken to the nearest hospital or clinic for treatment and appropriate referral.		
	(c) The following medical records must be kept:		
	(i) Up-to date records of each child's medical history;		
	(ii) Records of each child's immunisation programme and Vitamin A schedule; and		
	(iii) Records of health incidents and accidents occurring at the facility.		
	(d) Every partial care facility must have a first-aid kit.		
3. Adequate space and ventilation	(a) The partial care facility must have adequate ventilation and sufficient light.		
	(b) Space for different activities and functions must be clearly demarcated.		
	(c) Where applicable, new buildings and alterations to buildings must comply with the building standards as set out by the National Building Regulations and Building Standard Act, 1997 (Act No.103 of 1997).		
4. Safe drinking water	(a) Safe and clean drinking water must always be available.		
	(b) Where water is not from a piped source, it must be treated and made safe using approved national health guidelines for the treatment of water by adding one teaspoon of bleach to 25 litres of water.		
	(c) All water containers must be covered at all times.		
5. Hygienic and adequate toilet facilities	(a) Partial care facilities catering for toddlers must have potties, toilets and washbasins.		
	(b) Toilet and hand washing facilities must be reachable for children over the age of three years.		

Norm	Standard	Check (Yes/No/NA)	Comments
	(c) For children up to the age of three years:		
	(i) There must be appropriate toilets;		
	(ii) Where there are no sewerage or ablution facilities, potties must be made available;		
	(iii) There must be one potty for every five toddlers;		
	(iv) Waste from potties must be disposed of hygienically;		
	(v) Potties must be cleaned after use and disinfected in a properly demarcated area; and		
	(vi) 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.		
	(d) For children between the ages of three and six years:		
	(i) Where sewerage systems are available, there must be one toilet and one hand-washing basin for every 20 children;		
	(ii) Where no sewerage facilities are available, an appropriate toilet must be available at the partial care facility or immediately adjacent to the partial care facility;		
	(iii) Where no washbasins are available, one suitable container for every 20 children must be made available, provided that such container is cleaned and changed regularly and closed; and		
	(iv) All toilets must be safe and hygienic.		
	(e) There must be adult supervision at all times when children use the toilet.		
	(f) Where applicable, the local authority regulations and by-laws in respect of physical characteristics of building and health requirements must be adhered to.		

Norm	Standard	Check (Yes/No/NA)	Comments
6. Safe storage of anything that may be harmful to children	(a) Medicine, cleaning substances and any dangerous substances must be kept out of reach of children.		
	(b) Medicine and dangerous substances must be kept in separate locked or childproof cupboards.		
	(c) Dangerous objects, materials, sharp instruments and utensils must be kept out of reach of children.		
	(d) Dangerous substances may not be used in the vicinity of children.		
	(e) Electrical plugs must be covered.		
	(f) Paraffin, gas and other electric appliances must be kept out of reach of children.		
	(g) Cleaning agents must be kept in clearly marked containers and out of reach of children.		
7. Access to refuse disposal services or other adequate means of disposal of refuse generated at the partial care facility	(a) Where possible, refuse must be disposed of according to municipality regulations.		
	(b) Waste disposal methods must be safe and covered.		
	(c) Waste must be kept out of reach of children.		
	(d) Waste disposal areas must be disinfected regularly.		
8. A hygienic area for the preparation of food for children	(a) There must be a separate, clean and safe area for the preparation of food as well as for cleaning up after food preparation.		
	(b) There must be a separate clean and safe area for serving food to the children.		
	(c) There must be cooling facilities for storage of perishable food.		
	(d) There must be a sufficient supply of clean water as well as cleaning agents.		

Norm	Standard	Check (Yes/No/NA)	Comments
	(e) There must be sealed containers to store all prepared food before serving such food.		
9. Measures for the separation of children of different age groups	(a) Where possible, children must be separated into the following age categories in separate rooms or places to ensure their development:		
	(i) Children under the age of 18 months;		
	(ii) Children between the ages of 18 and 36 months;		
	(iii) Children between the ages of three and four years; and		
	(iv) Children between the ages of four and six years.		
	(b) Where a partial care facility provides after care facilities to children of school going age, these children must be kept separate from the children in the abovementioned age groups in order to ensure that they are able to rest and complete their homework upon their return from school.		
	(c) Where more than 50 children are enrolled for a full day at a partial care facility, there must be a separate room or place to be used as an office and as a sickbay.		
10. The drawing up of action plans for emergencies	(a) Policies and procedures for dealing with structural and environmental emergencies and disasters must be in place.		
	(b) Emergency procedures with relevant contact details must be visibly displayed.		
	(c) Emergency plans must include evacuation procedures.		
	(d) Emergency plans must be up-to-date, regularly tested and reviewed.		
	(e) Staff must be trained in dealing with emergencies.		
	(f) Children must be made aware of emergency procedures.		

Norm	Standard	Check (Yes/No/NA)	Comments
11. The drawing up of policies and procedures regarding health care at the partial care facility	(a) Policies must:		
	(i) Include procedures to deal with infectious diseases at the partial care facility;		
	(ii) Include procedures for dealing with the medical needs of sick children and of children with chronic illnesses;		
	(iii) Ensure that there are standards relating to cleanliness and hygiene at the partial care facility;		
	(iv) Ensure that there is an adequate supply of cleaning agents and towels at the partial care facility;		
	(v) Provide for the training of staff in first aid;		
	(vi) Include record keeping and registers pertaining to storage and use of medicines at the partial care facility;		
	(vii) Promote confidentiality when dealing with health-related information;		
	(viii) Encourage staff to take care of their health, undergo regular medical check-ups, and must include procedures to deal with contagious diseases contracted by staff in order to prevent transmission to children; and		
	(ix) Promote ongoing staff training and development on keeping a healthy environment, identifying illnesses, preventing the spread of diseases and infectious diseases as well as promoting universal health precautions.		

14. Site Visits: Photo Checklist*

Photos	Check
Front of crèche – from a distance so that one can get an idea of where it sits on the site	
The site as a whole – from a distance	
Playground equipment or show that there is no equipment	
Vegetable garden	
Refuse bins / refuse dump if any on site	
Fencing	
Gates	
Closer photo from the front – to show condition, what type of building, if plastered and number and size of windows	
Closer photo from the back – to show condition, what type of building, if plastered and number and size of windows	
Closer photo from the sides – to show condition, what type of building, if plastered and number and size of windows	
Roof – to show the type of roof	
Playrooms – flooring and ceiling and windows	
Playrooms – ceiling	
Playrooms – windows	
Office and sickroom	
Store room	
Food preparation area – or kitchen	
Security gates / burglar bars	
Electricity – show electrical distribution board, wiring and lights	
Water tap on site or in buildings	
Toilets – show number and condition	
Tippy Tap, basins, bucket – show where hands are washed	
Water tank and where it is standing in relation to the building	
Gutters – show if it feeds into the water tank	

* Important: Avoid taking any photographs of children as parental permission is required for this.

15. Site Visit: Example EHP Report

Ref: 106/68/2/C
Enquiries: VM. Zulu
Tel Number: 031 3226192

26 September 2014

Ms Cebile Zimwu
Sawpits Day Care
D994 Sawpits Road
Umbumbulu
4105

FILE REF	106/68/2/C
NAME OF CENTRE	Sawpits Day Care
PRINCIPAL	Ms Cebile Zimu
TELEPHONE	079 778 4932
OWNER OF BUILDING	Ms Cebile Zimu
TELEPHONE	079 778 4932
ADDRESS OF CENTRE	D994 Sawpits Road Umbumbulu 4105
LOT NO	-
TYPE OF CENTRE	Day Care

1. BUILDING STRUCTURE

1	**NATURE OF STRUCTURE**	-Bricks and mortar, corrugated iron roof and fitted with asbestos -Structure in good condition -Premises properly fenced provided with a locked gate
2	**STATE OF REPAIR**	Satisfactory
	PAINT- INTERIOR	Satisfactory
	PAINT- ENTERIOR	Satisfactory
3	**DRAINAGE**	Satisfactory
4	**LIGHTING**	Satisfactory
5	**VENTILATION**	In Order

1

2. INDOOR PLAY AREA

		Age	Floor area	Number of kids
1		0–2years	24 m²	15
2		3–5	60 m²	27
3				
4	**TYPE OF FURNITURE**	Satisfactory but desks for kids were not provided		
	CONDITION	Satisfactory		
5	**RESTING/SLEEPING EQUIPMENT**	Satisfactory		
6	**PLAY EQUIPMENT**	Satisfactory		
	CONDITION	Satisfactory		
	SAFETY	Satisfactory		
7	**ELECTRICAL**	Satisfactory		
	SAFETY	Satisfactory		

3. FOOD PREPARATION AREA

1	**KITCHEN AREA**	48 m²
2	**FURNITURE/FIXTURES/EQUIPMENT**	Satisfactory but the cupboards were broken
3	**SINKS**	Not provided
4	**HOT WATER**	Provided by use of kettle
5	**WASH-HAND BASINS**	Provided by use of hand basin
6	**STORAGE**	Provided
	• **REFRIGERATION**	Upright fridge/freezer
	• **DRY GOODS**	Cupboard space and buckets
7	**COOKING UTENSILS**	Satisfactory
8	**EATING UTENSILS**	Satisfactory
9	**TYPE OF MEALS PROVIDED**	Breakfast, Lunch
	• **SNACKS PROVIDED**	Child's own
10	**FOOD PREPARATION/OBTAINED ELSEWHERE**	On premises

4. ABLUTION/SANITARY FACILITIES

1	**Washroom**	1 and was kept clean			
		WATERCLOSETS	**PIT TOILET**	**WASH-HAND BASINS**	**URINALS**
2	• **BOYS & GIRLS**	2 shared	-	1 shared	Nil

3	**Adult Toilets**	1	-	1	Nil
4	**TYPE OF FITTING**	Concrete			

5. OUTDOOR AREA

1.	Play area was adequate.

6. MEDICAL/ADMINISTRATION

1	**CHILD IMMUNISATION**	Not kept on premises, kids bring them on immunisation day. Principal was advised to keep copies in school
2	**DOCTOR ON CALL**	Umbumbulu Clinic
3	**ISOLATION OFFICE**	Not provided
4	**FIRST-AID BOX**	Not provided
5	**INCIDENT/ACCIDENT REGISTER**	Yes
6	**ATTENDANCE REGISTER**	Yes
7	**STAFF**	4

7. STAFF ACCOMMODATION

1	**HOUSING**	N/A
2	**REST/CHANGEROOMS**	N/A

8. GENERAL

1	**HYGIENE STANDARDS**	Satisfactory
2	**VERMIN INFESTATION**	Satisfactory
3	**TRANSPORT**	Private
	CONDITION OF VEHICLE	N/A
	CHILD SAFETY DURING TRANSPORT	Satisfactory
4	**REFUSE BIN AREA**	Satisfactory
	STAND PIPE	Yes provided from municipal connection
5	**TYPE OF BIN**	Waste bin provided

REMARKS:

The total indoor & outdoor area was adequate to accommodate 56 children at the school in relation to the calculated floor area, which is separated as follows:

0–2years – maximum 16 children (this is within the required number as they are currently occupied by 15 kids)
3–5 years – maximum 40 children (this is within the required number as they are currently occupied by 15 kids)

RECOMMENDATIONS

- Repair the broken cupboards in the kitchen.
- A kitchen sink must be provided in the kitchen connected to a proper drainage system.
- Copies of immunisation cards to be kept on premises.
- A first aid box must be provided.

Structural requirements as stated on the National Building Regulations, Bylaws and Standard Operating Procedure (SOP) should be complied with in full.

Monitoring and evaluations will be conducted every six months for all unsatisfactory conditions to ensure compliance after conditional registration recommendation to Department of Social Development. Failure to comply in a period of one year will render this provisional recommendation for registration to DSDS withdrawal.

From a health point of view conditional approval of registration of Sawpits Day Care is recommended, however the following departments (Town Planning, Building Inspectorate, Metro Police, Fire Department and Tribal Authority) need to be consulted prior to registration.

.....
Mr P. Madinga
Environmental Health Service Manager
South Area 2

.....
Mrs VM Zulu
Environmental Health Practitioner
South Area 2

16. Site Visit: EHP Checklist

HEALTH INSPECTION REPORT DAY CARE CENTRES
(EXCLUDING CHILD MINDERS)

OUR REFERENCE: _____

NAME OF CENTRE: _____ TEL: _____
ADDRESS: _____
_____
_____
TYPE OF CENTRE: _____
OWNER OF BUILDING: _____ TEL: _____
RESPONSIBLE BODY: _____ TEL: _____
PRINCIPAL: _____ TEL: _____

NUMBER OF STAFF

TEACHER		CLEANER		COOKS	

NUMBER OF CHILDREN

BOYS		GIRLS		GRAND TOTAL	

AGE GROUP OF CHILDREN	
PREMISES SUITABLE TO ACCOMMODATE	

1. BUILDING STRUCTURE

1.1 NATURE OF STRUCTURE: _____
1.2 STATE OF REPAIR: _____
PAINT: INTERIOR: _____
EXTERIOR: _____
1.3 DRAINAGE: _____
1.4 LIGHTING: _____
1.5 VENTILATION: _____
1.6 FLOOR: _____

2. INDOOR PLAY AREA

2.1 TYPE OF FURNITURE: _____
2.2 CONDITION: _____
2.3 ELECTRICITY: _____
2.4 SAFETY: _____

3. FOOD PREPARATION AREA

KITCHEN		MILK KITCHEN AREA	

SOURCE OF WATER		HOT WATER	

STORAGE		PANTRY	

TYPES OF MEALS

REFRIGERATOR		COOKING FACILITIES	
STORAGE		PANTRY	
PROVIDED		PRIVATE	
SNACK BOX		PREPARED / OBTAINED ELSEWHERE	

	PIT VIP	WATER CLOSETS	WASH HAND BASIN	URINAL
CHILDREN				
STAFF				

COMMENT ON HYGIENE:

_____

_____

4. OUTDOOR AREA

4.1 NATURE OF OUTDOOR AREA

GRASS		SHADED		PAVED	

4.2 PROVISION OF OUTDOOR AREA

SWINGS		SLIDE		JUNGLE GYM		TOYS	
SANDPIT		SHADED		PAVED		FENCED	

5. GENERAL

5.1 VACCINATION STATUS AVAILABLE	YES	NO

5.2 HYGIENE STANDARD OF PREMISES

V. GOOD		GOOD		SATISFACTORY		POOR	

5.3 FIRST AID PROVIDED	YES	NO
5.4 EVIDENCE OF VERMIN INFESTATION	YES	NO
5.5 FENCED	YES	NO

6. REFUSE DISPOSAL AND REMOVAL

_____

_____

7. RECOMMENDED THE CRECHE BE REGISTERED	YES	NO
NUMBER OF CHILDREN TO BE REGISTERED (ACCORDING TO THE MEASURED SIZE OF INDOOR SPACE)		

8. COMMENTS

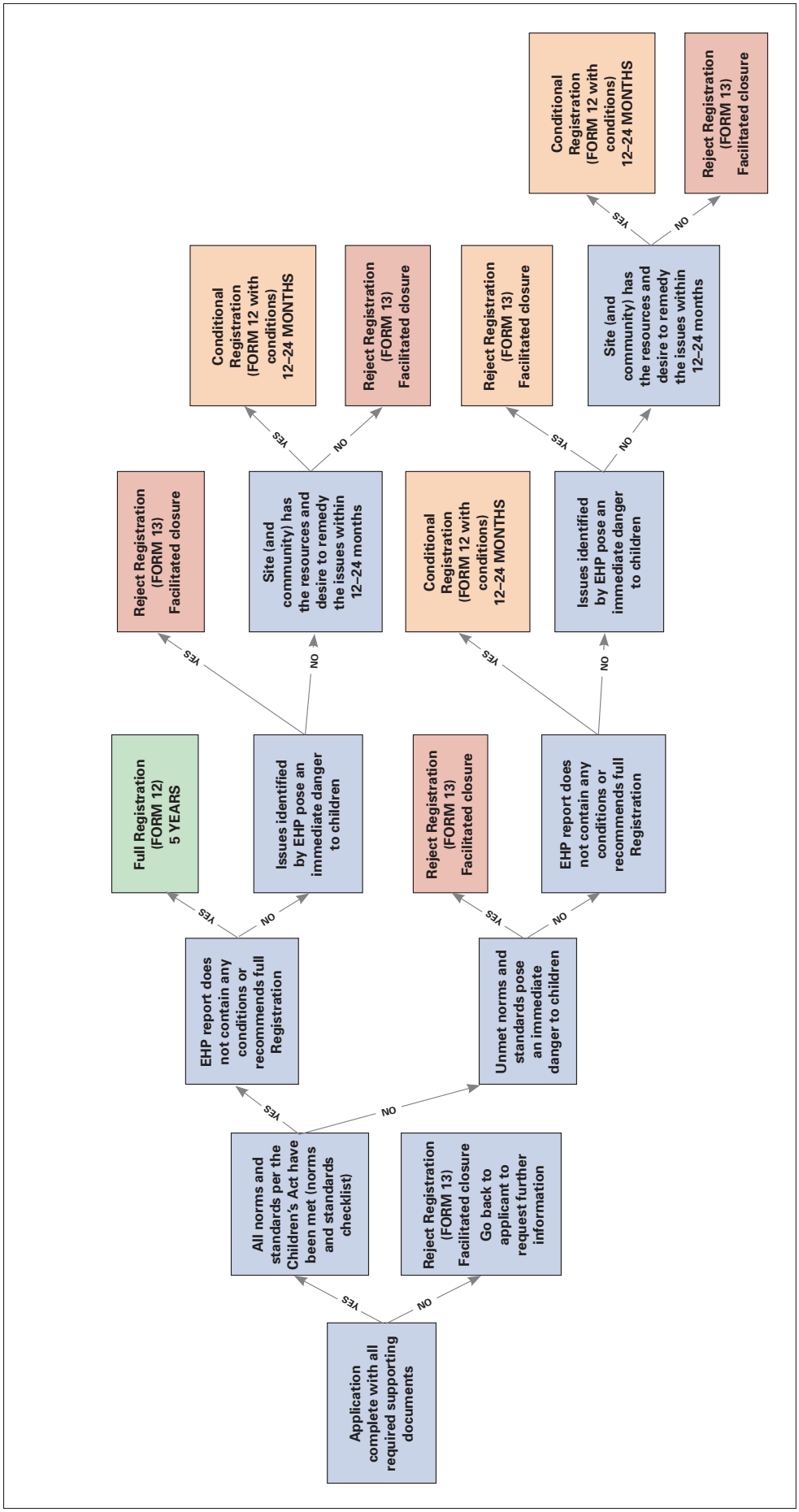
_____

_____

DATE:_____ NAME: _____

EHP SIGNATURE: _____

17. Site File Compilation: Decision Tree for Partial Care Registration



18. Site File Compilation: Social Worker's Report

ECD PARTIAL CARE REGISTRATION APPLICATION SOCIAL WORKERS REPORT

Name of partial care facility:		
District municipality	**Local municipality**	**Ward**

Social worker responsible: | Date of first contact with the site:

Date of PCR jamboree attendance: | Date of site visit by DSD:

Feasibility of the site

Describe whether you think the site meets a need in the community.

Describe whether it has the financial and physical resources to continue providing the intended service to its beneficiaries.

Suitability of the applicant and staff

Based on the staff composition, evidence of qualifications and observation of the staff during the site visit (as noted on the site visit checklist), describe whether you feel they are fit and proper.

Compliance with the Norms and Standards

Based on your observations during the site visit and the checklist of norms and standards, describe whether this site meets the norms and standards and describe any areas where it does not.

Recommendation

Based on your assessment of the site and the information supplied in the application and supporting documents, indicate your recommendation for registration below with reasons.

Full ☐

Conditional ☐ Recommended time to expiry ☐

Rejected ☐

Reasons for recommendation:

If conditional recommendation was recommended please indicate the recommended conditions:

Category of condition	**Conditions**
Poor infrastructure	
Poor child protection	
Health and safety	
Staff suitability	

Recommend the number of children that this site is suitable for: ☐

MINIMUM OF

Total Playroom Square Metres ☐ / Local Authority recommended Indoor sqm per child ☐

AND

Total Outdoor Square Metres ☐ / Local Authority recommended outdoor sqm per child ☐

Checklist of supporting information	**Check**
Application Form 11	
Norms and standards checklist from site visit	
Constitution containing:	
Name of partial care facility	
Type or types of services to be provided	
Composition, powers and duties of management	
Powers, obligations and undertaking of management to delegate authority to the head of the partial care facility	
Procedure for amending constitution	
Commitment to ensure compliance with the norms and standards	
Business plan including:	
Fee structure	
Operating hours	
Day care plan	
Staff composition	
Discipline policy	
A description of the contents of the programmes and services to be offered, including the aims and objectives	
Management structure	
Attendance register – current month	
Emergency plan	
Original copy of approved plans or a copy of the plans submitted for approval if still under consideration	
Clearance certificates in terms of Part B of the CPR	
Police clearance certificates *	
Affidavits confirming no sexual offences *	
PTO/lease agreement/title deeds	
ID copies – all committee and all staff certified	
Evidence of qualifications-applicant/supervisor and staff	
Menu	
NPO certificate if available	

**** Until such time as the Sex Offendor's Register operated by the Department of Justice and Correctional Affairs is operational, at which point a clearance certificate from this register will be required***

Compiled by ..... Signature .....

Designation .....

Date .....

Countersigned by ..... Designation .....

Date .....

19. Certification: Form 12 – Certificate of Registration/ Renewal/Reinstatement of Partial Care Facility

FORM 12

CERTIFICATE OF REGISTRATION / CONDITIONAL REGISTRATION / RENEWAL OF REGISTRATION /

REINSTATEMENT OF A PARTIAL CARE FACILITY

(* DELETE THAT WHICH IS NOT APPLICABLE)

(Regulation 15)

[SECTION 82 OF THE CHILDREN'S ACT 38 OF 2005]

Reference No.: _____

REPUBLIC OF SOUTH AFRICA

It is hereby certified that:

	the following partial care facility has been registered in terms of section 82 of the Act
	the following partial care facility has been conditionally registered in terms of section 83 of the Act;
	the registration of the following partial care facility has been renewed in terms of section 82 of the Act
	the registration of the following partial care facility has been conditionally renewed in terms of section 83 of the Act
	the reinstatement of the following partial care facility has been approved in terms of section 84

on _____ (insert date).

Name of partial care facility: _____

Physical address of partial care facility:

_____

_____

_____

The validity of this registration expires on: _____ (insert date)

The partial care facility is registered subject to the following conditions indicating the maximum number of children that may be accommodated:

Indicate registration (Yes or No)	Type of partial care facility	Maximum number of children that may be accommodated
	Crèche	
	Educare centre	
	After school centre	
	Private boarding hostel	
	Temporary respite care facility	
	Place of care providing partial care for children with disabilities requiring a high level of support	

The registration or renewal of registration is subject to the following additional conditions:

_____

_____

_____

_____

_____

_____

_____

Provincial Head: Social Development

Municipal Official

Province/Municipality: _____

Date of issue: _____

20. Certification: Form 13 – Rejection of Partial Care Registration

FORM 13

REFUSAL TO GRANT AN APPLICATION FOR THE REGISTRATION OF A PARTIAL CARE FACILITY
(Regulation 15)
[SECTION 82 OF THE CHILDREN'S ACT 38 OF 2005]

Name of applicant: _____

Name of partial care facility: _____

Physical address of partial care facility: _____

_____

Date of application: _____

The application has been refused for the following reasons:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____
PROVINCIAL HEAD OF SOCIAL DEVELOPMENT
MUNICIPAL MANAGER
PROVINCE/ MUNICIPALITY: _____
DATE: _____

21. Conditional Registration: Site Improvement Plan

ECD Partial Care Registration
Site Upgrade Plan for Sites with Conditional Registration

ECD site name: Signature of ECD Site:

District:

Municipality: Social worker name:

Ward: Social worker signature:

Date of conditional registration:

Date of conditional registration expiry:

Action Plan for Meeting Conditions

Condition	Actions required (list steps to take)	Person responsible	Due date
Condition	**Actions required (list steps to take)**	**Person responsible**	**Due date**
Condition	**Actions required (list steps to take)**	**Person responsible**	**Due date**

Condition	Actions required (list steps to take)	Person responsible	Due date
Condition	**Actions required (list steps to take)**	**Person responsible**	**Due date**
Condition	**Actions required (list steps to take)**	**Person responsible**	**Due date**
Condition	**Actions required (list steps to take)**	**Person responsible**	**Due date**