



Bhalisa Inkulisa

INkcukacha zamaZiko Afaka iZicelo
zoBhaliso lweNkathalelo yaBantwana

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NAG
NETWORK ACTION GROUP



Ukusetyenziswa kwalo Mqulu woLwazi

Lo mqulu wobhaliso wenzelwe ukuncedisana namaziko e-ECD afaka izicelo zobhaliselo lwenkathalelo yabantwana. Inxenye yokuqala yalo mqulu iya kukukhokelela kumaxwebhu ekufuneka uwagcwalisile. La maxwebhu aqulathwe kwiSihlomelo 1. Inxenye yesibini yomqulu iya kukukhokelela kumalungiselelo eziko lakho le-ECD kuhlolo olwenziwa nguNontlalo-ntle kunye nomhloli wokusingqongileyo wezempilo. Ekugqibeleni kulo mqulu siSihlomelo 2, esiqulathe amaxwebhu athile awongezelelweyo anokunceda ekuqhubeni iziko lakho le-ECD yonke imihla. Oku awunyanzelekanga ukuba ukufake kunye nesicelo sakho sobhaliso lwenkathalelo yabantwana.

Okubalulekileyo



Imibuzo neempendulo



Isalathisi

Izifinyezo

| | |
|-----|-----------------------------------|
| DSD | Department of Social Development |
| ECD | Early childhood development |
| EHP | Environmental Health Practitioner |
| NPO | Non-profit organisation |
| NQF | National Qualifications Framework |
| PTO | Permission to occupy |

ISiqulatho

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UMthetho waBantwana

Ngonyaka ka-2005, ipalamente yoMzantsi Afrika yasayina uMthetho waBantwana wokucacisa nokutshintsha umthetho kwimiba enxulumene nabantwana. Ujongene nayo yonke imiba echaphazela abantwana ukuquka imigaqo yokusebenza kweendawo ezikhathalela abantwana.

Njengenxalenye yalo Mthetho, naliphina iziko elinikezela uncedo kubantwana ukusukela kubantwana abangaphantsi konyaka ukuya kwiminyaka emithandathu (0-6) kufuneka lifake isicelo sobhaliso “njengesibonelelo senkathalelo yabantwana” kwintloko yephondo yeSebe loPhuhliso lweNtlalo (DSD) kwiphondo apho iziko likhoyo.

Ukuze ubhaliso lwesibonelelo senkathalelo yabantwana lube yimpumelelo, isakhiwo kunye nabasebenzi kwiziko ngalinye kufuneka bathobelane nemiqathango kunye nemigangatho esetyenziswayo. Kuya kubakho uhlolo ukuqinisekisa ukuba oku kuyafikelelwa kuko kwakunye nokuba amaziko afanelekile futhi axhotyiswe ngokwaneleyo ekukhathaleleni abantwana.

UMthetho waBantwana ukwacacisa ukuba amaziko kufuneka abhalise “njengeenkqubo zophuhliso lwabantwana abasaKhulayo”. Kwesi sicelo, abasebenzi, inkqubo yemihla ngemihla yeziko, kwakunye neenkqubo nemigaqo-
nkqubo iya kuvavanywa ngokuchasene nemiqathango nemigangatho yoMthetho ekuqinisekiseni ukuba ifanelekile ekuphuhliseni nasekukhathaleleni abantwana basekhreshi.

UMthetho waBantwana ukwathi oorhulumente bephondo banganikezela inkxaso-mali kumaziko enkathalelo yabantwana neenkqubo zophuhliso lwabantwana abasakhulayo (ECD). Okubekwe phambili yimimandla yoluntu apho iintsapho zingenayo imali yokuhlawulela ezi nkonzo zabantwana babo.

Ukubhalisa iziko lakho le-ECD kubaluleke kakhulu, njengoko umthetho ufuna njalo. Ukungalibhalisi iziko kungabeka iziko esichengeni sokuba livalwe.

Xa ubhalisile, oko kuthetha ukuba uyaziwa yi-DSD, kengoko ungafikelela kuzo naziphina iinkonzo nenkxaso abanayo futhi ufake isicelo senkxaso-mali xa ifumaneka. Kukwanikezela abazali ukuzithemba ekubeni inkathalelo oyinikezela ebantwaneni babo iyafikelela kwimiqathango nemigangatho esemthethweni kwaye baya kukhuseleka. Iziko elibhalisiweyo kufuneka libe yindawo yokuqala kubazali kummandla wabo.



Indlela yokufaka isicelo sobhaliso lwenkathalelo yabantwana

Kufuneka ndilibhalise nini iziko lam njengesibonelelo senkathalelo?

Naliphina iziko nokuba likhaya elikhathalela abantwana abangaphaya kwesithandathu (abaminyaka 0-6) ngokucelwa ngabazali babantwana abo okanye abagcini babantwana, ngexesha elithile losuku ekuvunyelwene ngalo (ngokungeso sigxina) kufuneka kubhaliswe isakhiwo eso njengendawo yenkathalelo.

Kufuneka ndilibhalise nini kwakhona iziko lam lobhaliso?

- Ukuba sele ubhalisile kwaze olo bhaliso lwaphelelwa lixesha.
- Ukuba sele ubhalisile waze wandisa isakhiwo sakho ukwenzela ukuba kubekho indawo yabantwana abaninzi.
- Ukuba iziko lakho lisuke kwisakhiwo ebesikulo laya kwesinye isakhiwo.

Isebenza njani le nkqubo yobhaliso?

- Kufuneka ugcalise iFomu 11 (**jonga uXwebhu 1.2 kwiSihlomelo 1**) uyidibanise namanye amaxwebhu axhasa oku ewonke (**jonga uXwebhu 1.1 kwiSihlomelo 1**) uwase kwi-ofisi ye-DSD ekwizingqi yakho. Bhala phantsi igama nenamba yefowuni kanontlalo-ntle othathe isicelo sakho ukuze ukwazi ukufumana inkqubela-phambili ngesicelo sakho.
- Unontlalo-ntle kunye nomhloli wezempilo baya kutyelela iziko lakho ukuze bajonge ukuba lifanelekile na ekukhathaleleni abantwana abancinci. Bangafuna nezinye iinkcukacha.
- Emva kolu tyelelo lwesiza, iziko lakho liya “kubhaliswa ngokupheleleyo”. Uya kufumana isatifikethi esibonisa ukuba bangaphi na abantwana ovumeleke ukuba ubagcine kwiziko lakho. Kodwa ukuba unontlalo-ntle okanye umhloli

wezempilo ucinga ukuba kufuneka kubekho izinto ezithile ekufuneka uzitshintshile ngaphambi kokuba iziko lakho libhaliswe ngokupheleleyo, iziko lakho liya kunikwa “ubhaliso loxhomekeko” kwaye uyakunikwa ixesha lokwenza ezi nguqulelo.


Ngawaphi amaxwebhu ekufuneka ndiwagqithisile?

Kunye nesicelo sakho, kuya kufuneka ukuba ugqithise:

- Isicwangciso seshishini.
- Ubungqina bomgangatho wemfundo yakho kunye nabasebenzi bakho.
- Izatifikethi zoqinisekiso ezibonisa ukuba wena okanye abasebenzi bakho anikho kwiRejista yeSizwe yoKhuseleko loMntwana, eluluhlu lukarhulumente lwabantu abangafanelekanga ukuba basebenze nabantwana. Ukuba usalinde izatifikethi, kufuneka unikezele ubungqina bokufaka isicelo sezatifikethi.
- Izatifikethi zoqinisekiso ezisuka emaPoliseni zakho kunye nabasebenzi bakho bebonke (clearance certificates).
- Ii-afidavithi ezingqina ukuba akukho matyala ahlange ne nesini okhe wawenza kunye nabasebenzi bakho.
- Iikopi eziqinisekisiweyo ze-ID yakho kunye nezabasebenzi bakho.
- Iikopi entsha yerejista yabantwana abakhoyo kulo nyanga.
- Isicwangciso semihla ngemihla senkathalelo yabantwana/okwenzeka yonke imihla.
- Ilungelo lomhlaba, isivumelwano sengqeshiso okanye uxwebhu leMvume yokuHlala elaziwa njenge-Permission to Occupy (PTO).
- Umgaqo-siseko weziko lakho.
- Iikopi yezicwangciso zesakhiwo (eyamkelweyo okanye egqithiselwe ulwamkelo).
- Isicwangciso sakho sexesha likaxakeka.
- Umgaqo-nkqubo wakho woluleko.
- Imida echanekileyo yepropati (apho kufuneka khona).

La maxwebhu alandelayo awagunyaziselwanga isicelo sakho, koko angenza isicelo sakho sibe namandla, kengoko wafake ukuba unako:


- Ukuba iziko lakho libhaliswe njengombutho ongenzi inzuzo (NPO), isatifikethi se-NPO (non-profit organisation).
- Isatifikethi sempilo.
- Ulwakhiwo lwabalawuli beziko lwakho.
- Imenyu yemihla ngemihla.

Jonga  uXwebhu 1.1 loluhlu lwezinto ezihamba nesicelo

Isicwangciso seshishini

Isicwangciso seshishini luxwebhu elichaza ukuba kutheni na iziko lakho le-ECD

liqaliwe futhi linceda kweyiphi imfuno kummandla. Kufuneka sicacise nokuba bangaphi na abantwana abaneminyaka eyohlukeneyo abakhathalelwe kweli ziko nokuba liqhutywa njani. Oku kuya kuquka iinkcukacha malunga nemirhumo ehlawulwayo, iiyure zokuvula iziko, ngobani abasebenzi nokuba kwenziwa ntoni ebantwaneni kusuku ngalunye.

Jonga  uXwebhu 1.3 ukubona ithemplethi yesicwangciso seshishini.

Izatifikethi zesiqinisekiso phantsi kweSigaba B seRejista yeSizwe yoKhuseleko loMntwana

UMthetho waBantwana ufuna abasebenzi abasebenza nabantwana “babesempilweni futhi bafaneleke”. Enye yendlela onokubonisa ngayo ukuba wena nabasebenzi bakho nisempilweni futhi nifanelekile kukunikezela ubungqina bokuba amagama enu awekho kwirejista egcinwe yi-DSD yabantu abamiswe njengabangafanelekanga ekusebenzeni nabantwana.

Bonke abasebenzi, nokuba bazizigxina okanye bazigqatsile, kufuneka babenesatifikethi soqinisekiso kwakunye nabo bangasebenzi ngqo nabantwana, abanjengasebenzi basegadini okanye oonogada.

Ukuba iziko lakho linekomiti yabalawuli, kukwafuneka ukuba ugqithise isatifikethi soqinisekiso lwamalungu ayo.

Usihlalo wekomiti yabalawuli okanye umnini weziko le-ECD kufuneka agcwalise iifomu ezimbini. Ifomu 29 (Jonga uXwebhu 1.4) kufuneka igcwaliswe ize igqithiselwe umsebenzi ngamnye osebenza kwiziko nelungu ngalinye lekomiti, xa ekhona. Le fomu icela ukuba kwenziwe uphando lokufumanisa ukuba amagama abasebenzi bakho nawamalungu akho ekomiti akhona na kwiRejista yeSizwe yoKhuseleko loMntwana. Nalu uncedo malunga nefomu kunye namaxwebhu ahamba nayo:

- Kwicandelo eliphezulu, “Mna” ligama likasihlalo wekomiti yabalawuli/umnini weziko le-ECD.
- KwiCandelo 1 (“iNkcukacha zomsebenzi”), faka iinkcukacha zomsebenzi okanye amanye amalungu ekomiti owafunela isiqinisekiso. Ifomu engenye kufuneka igcwaliswe ize igqithiselwe bonke abasebenzi namalungu ekomiti.
- KwiCandelo 2 (“iNkcukacha zoMqeshi”), bhala igama lomnini weziko okanye owe-NPO uze unikezele iinkcukacha ezifanelekileyo zoqhagamshelwano.
- Kwifomu nganye oyifakayo, kufuneka uqhoboshele ikopi eqinisekisiweyo yesazisi sakho (umnini weziko okanye usihlalo wekomiti), kwakunye nomsebenzi ngamnye omfakela isicelo. Izazisi, iipaspothi okanye iziqinisekiso zokuzalwa ngamaxwebhu onke avumelekileyo.

Kufuneka ugqithise uze ugqithise iFomu 30 (Jonga uXwebhu 1.4) yakho (njengomnini okanye usihlalo), egameni lakho.

- Kwicandelo eliphezulu lefomu, “Mna” ligama lakho.
- Zonke ezinye iinkcukacha zezakho.
- Qhoboshela ikopi eqinisekisiweyo yesazisi sakho okanye ipaspothi.

lifomu ezigcwaliswe ngokupheleleyo kufuneka zithunyelwe ku:

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

NB: Akukho mfuneko yokulinda izatifikethi zoqinisekiso ukuba zide zifike ngaphambi kokuba ufake isicelo sokubhalisa iziko lakho njengesibonelelo sokukhathalela abantwana. Dibanisa nje kuphela isiqinisekiso sokuba usifakile isicelo sezi zatifikethi, oko kukuthi:

- likopi zefomu zonke ezigcwalisiweyo.
- likopi zizonke zee-ID.
- lirisithi zokuposa.

Izatifikethi zamapolisa zoqinisekiso nee-afidavithi

Xa sele kusebenza iRejista yeSizwe ye-Sex Offenders, kufuneka ugqithise isatifikethi samapolisa soqinisekiso ne-afidavithi eyeyakho kwakunye nomsebenzi ngamnye namalungu ekomiti yabalawuli. I-afidavithi yingxelo yokuba wena (okanye abasebenzi bakho okanye amalungu ekomiti) anizange nabanjelwa amatyala abhekiselele kwisini ebantwaneni okanye umntu okhubazeke ngokwasengqondweni. Ungazifumana zombini ezi fomu kwisikhululo sakho samapolisa kwingingqi.

Izatifikethi zamapolisa zoqinisekiso nee-afidavithi ziimfuno zethutyana. Xa sele iRejista yeSizwe ye-Sex Offenders isebenza, kuya kufuneka ugcwalise uze ugqithise iFomu 8 (uMmiselo 17(1)) eyeyakho nomsebenzi ngamnye namalungu ekomiti yabalawuli ucele iziqinisekiso ezingqina ukuba amagama enu awekho kule rejista.

Irejista yobukho

Le yingxelo yarhoqo ngenyanga yabo bonke abantwana ababhalisiweyo kwiziko abafika yonke imihla. Ungajonga uluhlu kusuku ngalunye uze ugcine ingxelo yokhoyo nongekhoyo umntwana. Le ngxelo iluncedo ekuqondeni ukuba kutheni abantwana benayo okanye bengenayo inkqubela-phambili kwakunye nokuphawula imiba ephambili. Ikwafuneka kwizicelo zenkxaso-mali.

Jonga  kuXwebhu 1.5 ithemplethi yerejista yobukho.


Isicwangciso senkathalelo yemihla ngemihla

Isicwangciso senkathalelo yemihla ngemihla sibonisa indlela olucwangciswe ngayo usuku ngokwemisebenzi efunekayo yenkathalelo efanelekileyo nophuhliso lwabantwana abasakhulayo.

Abantwana abaneminyaka eyohlukeneyo bafuna amaxesha awohlukileyo okuphumla, ukudlala ngokukhululekileyo kwakunye nenkuthazo ekhokelwa ngabanikezeli benkathalelo – kwaye oku kufuneka kubonakale kwizicwangciso ezizodwa kwiqela ngalinye leminyaka eyohlukeneyo.

Isicwangciso esifanelekileyo senkathalelo yemihla ngemihla siqwalasela amaxesha awohlukileyo abantwana abathi bakwazi ukuzikisa ingqondo kumsebenzi omnye futhi sinikezele okuninzi ngexesha lasemini, nokwakha izakhono ezohlukeneyo nezifanelekileyo kwiminyaka yabo:

- **Izakhono ezaziwa njenge-Gross motor skills** ziphuhliswa xa abantwana bedlala futhi bengaphandle bexhumaxhuma, begwencela, betsibatsiba, bebaleka futhi bekhasa.
- **Izakhono ezaziwa njenge-Fine or small motor skills** zifundwa kwimisebenzi yezandla enjengokuthunga, ukusika, ukuncamathisela, ukutya nokwakha – oku kufuneka kube yinxenye yosuku ngalunye.
- **Ukuthetha, ukuhamba-hamba, umculo nezakhono zokuphulaphula** zifundwa ngamaxesha eeseshini ezithile ezimiswe ngamagcisa kwizinto ezithile (practitioners).
- **Uphuhliso lokuqonda (Cognitive)** lwenzeka xa abantwana becelwa ukuba basombulule iingxaki, benze izigqibo, badlale imidlalo eyimfundiso ngeethoyi ezinemfundiso kunye neephazili.
- **Izakhono zentlalo nokufunda ukuzimela** zifundwa kwimisebenzi yemihla ngemihla enjengokuya kwindlu yangasese nokuhlamba, amashwamshwam (snack) nesidlo sasemini, amaxesha okucoca.
- **Izakhono zolwimi nokuphulaphula** ziphuhliswa ngexesha lokubaliswa kwamabali.
- **Izakhono zobugcisa (ukwazi ukuyila)** zifundiswa kwimisebenzi enjengokupeyinta, ukuzoba nokudlala ngodongwe.
- Usuku ngalunye kufuneka lubandakanye **ukudlala ngokukhululekileyo**, nemisebenzi eyohlukeneyo engakhokelwa ngumnikezeli wenkathalelo, kwakunye nexesha lokuphumla.

Jonga  kuXwebhu 1.6 umzekelo wesicwangciso senkathalelo yemihla ngemihla kwakunye nethemplethi.

Uxwebhu lweMvume yokuHlala, isivumelwano sengqeshiso okanye ilungelo lomhlaba

Ukuba uqhuba iziko lakho le-ECD kwisakhiwo esisesakho okanye se-NPO, kufuneka ube nelungelo lomhlaba okanye uxwebhu lweMvume yokuHlala (PTO) elivela kwiziphatha-mandla ezingabanini bepropati.

Kodwa ukuba ipropati yeyomnye umntu futhi bakuvumele ukuba uyisebenzise, uya kufuna isivumelwano sengqeshiso. Olu luxwebhu olusemthethweni elibhalelwe ukumisa iimeko zeqela elinye eliqeshisayo okanye elirenta amaziko komnye. Isivumelwano sengqeshiso singqina ukuba iziko lakho linemvume yokusebenzisa indawo eliyisebenzisayo kwixesha elithile, ukuba ayiyoyakho. Isivumelwano kufuneka siqulathe amagama needilesi zasekhaya zamaqela amabini, umqeshi (wena njengomnini weziko/usihlalo wekomiti yabalawuli) nomqeshisi (umnikazi-mhlaba/umnini wepropati), kwakunye nemigaqo enjengale:

- Ubude **bexesha lengqeshiso**.
- **Imali yerenti** yarhoqo ngenyanga.
- **Singasetyenziselwa ntoni** isakhiwo sengqeshiso.
- **Ingarhoxiswa** njani, nini ingqeshiso.
- Ngubani onoxanduva **logcino neentlawulo** zerhafu kunye nezinye izibonelelo.

 UXwebhu 1.7 luqulathe isampulu yesivumelwano sengqeshiso.


Ubhaliso nomgaqo-siseko wombutho ongenzi nzuzo

Akukho mfuneko yokuba ube yi-NPO ukuze ubhalise iziko lakho le-ECD njengesibonelelo sokukhathalela abantwana. Kodwa, ingayimbono entle kakhulu, ingakumbi ukuba ufuna ukufaka isicelo senkxaso-mali kwi-DSD kuba unceda iintsapho ezidinga imali. Ukufumana iinkcukacha ezibanzi malunga nezibonelelo zokuba yi-NPO nokuqalisa inkqubo yobhaliso, cela ukuhlangana negosa lophuhliso lwemimandla elisuka kwi-DSD.

Izicwangciso zexesha likaxakeka

Le yimigaqo-nkqubo neendlela zokujongana nexesha likaxakeka neentlekele.

- **Zibhale phantsi uze uzibeke endaweni ebonakalayo** kwiziko lakho.
- Bandakanya **iindlela zokuphuma** ngeli xesha lakho likaxakeka. Le yingcaciso yokuba kufuneka uphume nini, kanjani kwisakhiwo xa kunokuqhambuka umlilo okanye enye ingxaki engxamisekileyo.
- Bonke abasebenzi kufuneka bazifunde futhi baziqonde ukuze **bazi ukuba kufuneka benzeni ngexesha likaxakeka**.
- Kufuneka **bahlale besazi futhi bavavanywe baphinde bahlaziye** rhoqo ngokuqhelaniswa noku, abantwana kunye nabasebenzi bebonke.

Jonga  kuXwebhu 1.8 ithemplethi nesampulu yesicwangciso sexesha likaxakeka.

Umgaqo-nkqubo woluleko


Imiqathango nemigangatho echaza ngokukodwa ukuba ululeko kufuneka lugunyaziswe ngenkathalo kunye nentlonipho emntwaneni futhi lube nenjongo yokwakha isimilo somntwana.

Qaphela ukuba kukho umahluko phakathi koluleko nokohlwaya, futhi ukohlwaya akufunekanga kusetyenziswe kwiziko le-ECD. Endaweni yoko, ululeko olwakhayo kufuneka lukhuthazwe. Ululeko olwakhayo lufundisa abantwana **indlela yokuziphatha kakuhle ngaphandle kokubenza bakhathazeke okanye bazive bejongelwe phantsi**. Ululeko olwakhayo lukwakhulisa ukuzithemba ebantwaneni ngokuncoma ukuziphatha kakuhle nokubonisa abantwana iindlela zokwenza izinto ngokufanelekileyo.

Jonga  kuXwebhu 1.9 umzekelo nethemplethi yomgaqo-nkqubo woluleko.

Ulwakhiwo lwezikhundla zabalawuli

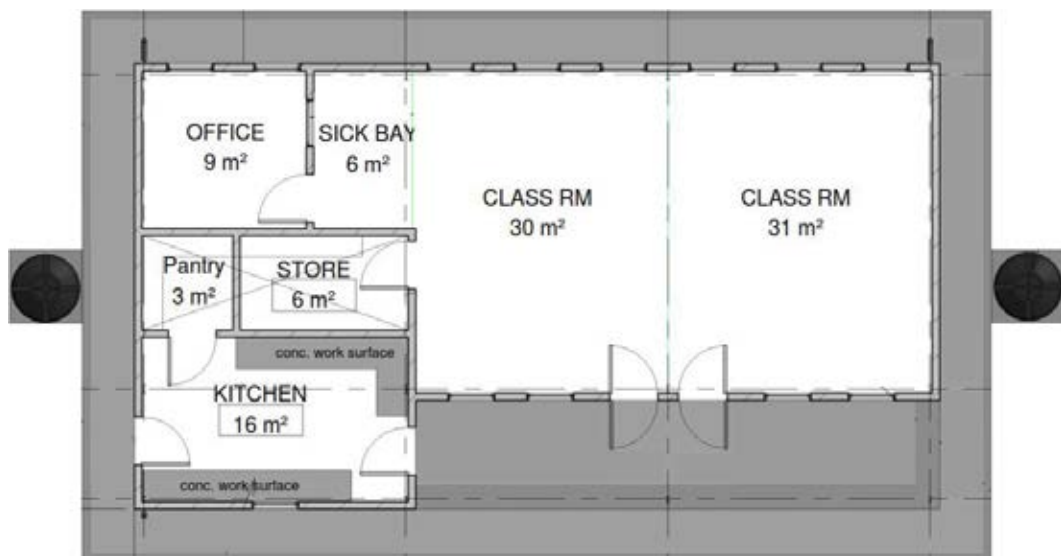
Olu xwebhu lungomeleza isicwangciso seshishini osigqithisayo futhi lunikeze iinkcukacha malunga neqela elilawula iziko (oko kungathetha ikomiti yabalawuli), ukuquka ukuba bangobani na (amagama abo) futhi besenza ntoni na kwiziko.

Jonga  kuXwebhu 1.10 ithemplethi yolwakhiwo lwabalawuli be-NPO, nengasetyenziswa kumaziko angezizo ii-NPO.

Izicwangciso ezamkelweyo zolwakhiwo

Isicwangciso solwakhiwo sibonisa umfanekiso omncinci wesiza sakho se-ECD ephepheni. Umyili wezakhiwo okanye unocanda angakuzobela izicwangciso zolwakhiwo. Ukumisa ukuba zeziphi izinto ezifunekayo kummandla wakho, nceda uthethe nonontlalo-ntle kwingingqi yakho oyakuthi akwazi ukukugqithisela kwisebe elifanelekileyo likamasipala.

Nanku umzekelo olula wesicwangciso sesiza.




Ulwamkelo lwemida

Naliphina isuntswana lomhlaba eliyinxenye yesicwangciso esimanyanisiweyo sikamasipala siya kumiswa ngokwemida, mida leyo ebonisa ukuba isiza eso singasetyenziselwa ntoni na. Ukusebenzisa isiza sakho seziko le-ECD, imvume eyodwa iye ifuneke esuka kumasipala. Ukufumanisa ukuba oku kuyafuneka na kummandla wakho, nceda uthethe nonontlalo-ntle kwingingqi yakho oyakuthi akwazi ukukugqithisela kwisebe elifanelekileyo likamasipala.

Imenyu yemihla ngemihla

Ukuze ukhule futhi uphuhle ngendlela efanelekileyo, abantwana bafuna isidlo esifanelekileyo. Iziko le-ECD lingadlala indima enkulu apha ngokuqinisekisa ukuba abantwana banikwa izidlo ezohlukeneyo ezinezakha-mzimba.

Jonga  kuXwebhu 1.11 ithemplethi enobungakanani obucetyiswayo kwiminyaka eyohlukeneyo (esuka kwiNkqubo eManyanisiweyo yeSondlo eNtshona Koloni) kunye nethemplethi yesicwangciso semenyu sarhoqo ngeveki.



Indlela yokulungiselela uhlolo

Imiqathango nemigangatho yingqokelela yezikhokelo ezisetyenziswa ngoonontlalo-ntle abasuka kwi-DSD ekujongeni ukuba isiza sakho sifanelekile na ekukhathaleleni abantwana, kwakunye nokuba bangaphi na abantwana abafanelekileyo kuso. Abahloli bempilo kokusingqongileyo baya kukwenza imilinganiselo yesiza ngokuchasene nemingatho yemithetho kamasipala wengingqi.

Ezinye zezinto abaya kuziqwalasela zidweliswe apha ngezantsi. Ungenza amalungiselelo ohlolo ngokwenza okona kungcono onako ukukwenza ekuhlangabezani ezi mfuno.

Ukhuseleko

Isiza siya kuhlololwa ukhuseleko. Qinisekisa ukuba:

- Kukho **ukubiywa okuthile** kwipropati iyonke ukugcina abantwana bengaphakathi futhi bangahlangani nabantu abangabaziyo. Kufuneka kubekho **igeyithi abantwana abangasayi kukwazi ukuyivula ngokwabo netshixekayo** xa abantwana sele befikile.
- **Izakhiwo kufuneka zizinze** futhi zibe kwimeko entle elungisekayo.
- Indawo kunye nezixhobo zizonke **zikhuseleke, zicoceke futhi zikhathalelwe kakhulu**.
- **Abantwana bakhuseleke** kwiingozi zomlilo, ezinye iingozi ezinokwenzeka nakwizinto ezinobungozi. Lumkela iindawo zamanzi ezivulekileyo, izingingqi, iingcingo zombane, izinto ezenza shushu okanye ezinokubangela umlilo okanye izinto ezinobungozi, uze uqinisekise ukuba abantwana abakwazi ukufikelela kuzo. Ukuba usebenzisa irhasi xa upheka, iikhonteyina zerhasi kufuneka zigcinwe ngaphandle zivaleleke kwikheyiji.
- Rhoqo **kuhlala kukho umntu omdala ojonge** abantwana.

Ucoceko jikelele

Ucoceko olufanelekileyo lubalulekile ekukhuseleni abantwana kwizifo nasekuguleni. Qinisekisa ukuba:

- Iziko **lihlala licocekile** ngaphakathi nangaphandle. Inkunkuma kufuneka ikhutshelwe ngaphandle kumagumbi okudlalela yonke imihla, namanzi amdaka achithwe ngokukhawuleza nangokukhuselekileyo. Indawo engaphandle kufuneka ingabinayo ingca ende, amaphepha amdaka, ukulahlwa kwezinto phantsi, amanzi amileyo kunye nanye nje inkunkuma.
- **Akukho zilwanyana ezigcinwa kwisiza**, futhi iinzame kufuneka zenziwe zokususa kuphinde kukhuselwe ukuzala kwezitshabalalisi ezinjengeempuku neencukuthu.
- **Imigangatho inomphezulu ogudileyo** nekulula ukuyicoca.
- **lithoyi zabantwana abaneminyaka engaphantsi kwesibini ziyahlanjwa** futhi zibulawe iintsholongwane ngokuzihlamba ngamanzi ashushu anesepha kusetyenziswa ibrashi, zipulwe ngamanzi acocekileyo, kufakwe umxube wokubulala iintsholongwane kangangemizuzu emibini ubuncinane kwaye zomiswe emoyeni.
- **Izinto zokulala namashithi zihlanjwa rhoqo ngeveki ubuncinane**, kwaye umntwana ngamnye unetawuli yakhe yobuso exhonywe ngephegi yakhe yedwa nebhalwe igama lomntwana.
- **Iindawo zokudlala ezinesanti (sandpits)** kusetyenziswa isanti efanelekileyo, ziyogqunywa ebusuku, zireyikhwe Kanye ngeveki kuze kufake izibulali-ntsholongwane xa zimdaka. Xa usebenzisa izibulali-ntsholongwane ugalela isepha okanye isibulali-ntsholongwane sasendlini esantini iyonke okanye ureyikhe ityuwa apha esantini. Ukuba ingcole kakhulu, Isanti kufuneka itshintshwe iyonke.

Indawo nokungena kwanokuphuma komoya (iventileyishini)

Ubungakanani bendawo efunekayo kumntwana ngamnye bungangafani phakathi koomasipala, kodwa isikhokelo esiyisampulu sesi:

- Umntwana ngamnye kufuneka ene-1.5 square metres yendawo yokudlala ngaphakathi. Ungenza umlinganiselo wendawo ngokuthatha izitephu ezikhulu ukusuka edongeni ukuya kolunye. Uze uziphindaphinde ububanzi bazo ngobude. Zahlulele ngo-1.5, uyawufumanisa ukuba bangaphi na abantwana ekufuneka bekwelo gumbi.

4 big steps

$5 \times 4 = 20$ square metres

$20 / 1.5 = 13.33$

This room is suitable for 13 children

5 big steps

- Umntwana ngamnye ukwafuna 2 square metres yendawo ngaphandle.
- Qinisekisa ukuba kukho ukukhanya okwaneleyo nomoya ofreshi ongenayo kwindawo yokudlala engaphakathi nokuba ungena ngeefestile neminyango – kufuneka oku kube kumacala ajongeneyo ukuvumela ukuba umoya uhambe kakuhle.
- Yaba iindawo ezohlukeneyo kwimisebenzi eyohlukileyo (ukufunda, ukunxiba, indawo yobuchule, umculo, njl-njl.) ekulula ukuba zibonwe ngabantwana futhi baziqonde. Yenza ezi ndawo usebenzisa ifinishala ukohlula amagumbi uze ubeke iileyibhile kwezi ndawo zohlukeneyo edongeni.



Amanzi okusela

Abantwana kufuneka bakwazi ukufumana amanzi acocekileyo, akhuselekileyo. Ukuba awunayo impompo yamanzi, amanzi angacocwa ngokusebenzisa izikhokelo ezamkelweyo zempilo kuzwelonke ngokufaka itisipuni elinye lebhilitshi kuma-25 eelitha zamanzi. Ngokwemimiselo ye-DSD, amanzi acocekileyo kufuneka afumaneke kuso nasiphina isiza senkathalelo yabantwana; izikhokelo ze-EHP kwelinye icala zichaza ukuba i-10–25 yeelitha zamanzi kumntu ngamnye kufuneka zifumaneke futhi zigcinwe ngokukhuselekileyo kumaziko.

Zonke iikhonteyina zamanzi kufuneka zihlale zivaliwe ngalo lonke ixesha.

Izindlu zangasese

Izibonelelo ezikhathalela abantwana abasebancinci kufuneka zibe neepowu, izindlu zangasese nezitya zokuhlambela.

Kubantwana ukuya kwimiminyaka emithathau ubudala, nantsi eminye yemimiselo yokusetyenziswa kwendlu yangasese:

- Apho kungekho mibhobho yokuhambisa amanzi amdaka okanye izibonelelo zokuhlamba, kufuneka kubekho iipowu, ipowu nganye kubantwana abahlanu abangaphantsi kweminyaka emithathau ubudala.
- Ituwa leyo ekwiipowu kufuneka ilahlwe ngendlela ecocekileyo.
- Hlamba iipowu emva kokuzisebenzisa uze usebenzise isibulali-zintsholongwane kwindawo eyohlukileyo.
- Kufuneka ube nendawo ebucala ebekelwe ukutshintsha amanaphukeni kwindawo ekulula ukuyihlamba. Le ndawo kufuneka ibekude lee nendawo yokulungiselela ukutya.

Kubantwana abaphakathi kweminyaka emithathau nemithandathu ubudala:

- Apho ikhoyo imibhobho yokuhambisa amanzi amdaka (sewerage), nikezela **ngendlu yangasese enye kunye nesinki yokuhlambela izandla kubantwana abangama-20**.
- Apho zingekhoyo izibonelelo zokuhambisa amanzi amdaka, **kufuneka kubekho indlela engenye efanelekileyo yendlu yangasese** ekufutshane nesibonelelo sokukhathalela abantwana.
- Apho kungekho zitya zokuhlambela, **beka ikhonteyina enye efanelekileyo kubantwana abangama-20**. Hlamba futhi uzitshintshe ezi khonteyina rhoqo.
- Qinisekisa ukuba **izindlu zangasese zicocekile futhi zikhuselekile**, futhi zineziciko ezikhusela ukuba abantwana bangatshoni ngaphakathi
- **Qinisekisa ukuba abantwana bayakwazi ukusebenzisa izindlu zangasese ezi kombiwa umngxunya zibizwa njenge-pit latrines**, nekufuneka ukuba ubungakanani bazo nobude kufuneka benziwe bube buncinci bulingane bona. Kufuneka ukwazi ukuvula iingcango ungaphandle.
- **Qinisekisa ukuba abantwana abangaphezulu kweminyaka emithathau bayakwazi ukufikelela kwizindlu zangasese nezibonelelo zokuhlamba**

izandla, into ethetha ukuba kufuneka usebenzise amanyathelo akhuselekileyo neziguquli zezihlalo okanye izindlu zangasese zabantwana nezitya zokuhlambela izitya ezilingene bona.

- Kufuneka **kuhlale kukho iphepha lokosula eloneyo, isepha neetawuli ngawo onke amaxesha.**
- Makubekho **umntu omdala ojonge abantwana ngawo onke amaxesha** xa besebenzisa indlu yangasese.
- Thobela **imimiselo yeziphatha-mandla zengingqi, imithetho kamasipala kunye neemfuno zempilo.**

Ugcino olukhuselekileyo lwezinto ezinobungozi

Nayiphina into okanye izinto ezingamanzi ezinokuthi zonzakalise abantwana kufuneka zigcinwe kude nabo okanye zitshixelwe.

Qinisekisa ukuba:

- **Ugcina amayeza, izinto zokucoca kunye naziphina izinto ezinobungozi kude kakhulu ebantwaneni.** Ezi zinto ziquka iparafini nerhasi. Ziphawule ngokucacileyo futhi uzigcine kwikhabhathi ezizodwa, ezitshixiweyo okanye abantwana abangakwaziyo ukuzivula (childproof).
- **Gcina izinto ezinobungozi, imateriyali, izixhobo ezibukhali nezinye izixhobo zikude kakhulu nabantwana.** Izinto ezinobungozi ziquka izinto ezisebenza ngombane.
- **Gquma iiplagi zombane.**

Ukulahlwa kwenkunkuma

Kubaluleke kakhulu ukugcina abantwana kude nenkunkuma njengoko oko kukhusela ukusasazeka kwezifo nongcoliseko, kukwaqinisekisa ukuba indawo ebangqongileyo ihlala ikhuselekile.

- Xa kufanelekile, qinisekisa ukuba **umasipala uyilahla rhoqo inkunkuma.** Ukuba akunjalo, yiba **nomngxuma wokulahla inkunkuma apho abantwana bengenokwazi ukufikelela kuwo;** yibiyele le ndawo ukuqinisekisa ukuba abakwazi ukungena ngaphakathi.
- **Gquma imigqomo yenkunkuma** nezinye iindawo zenkunkuma.
- **Sebenzisa isibulali-zintsholongwane rhoqo kwiindawo ekubekwa kuzo imigqomo.**

Amalungiselelo okutya

Ukuba nasiphina isidlo siphekwa kwiziko, kubalulekile ukuba le ndawo ikhuseleke futhi icoceke – ikakhulu abantwana bangakwazi tu ukufikelela kuyo.

Ukufikelela kwimiqathango nemigangatho, qinisekisa ukuba:

- Kukho indawo **esecaleni – ekhuselekileyo – yamalungiselelo okutya nokuhlamba izitya.**

- Kukho **indawo yokutya** yabantwana.
- Kukho **ifriji okanye esinye esibandisi esingesinye** ukuba unokutya okunokumoshakala – kungenjalo ukutya okunjalo kufuneka kuthengwe ngosuku okuza kusetyenziswa ngalo.
- **Indawo yokutya ikude kakhulu nabantwana.**
- Kukho **amanzi acocekileyo nezinto zokuhlamba izitya.** Amanzi ashushu ngawona alungelileyo ekucozeni ngendlela efanelekileyo.
- Ukutya kugcinwa **kwiikhonteyina ezivalekileyo** ngaphambi kokuba kunikwe abantwana okanye banikwa ngokukhawuleza emva kokuba kuphekiwe.

Ukuba kukho abantwana abangaphantsi kweminyaka emibini ubudala, qinisekisa ukuba:

- Kukho **indawo eyodwa yamalungiselelo nokuhlanjwa kweebhotile.**
- Kukho izibonelelo ezifanelekileyo **zokugcina ubisi nokunye ukutya kwabo.** Ubisi kufuneka lugcinwe kumaqondo angekho ngaphezulu kwe-5 degrees futhi kubekwe iliso kulo yonke imihla, okanye iibhotile kufuneka zenziwe xa zifuneka kuphela.
- **Iibhotile esele zisetyenzisiwe kufuneka zibulalwe iintsholongwane (sterilised)** kusetyenziswa iindlela ezamkelweyo okanye zithunyelwe ekhaya ukuze oko kwenziwe khona, nokuba iibhotile ezongeziweyo ezoneleyo ziyafumaneka ukukhusela ukusetyenziswa kwakhona kweebhotile zingakhange zibulalwe iintsholongwane.

Ukwahlukaniswa kwabantwana ngokweminyaka yabo

Ukuze abantwana bafumane inkathalelo nengqwalaselo efanelekileyo, kubalulekile ukuba bohlukaniswe ngokwamaqela amancinci. Abantwana kufuneka bohlukaniswe ngokweminyaka eyohlukeneyo:

- 0–18 iinyanga
- 18 iinyanga –3 iminyaka
- 3–4 iminyaka
- 4–6 iminyaka

Ukuba kukho abantwana abeza kugciniswa emva kokuphuma kwesikolo, kufuneka bagcinwe ngokwahlukeneyo kwabo baneminyaka engu-0–5 ubudala.

Ukuba neendawo ezohlukeneyo zangaphandle kwiminyaka eyohlukeneyo kubaluleke kakhulu. Ukuba oku akwenzeki, amaqela awohlukeneyo abantwana kufuneka batshintshane ekusebenziseni iindawo ezingaphandle ngokusebenzisa inkqubo yemihla ngemihla.

Ukukhathalelwa kwabantwana abangaphilanga

Wena nabasebenzi bakho kufuneka nikwazi ukuphawula abantwana abangaphilanga futhi nikwazi ukubathumela kwiinkonzo ezifanelekileyo zempilo. Okubalulekileyo kukuba wena neqela lakho kufuneka niye kuqeqesho lwempilo noncedo lokuqala kwindawo eqinisekisiweyo okanye niqeqeshwe kwiklinikhi yengingqi.

Xa umntwana engaphilanga, kufuneka uthobele ezi ndlela zilandelayo:

- Phawula umntwana ongaphilanga **uze uxelele abazali ngesigulo eso okanye ingxaki leyo**, okanye abantu abakhathalela abantwana okanye usapho ngokukhawuleza.
- **Thatha umntwana ongaphilanga umse kwindawo yabagulayo**, okanye nayiphina indawo ekhuselekileyo okanye igumbi apho anokuncedwa khona.
- **Ngokukhawuleza, mbeke yedwa kude kwabanye umntwana ekufunyaniswe ukuba unesifo esosulelayo** (imasisi, i-chickenpox, njl-njl.) uze umthumele kwisibhedlele okanye iiklinikhi ekufutshane ukuze avavanywe ngokubanzi futhi anyangwe.
- Ukuba umntwana unamayeza amiselwe wona, **mnike amayeza akhe njengoko kuyalelwe njalo** ngabazali.
- **Yisa umntwana kwisibhedlele okanye iiklinikhi ekufutshane** ukuze anyangwe futhi athunyelwe kwindawo efanelekileyo xa kubonwa imeko yexesha likaxakeka.

Gcina nerejista yeziganeko zempilo neengozi ezenzeka kwiziko.

- Inkqubo yogonyo/ishedyuli nengxelo kaVithamin A (ikopi ye-Road to Health Booklet).
- Imbali eyeyakhe neyonyango.

Gcina nerejista yeziganeko neengozi ezenzeka kwiziko.


Jonga  kuXwebhu 2.1 ithemplethi yengozi/irejista yeziganeko.


Jonga  kuXwebhu 2.2 ithemplethi yembali yezonyango.

Imigaqo-nkqubo yenkathalelo yempilo

Beka elubala imigaqo-nkqubo neendlela ezinxulumene nenkathalelo yempilo yabantwana ngexa bekwisibonelelo sakho senkathalelo. Le migaqo-nkqubo neendlela kufuneka zijongane noku kulandelayo:

- Indlela yokuqaphela abantwana abagulayo.
- Indlela yokugcina amayeza ekhuselekile.
- Indlela zokujongana nabantwana abagulayo.
- Izikhokelo zokukhusela usasazeka kwezifo.

Jonga  kuXwebhu 2.3 umzekelo womgaqo-nkqubo wempilo, ukugula nococeko.

Jonga  kuXwebhu 2.4 ithemplethi yengxelo yamayeza anikezwe abantwana.

Ukukhubazeka

Ukuba kukho nabaphina abantwana abakhubazekileyo kwisiza sakho, kufuneka uqinisekise ukuba:

- **Bayakwazi ukufikelela kuso** – umzekelo, kufuneka kubekho indawo ethambekileyo elungiselelwe abantwana abasebenzisa izitulo ezinamavili (wheelchair) okanye izindlu zangasese ezilungele abantu abakhubazekileyo.
- Izixhobo ezifanelekileyo nenkqubo yemihla ngemihla **zifanelekile kwiimfuno zabo**.
- Abantu abakusebenzelayo **baqeqeshelwe ukukhathelela iimfuno ezizodwa** zaba bantwana.

Izicwangciso zexesha likaxakeka

Kubalulekile ukucwangcisa ixesha likaxakeka futhi uqinisekise ukuba bonke abasebenzi nabantwana bayazi ukuba kufuneka benzeni ngexesha likaxakeka.

- Beka isicwangciso sexesha likaxakeka endaweni ethe gca, ukuquka neendlela zokuphuma, futhi ukugcine konke oku kungaphelwa lixesha. Hlala ukuvavanya, ukwakuhlaziya rhoqo oku.
- **Zibeke endaweni ebonakalayo iinkqubo zexesha likaxeka** neenombolo zoqhagamshelwano ezifanelekileyo, ukuquka ezabacimi-mlilo, amapolisa, inqwelo yezigulana, iiklinikhi, isibhedlele, ugqirha nezempendulo yento yonke enokuqhambuka, njl-njl.
- **Qeqesha abasebenzi bakho** bakwazi ukujongana neemeko xesha likaxeka.
- **Qinisekisa ukuba abantwana bayazi** ngeemeko nokufuneka kwenziwe ngexesha likaxakeka.

Izithuthi

Ukuba iziko lakho le-ECD lenza amalungiselelo esithuthi sabantwana, kufuneka ube nomgaqo-nkqubo wezothutho onawo. Lo mgaqo-nkqubo ujolise ekuqinisekiseni ngezithuthi ezikhuselekileyo. Beka elubala umgaqo-nkqubo wezithuthi weziko lakho ukuze abazali bazazi izikhokelo zezithuthi ezikhuselekileyo.

Jonga  kuXwebhu 2.5 umzekelo womgaqo-nkqubo wezothutho.


Iingxelo neerejista

Iingxelo neerejista ezithile ziyafuneka ekubonakaliseni ulawulo olufanelekileyo lweziko.

Irejista yeenkcukacha zabantwana

Gcina iinkcukacha ezithile malunga nomntwana ngamnye xa befaka izicelo zokuza kwiziko lakho, ukuquka:

- Amagama apheleleyo, isini, umhla wokuzalwa kunye nenamba ye-ID.
- Amagama, iidilesi kunye neenombolo zoqhagamshelwano zabazali, abanikezeli benkathalelo kunye namalungu osapho.
- Umhla wolwamkelwa nowokuphuma kwiziko.
- Nakuphina ukukhubazeka, imeko yonyango oluqhubekekayo (chronic) okanye iimfuno ezithile zokutya kunye naluphina ulwazi olungolunye olubalulekileyo ekukhathaleleni nasekukhuliseni umntwana.
- Naliphina ixesha lokungabikho kwiziko lenkathalelo.

Jonga  kuXwebhu 2.6 ifomu eyithemplethi yokugcina ezi nkukacha zingephi.

lifayili zabantwana

Ukongeza kwirejista yeenkcukacha zabantwana, gcina ifayili eyodwa yomntwana ngamnye, ebandakanya oku kulandelayo:

- Nawaphina amaxwebhu afanelekileyo afunyenwe ngexesha lolwamkelo.
- Naluphina uxwebhu okanye uthungelwano olunxulumene nomntwana.
- Iingxelo okanye amanqaku malunga nokulibaziseka ekukhuleni komntwana okanye ukukhubazeka okubangelwa lulo naluphina uphambuko ekukhuleni ngokweminyaka nangendlela eqhelekileyo.
- Iingxelo okanye amanqaku ayo nayiphina indlela engaqhelekanga yokuziphatha ekufuneka ixeliwe kumzali okanye umkhathaleli womntwana.
- Iingxelo namanqaku malunga nakuphina ukwenzakala okuqatshelweyo ngexesha lenkathalelo yemihla ngemihla, ukuquka nayiphina imbonakalo enxulumene nokuphathwa gadalala komntwana (abuse).

Irejista yoluleko

Bhala uze ugcine irejista yamanyathelo oluleko athe enziwa abandakanya igama lomntwana, indlela ebeziphethe ngayo ngokunxulumene noluleko olwathi lwenziwa, kwakunye nobume bomlinganiselo woluleko.

Iingxelo zarhoqo ngekota zenkqubela-phambili

Yenza uze unike abazali/abanikezeli benkathalelo yomntwana iingxelo zarhoqo ngekota zenkqubela-phambili kunye nayiphina imiba yokukhula. Gcina iikopi zezi ngxelo.

lifayili zabasebenzi nengxelo yobukho

Gcina ifayili yomsebenzi ngamnye. Kufanele iqulathe iinkcukacha zabo ezingephi, ubungqina bemfundo abanayo nezatifikethi zoqinisekiso kwakunye nengxelo yobukho babo kusuku ngalunye.



ISihlomelo 1: Amaxwebhu okufaka isicelo

1.1 Uluhlu lwezinto ezifuna ukukhangelwa xa kufakwa izicelo

Sebenzisa olu luhlu ukuqinisekisa ukuba ufake yonke into efunekayo yesi sicelo. Amaxwebhu amabini okugqibela (1.10 no-1.11) kolu luhlu awafuneki kodwa angenza isicelo somelele ukuba ungawafaka nawo.

1.2 IFomu 11 – Ifomu yesicelo sobhaliso lwenkathalelo yomntwana

Gcwalisa ngononophelo iinkcukacha zizonke.

1.3 Isicwangciso seshishini sobhaliso lwenkathalelo yomntwana

Gcwalisa onke amacandelo ale themplethi ngononophelo.

1.4 Ifomu yesicelo soqinisekiso kwiSigaba B seRejista yeSizwe yoKhuseleko loMntwana – Ifomu 29 no-30

Gcwalisa iFomu 29 yabasebenzi bebonke nabazigqatsayo kwiziko. Gcwalisa iFomu 30 yakho (usihlalo wekomiti okanye umnini weziko). Faka neekopi eziqinisekisiweyo zee-ID.

1.5 Ithemplethi yerejista yobukho rhoqo ngenyanga

Gcina ikopi engabhalwanga yale themplethi kwifayili uze wenze iikopi eziza kusetyenziswa kwiziko lakho xa zifuneka. Ikopi enye iya kufuneka kwiklasi nganye rhoqo ngenyanga. Ikopi yobukho kwinyanga ephelileyo kufuneka nayo ifakiwe nesicelo sakho.

1.6 Isicwangciso semihla ngemihla senkathalelo yomntwana

Sebenzisa isampulu yesicwangciso semihla ngemihla senkathalelo yabantwana, uze usilungise ukuze sifaneleke kwiminyaka eyohlukeneyo yabantwana ngokusebenzisa ithemplethi yemihla ngemihla. Gcina ikopi engabhalwanga yethemplethi kwifayili uze wenze iikopi xa kufuneka njalo.

1.7 Ithemplethi yesivumelwano sengqeshiso

Umzekelo wesivumelwano sengqeshiso – sifuneka kuphela ukuba uyarenta, kungenjalo faka ilungelo lomhlaba okanye uxwebhu lwe-PTO.

1.8 Isicwangciso sexesha likaxakeka

Sebenzisa le themplethi, faka iinombolo zoqhagamshelwano zeenkondo zexesha likaxakeka kwingingqi yakho uze ukhethe iindawo zokuhlangana ezizezakho.

1.9 Umgaqo-nkqubo woluleko

Sebenzisa le themplethi yomgaqo-nkqubo woluleko uze uyitshintshe ilungele iimfuno zeziko lakho.

1.10 Ulwakhiwo lwabalawuli

Sebenzisa le themplethi yolwakhiwo lwabalawuli uze uyitshintshe ibonakalise leyo yesibonelelo sakho.

1.11 Imenyu yemihla ngemihla

Izikhokelo zezidlo ezinezakha-mzimba, iisayizi ezithile zamaqela ohlulwe ngokweminyaka, kwakunye nomzekelo wesicwangciso semenyu yeeveki ezimbini. Gcina ikopi engabhalwanga yethemplethi yesicwangciso semenyu kwifayili ukuze uyihlaziye xa imenyu yakho itshintshile.



1.1 Uluhlu lwezinto ezifuna ukukhangelwa xa kufakwa izicelo

| | Check |
|--|-------|
| Form 11 | |
| Business plan including: | |
| Fee structure | |
| Operating hours | |
| Staff composition | |
| A description of the contents of the programmes and services to be offered, including the aims and objectives. | |
| Evidence of qualifications or education level – applicant/supervisor and staff members | |
| Clearance certificates in terms of Part B of the Child Protection Register (or evidence of application) | |
| Police clearance certificates* (all staff members and applicant) | |
| Affidavits confirming no sexual offences* (all staff members and applicant) | |
| Certified ID copies or work permit (all staff members and applicant) | |
| Attendance register – current month | |
| Daily care plan | |
| Permission to occupy/lease agreement/title deeds for property | |
| 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 | |
| <i>Please also include the following if available:</i> | |
| Non-profit organisation certificate | |
| Health certificate | |
| Emergency plan | |
| Discipline policy | |
| Management structure | |
| Copy of approved building plans or a copy of the plans submitted for approval if still under consideration | |
| Correct zoning approval where applicable | |
| Menu | |
| * Until such time as the Sex Offenders Register operated by the Department of Justice and Correctional Affairs is operational, at which point a clearance certificate from this register will be required. | |

**1.2 IFomu 11 – Ifomu yesicelo sobhaliso lwenkathalelo yomntwana
(jonga kwiphepha elilandelayo)**

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

(A) NATURE OF APPLICATION

This is an application in respect of:

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

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

(B) PARTICULARS OF APPLICATION

Name of partial care facility: _____

Physical address: _____

Postal address: _____

_____ Postal code: _____

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

Physical address of person or body: _____

Telephone : _____ Cell phone: _____

Fax number: _____ E-mail: _____

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

(C)

SUPPORTING DOCUMENTS

The following supporting documents must accompany the application:

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

(D)

GENERAL REMARKS

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

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

SIGNATURE OF APPLICANT

CAPACITY

DATE

1.3 Isicwangciso seshishini sobhaliso lwenkathalelo yomntwana

ECD Centre Name: _____

Service profile

| | | | | |
|--------------------------------|-------------------------|------------------------------|---------------|-------|
| Name of partial care facility: | | | | |
| District municipality | Local municipality | | Ward | |
| Physical/street address | Postal address | | | |
| Telephone number | Fax number | | | |
| E-mail address: | | | | |
| Who is providing the service? | Non-profit organisation | Community-based organisation | Private owner | Other |

The nearest primary school is: _____

The nearest clinic is: _____

1. Purpose of the programme

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

2. Origins and Development:

Describe the history of the service, giving the background, how you determined that there is a need for a service of this nature and when it was identified.

3. Target Beneficiaries

- *Who are the target beneficiaries of your service and which areas do they come from?*

- *Children enrolled*

| Children Age group at 1 January | Gender | | Population group | | | | Disability |
|---|--------|--------|------------------|-------|--------|----------|------------|
| | Male | Female | African | White | Indian | Coloured | |
| 0–18 months | | | | | | | |
| 19 months–35 months | | | | | | | |
| 3–4 years | | | | | | | |
| 4–5 years | | | | | | | |
| 5–6 years (Grade R) | | | | | | | |
| After-school care | | | | | | | |
| Minimum age | | | | | | | |
| Maximum age | | | | | | | |
| Comments on any children with special needs who have been admitted: | | | | | | | |

4. Business hours of the partial care facility

| The centre is open during the following hours: | |
|--|--|
| Opening time: | |
| Closing time: | |

It is open on the following days of the week: Mon Tues Wed Thurs Fri Sat Sun

During school holidays, the centre is: Open Closed

5. Financials

- *The fee structure*

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

| Full day | Half day | Aftercare | Other |
|----------|----------|-----------|-------|
| | | | |

- *Other sources of income*

| Category | Amount per month (R) |
|----------|----------------------|
| | |
| | |
| | |
| | |

- *Expected monthly expenses*

| Category | Amount per month (R) |
|----------|----------------------|
| | |
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- *Sustainability plan*

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

6. Staff composition

| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | Enrolled | Complete | Enrolled | Complete | Enrolled | Complete | Enrolled | Complete | Enrolled | Complete | Enrolled | Complete |
| Staff member name | | | | | | | | | | | | |
| ID number | | | | | | | | | | | | |
| Contact number | | | | | | | | | | | | |
| Race | | | | | | | | | | | | |
| Gender | | | | | | | | | | | | |
| Main position (i.e. supervisor, teacher (3–5 yrs), carer (0–2 yrs), assistant, cook, cleaner) | | | | | | | | | | | | |
| Highest level of school education | | | | | | | | | | | | |
| Formal ECD qualification – (NOF Level 1, 4, 5, 6/Degree) | | | | | | | | | | | | |
| At which training institute was formal ECD qualification obtained? | | | | | | | | | | | | |
| Number of days of ECD programme skills training attended? | | | | | | | | | | | | |
| At which training institute was programme skills training completed? | | | | | | | | | | | | |
| Remuneration (R/month) | | | | | | | | | | | | |
| Years of experience in ECD | | | | | | | | | | | | |
| Start date at organisation | | | | | | | | | | | | |
| Fulltime/part-time | | | | | | | | | | | | |
| Willing to be trained | | | | | | | | | | | | |
| CPR clearance certificate available? | | | | | | | | | | | | |

7. Management committee structure

Does your partial care facility have a management committee?

| | | |
|-----|----|---------------------|
| YES | NO | UNDER ESTABLISHMENT |
|-----|----|---------------------|

Does your partial care facility have a constitution? YES NO

| Name of the member | Gender | Race | Role/ position in committee | Contact number | Training attended (management) | Id number |
|--------------------|--------|------|-----------------------------|----------------|--------------------------------|-----------|
| | | | | | | |
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8. Nutrition

Is there a weekly menu? YES NO

Indicate which meals are provided and by whom?

| Meals | ECD service | Parent/caregiver of child | Other (specify) |
|-----------------|-------------|---------------------------|-----------------|
| Breakfast | | | |
| Morning snack | | | |
| Lunch | | | |
| Afternoon snack | | | |

Compiled by: _____ Signature: _____

Capacity: _____

Second signatory's name: _____ Signature: _____

Capacity: _____ Date: _____

1.4 IFomu yesicelo soqinisekiso kwiSigaba B seRejista yeSizwe yoKhuseleko loMntwana – Ifomu 29 no-30 (jonga kwiphepha elichasene neli)

FORM 29

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

(Regulation 44)

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

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

Dear Sir / Madam

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

(* - Delete which is not applicable)

| 1. EMPLOYEE'S DETAILS: | | | | | | |
|--|---|---|--------------------------|----|----|------|
| Surname | | | Full name(s) | | | |
| Gender: | M | F | Date of Birth: | DD | MM | CCYY |
| * He / she is known as: | | | Driver's licence no: | | | |
| Alias (also known as): | | | | | | |
| * ID no: | | | * Passport no: | | | |
| Physical Address: | | | Postal Address: | | | |
| * Telephone no: | | | Mobile no: | | | |
| The above-mentioned person will be / is currently* employed in the following position: | | | | | | |
| | | | | | | |
| 2. DETAILS OF EMPLOYER - (My / our details are the following :) | | | | | | |
| Employer's name or name of NPO: | | | NPO Registration number: | | | |
| | | | | | | |

FORM 29

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

3. ATTACHED DOCUMENTS:

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

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

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

Yours sincerely

(Signature)

(Designation)

(Date)

Official Stamp of employer/ Organisation

FORM 3D

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

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

Dear Sir / Madam

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

1. IDENTIFYING DOCUMENTS:

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

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

2. CONTACT DETAILS:

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

(* - if applicable)

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

Yours sincerely

(Signature)

(Date)

1.5 Ithemplethi yerejista yobukho rhoqo ngenyanga

Monthly class attendance **ECD centre:** _____ **Teacher:** _____ **Class:** _____ **Year:** _____
Month: _____

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

1.6 Isicwangciso semihla ngemihla senkathalelo yomntwana

Example of a daily programme for a full day

| | |
|-------------|--|
| 7:30–8:00 | Children arrive and are offered activities in their classrooms |
| 8:00–8:15 | Greeting time |
| 8:15–9:30 | Free play time |
| 9:30–9:45 | Tidy-up time and toilet routine |
| 9:45–10:00 | Snack time |
| 10:00–10:20 | Whole class – alternate with language/storytime |
| 10:20–11:45 | Free play time: indoors and outdoors |
| 11:45–12:00 | Tidy-up time, toilet routine |
| 12:00–12:45 | Lunch time |
| 12:45–14:00 | Sleep/rest time; quiet, supervised activities such as reading, puzzles |
| 14:00–15:00 | Free play time, toilet routine |
| 15:00–15:15 | Snack time |
| 15:15–15:30 | Games, singing, exercises, finger plays, rhymes or stories |
| 15:30–16:30 | Free play time: indoors and outdoors, supervised activities |
| 16:30–17:00 | Pack away belongings, read books or draw until parents arrive |

The above example courtesy of TREE: www.tree-ecd.co.za

Daily routine

ECD centre name: _____

Age group: _____

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

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

1.7 Ithemplethi yesivumelwano sengqeshiso

CONTRACT OF LEASE

BETWEEN

(LESSOR)

AND

(LESSEE)

I.D. NO. _____

IN RESPECT OF THE PROPERTY:

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

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

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

3. **TERMINATION OF LEASE.** Should either party to this agreement wish to terminate it at the expiration of this Lease, s/he shall give two clear calendar months notice to do so, otherwise the tenancy shall be continued on a monthly basis on the same terms and conditions. Such notice shall be served by the Lessee by registered post or by hand not later than 12 noon on the last day of the second last month prior to that during which the property is to be vacated. The Lessee shall vacate the premises before 12 noon on the last day of the notice period. Any notice not given by registered post or by hand shall at the discretion of the Lessor be invalid. Any notice required by the Lessor in terms of this lease shall be deemed to have been served if forwarded to the leased Premises by prepaid post or by hand. The Lessee chooses as his/her domicilium citandi et executandi the leased Premises for all purposes in connection with this Lease.
4. **PAYMENT.** Cheques presented in respect of payment of rental shall clearly state the period of which such rent is being paid and the address of the premises in respect of which such amount is tendered. Any cash remitted by mail, registered cover or otherwise, will be at the Lessee's risk and neither the Lessor nor his Agents will be responsible for any loss resulting from any cause whatsoever in respect of monies transmitted. **Should the Lessee deposit the rental into the Lessor's banking account, then a copy of the deposit slip must be kept on file.**

The Lessor's bank details are as follows:

Bank:

Branch Code:

Account Number:

5. **MAINTENANCE.** The Lessee shall inspect the premises and within seven days of the commencement of this Lease, make a written report to the Lessor of the nature of any defects, failing which s/he shall be deemed to have acknowledged that the Premises and its contents are in good repair and condition. The Lessee shall maintain and keep in good repair and condition the inside of the Premises, which shall include all electrical installations, wall plugs, light points, light shades, windows, window catches, water taps, pipes, door handles, door locks, floor or fitted carpets and sanitary appliances, etc. S/he shall keep the drain free of obstruction. At the expiration of his tenancy, the Lessee shall re-deliver the Premises, and its contents to the Lessor in a good clean order and condition and shall at his/her own cost and charge replace any of the aforementioned articles which may be missing, damaged or broken. If, during the currency of the tenancy any repairs or re-painting have to be effected to any portion of the inside of the said premises or to anything contained therein or any replacements have to be made, it shall be obligatory for the Lessee to bear the cost thereof. The Lessor reserves the right to effect such repairs or re-painting at the expense of the Lessee and to reclaim the cost thereof. The Lessee shall be liable for all damage caused by neglect or omission of him or herself, the staff, children and visitors. No alterations

to colour scheme, or additions or improvements to the leased Premises whether structural or otherwise shall be effected by the Lessee without consent in writing of the Lessor. No carpets shall be fitted. Under no circumstances shall the Lessor be liable to compensate the Lessee for any alterations, repairs, improvements or additions to the leased Premises. The Lessor shall keep the outside of the property in good repair. The Lessee shall be responsible for the care and maintenance of the garden and grounds of the property hereby let and shall be obliged to keep all lawns properly cut, hedges trimmed, and bushes and shrubs duly pruned and sprayed at the appropriate season. Should the Lessee fail to comply with this condition the Lessor shall have the right from time to time to employ a gardening or pool contractor to give effect to have these provisions at the expense of the Lessee.

6. **ACCESS TO PREMISES.** The Lessor, his/her Agents, intending purchasers or prospective tenants shall have the right of inspection at all times and the Lessor shall have the right without compensation to the Lessee to suspend the operation of any services upon which repairs are being effected, and the Lessor's workers the right of access during working hours for the purpose of effecting repairs. The Lessee shall at all times during the last three months of his/her tenancy allow prospective tenants to view the premises and shall also permit "To let" or "For sale" notices to be affixed and to remain affixed thereto.
7. **DESTRUCTION OF PREMISES.** If the Premises or any building of which they form part are destroyed by fire, or the elements, or by any means whatsoever, with the result that the Premises or such building is rendered unfit for occupation, then the tenancy shall terminate upon the happening of that event, and rent shall be payable up to the date. Neither party shall have any claim against the other in respect of such premature termination of the tenancy unless such destruction is due to some act of negligence on the part of the Lessee or any person under his/her authority, in which case the Lessor shall, notwithstanding anything to the contrary aforesaid, be entitled to all his/her rights under this Lease and at common law. If the destruction is not sufficiently serious to prevent beneficial occupation of the premises, or any building of which they may form a part, the necessary repairs shall be expeditiously effected and the Lessee shall not have claim against the Lessor for any loss or inconvenience suffered by the Lessee in consequence thereof. The Lessor shall not be responsible for any loss or damage caused to any goods used or stored in the premises hereby let howsoever any such damage or loss shall have been caused. The Lessor shall not be liable for injury to the Lessee or his/her employees, clients or visitors whilst on the premises irrespective of the cause of such injury.
8. **INSURANCE.** The Lessee of uncontrolled premises shall be required to insure his/her furniture and other movables contained in the premises hereby let through his/her own insurance.
9. **RESTRICTIONS ON USE OF PREMISES.** No external TV, radio or other aerials may be fixed to the building without the owner's written permission. The Lessee shall not use or permit the premises hereby leased to be used for any illegal or improper purposes, nor shall the Lessee or his/her employees do or permit any act or anything which may be or become any annoyance or cause damage or disturbance to the Lessor or the occupiers of adjoining premises, nor shall the Lessee do any act or anything that may endanger or damage the building of the Lessor or any part thereof, or prejudice the fire insurance thereof. The Lessee shall duly observe all Municipal and Government laws, rules and regulations and all third party rights in respect of the Premises. The Lessee shall not permit anything to be done to the building nor bring, or keep anything therein which will increase the rate of or affect fire insurance on the building or property kept therein. No sign, advertisement or notice shall be painted, affixed or hung upon any part of the premises without the written approval of the Lessor. No auction sales shall be held on the premises without the written consent of the Lessor or his/her Agents. No musical instruments, TV or radio shall be played after 11 p.m. except at the discretion of the Lessor. **The Premises shall be used as an ECD centre only and no other activity may be conducted therein without written consent of the Lessor.** No dogs or cats shall be allowed on the premises.
10. **SERVICES.** The Lessee agrees to pay for all water, refuse removal, sewerage and service charges where

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

11. **BREACH OF CONTRACT.** The Lessor shall not be responsible to the Lessee for the non-observance of the provisions of this Lease by any other tenant. **Any breach by the Lessee of any of the terms or conditions of this Lease shall entitle the Lessor to terminate the Lease forthwith at his/her discretion.** In the event of such termination, the Lessee shall give up possession immediately as and when required without prejudice to any claim the Lessor may have against the Lessee for rent, damage or otherwise. No concession or any other indulgence that may be granted by the Lessor to the Lessee whether in respect of time for payment of rental or otherwise in regard to the terms and conditions of this Lease, shall be deemed to be a waiver or estoppel of or effect, prejudice or derogate from the rights of the Lessor under this Lease. In the event of the Lessor deeming it necessary to cancel the Lease in terms of this clause the Lessee shall be responsible for the rent of the premises hereby let until such premises shall have been relet to another tenant approved by the Lessor.
12. **SUBLETTING.** Without the consent in writing of the Lessor first had and obtained, the Lessee shall not cede or assign this Lease nor sublet the whole or part of the leased premises nor may any person reside or occupy the whole or part of the leased premises other than the Lessee.
13. **RATES & TAXES.** The Lessor shall pay all rates and taxes which may become due and payable on the said property during the term of this lease, with the exception of any rates specially levied upon tenants.
14. **DEPOSIT.** A deposit in the sum of R _____ shall be paid at the signing of this Lease in respect of damage of the premises, loss of keys and outstanding rental and accounts. Such deposit at the discretion of the Lessor becomes forfeit in the case of breach of contract by the Lessee. The deposit shall be returned at the end of the occupancy of the premises subject to all outstanding accounts related to the premises let, having been paid, and after inspection of the premises by the Lessor, his/her Agent or the new Lessee. In the event of damage, destruction or loss to the said property, such monies as are deemed necessary to restore the property to a condition acceptable to the Lessor may be withheld. **The Lessee is not permitted to deduct the deposit from the rental due for the final, or any other month.** The Lessor reserves the right to call for an additional deposit to bring the total deposit into line with the monthly rental at any time.
15. **LEGAL COSTS.** In the event of the Lessor instituting action against the Lessee due to the Lessee's default in any of his obligations in terms of this Lease, the Lessee shall be responsible for all legal costs on an attorney/client basis including, but not limited to, the cost of issuing summons, taking judgement, collection commission, correspondence and attendance. The cost of preparing this lease and the stamps thereon shall be paid for by the Lessee.
16. Should the leased premises not be ready for occupation by the Lessee upon commencement date by reason of:
 - a. building operations not having been completed; or
 - b. the failure of the previous tenant to vacate; or
 - c. any other clause whatsoever; then the Lessee shall have no claim for cancellation of this Lease or damages or other right of action against the landlord and will take occupation of the Leased premises upon the date upon which it is ready (and which date shall in the event of a dispute be determined by the landlord's architects whose determination in regard thereto shall be final and binding), subject to a pro rata reduction in rent for the period from the commencement date to the date upon which the premises are ready for occupation. Should the Lessee take occupation of the leased Premises before the commencement date the Lessee shall pay the Landlord a pro rata rental for such period.

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

Dated at _____ this _____ day of _____ 20 _____

Witnesses:

1. _____
Lessee
2. _____
Lessor/Authorised agent

| | |
|----------------------|-----|
| Business address | Tel |
| Present home address | Tel |

Insurance _____ Co _____

Type/s of policy _____

ADDITIONAL CLAUSES/INVENTORY

1.8 Isicwangciso sexesha likaxakeka

ACCIDENT AND EMERGENCY POLICY

ACCIDENTS AND INJURIES

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

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

- The child must be stabilised and comforted as much as possible.
- The staff remaining at the school must contact the child's parent/guardian immediately.

Ambulance services must be called if needed on this number: _____ or use the National Cell Phone Emergency number: **112**

- An adult must remain with the class if the affected child is transported to a hospital and if the parents have not arrived an adult should accompany the child.

FIRE

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

Should there be a fire:

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

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

BOMB THREATS

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

SUSPICIOUS BEHAVIOUR OR ACTIVE SHOOTERS

- Do not confront the person
- If possible, keep children inside a locked classroom away from windows

Call the police on: _____ or National Cell Phone Emergency number: **112**

- Do not unlock the door to see what is happening
- Only leave the room when police have arrived and told you what to do.

FLOODING

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

GAS LEAKS OR SPILLS OF HAZARDOUS MATERIAL

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

- Do not touch light switches or any other electrical equipment.
- Do not use cellphones in the area of the spill.
- Evacuate everyone from the area of the leak or spill and try to contain it by closing doors where possible.
- If the leak or spill is severe you may need to call the National Cell Phone Emergency number: **112**

ATTENDANCE CALLS AND COMMUNICATION

The attendance register and list of emergency contacts for each child should be kept in a file that is easily accessible and can be moved.

If any evacuation needs to take place, the staff member should take the attendance file with them.

- Once at the emergency assembly point, an attendance call should be taken to ensure that all children and staff are accounted for.
- If you are unable to re-enter the building, the children's emergency contacts must be notified to collect them immediately. Children should remain under staff supervision until they have been collected by a guardian.

PRACTICE DRILLS AND TRAINING

All staff should be aware of the emergency policies and training must be given to them when they begin employment.

A practice evacuation drill should be practised each term and the children taught to stay calm and follow instructions from an adult.

1.9 Umgaqo-nkqubo woluleko

ECD centre name: _____

Discipline Policy

Our centre aims to create an environment where: _____

To do this we encourage the staff to: _____

The form of discipline we encourage is: _____

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

Our policy on biting and other aggressive behaviour is:

ABC Educare and Pre-School

Example of discipline policy

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

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

The form of discipline we encourage is:

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

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

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

Our policy on biting and aggressive behaviour is:

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

Parents and staff are all encouraged to:

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

1.10 Ulwakhiwo lwabalawuli

ECD centre name: _____

This centre is operated under a non-profit voluntary association as set out in the attached constitution.

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

| | |
|--|---|
| CHAIRPERSON Name: ID: Tel: Address: | SECRETARY Name: ID: Tel: Address: |
| | TREASURER Name: ID: Tel: Address: |
| | VICE-CHAIRPERSON Name: ID: Tel: Address: |
| | _____ Name: ID: Tel: Address: |
| | _____ Name: ID: Tel: Address: |

1.11 Imenyu yemihla ngemihla

Meal Plan with recommended serving portions

| Food Item | 6–8 Months | 9–11 Months | 1–3 Years | 4–6 Years |
|--|---|--|--|--|
| Daily milk allowance | 800ml | 500–600ml | 500ml | 500ml |
| Breakfast | | | | |
| Soft porridge | 2–4 tablespoons | ¼ teacup | ½–¾ teacup | 1 teacup |
| Milk | 1–2 tablespoons | 2–4 tablespoons | ⅓ teacup | ⅓ teacup |
| Sugar | None | None | 2 teaspoons | 2 teaspoons |
| Mid-morning snack | | | | |
| Brown bread Margarine Tea/Milk | Brown bread | ½ slice with filling 1 teaspoon margarine ½ teacup of milk/ Rooibos tea | ½ slice with filling ½ teaspoon margarine ½ teacup of milk/ Rooibos tea | 1 slice with filling 1 teaspoon margarine 2/3 teacup of milk/ Rooibos tea |
| Sugar | | | | |
| Lunch | | | | |
| Finely minced meat, chicken, liver, fish or mashed legumes | 1–2 tablespoons | 1–2 tablespoons | 1–3 tablespoons | 4–6 tablespoons |
| Starch | 1–2 tablespoons | 2–4 teaspoonfuls starch | ½ teacup of starch | ½ teacup of starch |
| Well-cooked mashed vegetables | 1–2 tablespoons A little egg yolk can be mixed into the vegetables (1-2x/week) | 2–4 teaspoons An egg can be substituted for meat, chicken liver or fish (1x/week) | 1–3 tablespoons cooked, soft vegetables An egg can be substituted for meat, chicken liver or fish (1x/week) | ½ teacup of cooked, soft vegetables An egg can be substituted for meat, chicken liver or fish (1x/week) |
| Afternoon snack | | | | |
| Fruit juice | ¼ teacup undiluted fruit juice OR Soft, mashed fruit | ¼–½ teacup undiluted fruit juice OR ¼ soft fruit | ½ teacup undiluted fruit juice OR ½ small or ¼ large soft fruit | 1 teacup undiluted fruit juice OR 1 small or ½ large soft fruit |
| Brown bread Margarine Tea/Milk | | ½ slice brown bread with filling 1 teaspoon margarine ½ teacup of milk/ Rooibos tea | ½ slice brown bread with filling 1 teaspoon margarine ½ teacup of milk/ Rooibos tea | 1 slice brown bread with filling 1 teaspoon margarine ½ teacup of milk/ Rooibos tea |

Example of a cycle menu

| Meal | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------|---|--|--|---|---|
| Week 1 | | | | | |
| Breakfast | Maize-meal porridge Milk Sugar | Oats porridge Milk Sugar | Matabela porridge Milk Sugar | Maize-meal porridge Milk Sugar | Oats porridge Milk Sugar |
| Mid-morning snack | Brown bread with marmite Margarine Milk/Rooibos tea | Brown bread with egg Margarine Milk/Rooibos tea | Brown bread with cheese Margarine Milk/Rooibos tea | Brown bread With fish paste Margarine Milk/Rooibos tea | Brown bread with peanut butter Margarine Milk/Rooibos tea |
| Midday meal | Beef stew Maize rice Pumpkin Peas | Savoury mince Stiff maize-meal porridge Cabbage and carrot salad | Chicken liver Samp Mixed vegetables | Tasty fish dish Maize rice Pumpkin | Samp and beans Stewed cabbage Tomato wedges |
| Afternoon snack | Banana Brown bread Jam | Apple Brown bread Peanut Butter | Orange Brown bread Jam | Banana Brown bread Peanut butter | Apple Brown bread Jam |
| Week 2 | | | | | |
| Breakfast | Maize-meal porridge Milk Sugar | Oats porridge Milk Sugar | Matabela porridge Milk Sugar | Maize-meal porridge Milk Sugar | Oats porridge Milk Sugar |
| Mid-morning snack | Brown bread with marmite Margarine Milk/Rooibos tea | Brown bread with egg Margarine Milk/Rooibos tea | Brown bread with cheese Margarine Milk/Rooibos tea | Brown bread With fish paste Margarine Milk/Rooibos tea | Brown bread with peanut butter Margarine Milk/Rooibos tea |
| Midday meal | Stiff maize-meal porridge/Rice Tomato and onion smoor | Savoury fish Samp/Rice Beetroot | Mince Mash Stewed carrots | Chicken liver stew Stiff maize-meal porridge Pumpkin | Dry Bean and Vegetable Stew Samp Fruit in season |
| Fruit afternoon snack | Banana Brown bread Jam | Apple Brown bread Peanut Butter | Orange Brown bread Jam | Banana Brown bread Peanut butter | Apple Brown bread Jam |

Weekly Menu Plan

ECD centre name: _____

Term: _____

Week: _____

| Meal | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|--------|---------|-----------|----------|--------|
| Breakfast | | | | | |
| Mid-morning snack | | | | | |
| Lunch | | | | | |
| Afternoon snack | | | | | |

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

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

Green vegetables: Spinach, baby marrows, cabbage, beans

Fruit: Apples, oranges, bananas, melons

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

Yellow vegetables: Carrots, butternut, pumpkin

Calcium: Milk, cheese, yoghurt, maas

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



ISihlomelo 2: Imigaqo-nkqubo neerejista – ezingahambi nesicelo

Eli candelo liqulathe amaxwebhu ekungafuneki afakwe nesicelo sakho. Ziithemplethi zemigaqo-nkqubo neerejista ekufuneka zigcinwe efayilini kwisiza sakho se-ECD ukubonakalisa imisebenzi yolawulo olufanelekileyo.

2.1 Ithemplethi yerejista yeengozi neziganeko

Sebenzisa le fomu njengethemplethi ekuyileni ifayili yeziganeko. Gcina ikopi engabhalwanga kwifayili uze wenze ikopi xa kufanelekile.

2.2 Ithemplethi yefomu eyeyakho nembali yonyango

Sebenzisa le fomu xa abantwana befaka isicelo sokuza kwiziko lakho. Gcina ikopi engabhalwanga kwifayili uze wenze ikopi xa kufanelekile.

2.3 Umzekelo womgaqo-nkqubo wempilo, ukugula nococeko

Sebenzisa le sampulu yomgaqo-nkqubo ukuyila owakho. Yigcine kwifayili.

2.4 Ithemplethi yokunika amayeza

Sebenzisa le fomu ukugcina ingxelo yokunika amayeza (ubungakanani, amaxesha anikwe ngawo, njl-njl.) anikwe umntwana ngesicelo sabazali. Gcina ikopi engabhalwanga kwifayili uze wenze ikopi xa kufanelekile.

2.5 Umzekelo womgaqo-nkqubo wezithuthi

Kufuneka ugqithise Kanye umgaqo-nkqubo wakho wezithuthi ukuba isibonelelo sakho senza amalungiselelo okuhambisa abantwana. Sebenzisa le sampulu uze uyilungise ukuze ibonakalise imithetho nemimiselo yakho enxulumene nezithuthi. Nokuba iziko lakho alenzi malungiselelo ezithuthi, wubeke elubala umgaqo-nkqubo ukukhumbuzisa abazali ekufuneka bekujongile xa bekhetha abanikezeli bezithuthi.

2.6 Ithemplethi yefomu yokwamkelwa komntwana

Sebenzisa le fomu xa abantwana befaka isicelo sokuza kwiziko lakho. Gcina ikopi engabhalwanga kwifayili uze wenze ikopi xa kufanelekile.

2.1 Ithemplethi yerejista yeengozi neziganeko

ECD centre name: _____

INCIDENT REPORT FORM

Please complete and make two copies.

The original form should be filed in an incident file; one copy to parents; one copy to the child's file

| | | | |
|---|--|-----------------------|--|
| Name of the child: | | Date of the incident: | |
| Description of the accident/injury/incident: | | | |
| When did it happen? | | | |
| Where did it happen? | | | |
| Who witnessed the accident/injury/incident? | | | |
| Was any blood present? | | How much blood? | |
| Where was the blood? | | | |
| What was done for the child? (first aid treatment) | | | |
| Is any further medical attention needed? | | | |
| When was the parent notified? | | | |
| When did the parent collect the child? | | | |
| What advice was given to the parent? | | | |
| Who was in charge when the incident occurred? | | | |
| What can be done to prevent such an incident in future? | | | |
| Signature and date – Staff member | | | |
| Signature and date – Parent | | | |

2.2 Ithemplethi yefomu eyeyakho nembali yonyango

ECD centre name: _____

PERSONAL AND MEDICAL HISTORY

Child's name: _____

MEDICAL INFORMATION

Doctor's name: _____

Telephone no.: _____

Address: _____

EMERGENCY INFORMATION

PERSON(S) TO CONTACT IF PARENTS ARE UNAVAILABLE:

| | | | |
|-----------------------|--|-----------------------|--|
| Name | | Name | |
| Telephone number | | Telephone number | |
| Cellphone number | | Cellphone number | |
| Relationship to child | | Relationship to child | |

HEALTH

Does your child have:

Frequent colds (Explain) _____

Tonsillitis (Explain) _____

Earaches (Explain) _____

Stomach aches (Explain) _____

Nosebleeds (Explain) _____

Vomitting often (Explain) _____

Has your child had any serious accidents (Explain) _____

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

- | | |
|---|--|
| <input type="checkbox"/> Measles | <input type="checkbox"/> Heart Disease |
| <input type="checkbox"/> German Measles | <input type="checkbox"/> Rheumatic Fever |
| <input type="checkbox"/> Scarlet Fever | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Mumps | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Pneumonia | <input type="checkbox"/> Convulsions |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Epilepsy |

Other _____

ALLERGIES

Does your child suffer from any allergies? _____

What type of allergy? _____

Do you know the cause of the allergy? _____

Treatment required: _____

GENERAL HEALTH

Has your child ever been to the dentist? YES NO

Has your child had his/her vision tested: YES NO

Has your child had his/her hearing tested: YES NO

Does your child wear corrective shoes? YES NO

Does your child have any speech problems? YES NO

How would you evaluate your child's overall health? _____

PREGNANCY

Please state type of birth (Caesar, Natural, Forceps, Epidural...)

Did you experience any problems during pregnancy or birth?

Was your baby born prematurely?

At how many weeks?

For how long did you breastfeed your child?

DISCIPLINE

When do you find it necessary to discipline your child?

How do you discipline your child?

MOBILITY

At what age did your child:

Sit unassisted _____

Crawl on hands and knees _____

Walk without help _____

Name simple objects _____

Repeat short sentences _____

Does your child prefer to:

Be on the go all the time _____

Sometimes active, sometimes quiet _____

Mostly quiet and inactive _____

FAMILY

| Names of other children in the family | Birthdate | Sex |
|---------------------------------------|-----------|-----|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Position of this child in the family: _____

What religion do you as a family follow: _____

HELPFUL INFORMATION

How would you describe your child's personality?

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

In what ways would you like to see your child develop during this time?

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

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

2.3 Umzekelo womgaqo-nkqubo wempilo, ukugula nococeko

ECD centre name: _____

HEALTH, ILLNESS AND HYGIENCE POLICY

HIV Policy and Universal Precautions

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

Universal Precautions

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

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

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

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

Management Practices and Protective Measures:

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

- Children should be trained to manage their own bleeding, like nosebleeds and minor cuts and grazes.
- Attendance registers and incident books must be accurately maintained.

Bleeding:

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

Blood Spill:

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

Bloodstained Items:

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

Medication Policy

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

Administering medicines

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

Dispose of unused medicines in this way:

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

Illness Policy

- The medical history of each child should be recorded on admission and kept up to date and confidential.
- The following will be included on a Medical History Form:
 - ◆ Information about the child’s general state of health;
 - ◆ A copy of the Road to Health Card for each child;
 - ◆ Any communicable illnesses that the child has had and the dates when he/she had these illnesses;
 - ◆ Details of the child’s immunisation against polio, diphtheria, tetanus, whooping cough, measles, Hepatitis B, Tuberculosis and HIB (Haemophilus Influenzae Type B).
- A record of each child’s immunisation programme and Vitamin A schedule must be kept at the centre (i.e. a copy of the Road to Health Card).
- Staff should watch out for possible illnesses and diseases in the children.
- Any illness or problem should be reported to the parent or family immediately.
- Staff must allow an ill child to rest away from the other children and inform the parent or family.

- Any child assessed to have an infectious disease (measles, chickenpox, etc) must be immediately isolated from other children and referred to the nearest hospital or clinic for further assessment and treatment.
- In urgent cases, the child should be taken to the nearest clinic for referral or treatment, unless otherwise indicated on their enrolment form.
- Staff must work closely with parents or families of children who are receiving chronic medication to help them see that the particular health needs are taken care of, for example, children who are asthmatic, or children who are HIV positive and who are receiving anti-retroviral treatment.
- The names of children who are allergic to certain substances or products should be placed in a prominent place in the place of care and all staff informed.
- The Medical Officer of Health (Communicable Disease Control Officer) must be notified in cases of communicable diseases or diseases that must be reported. The provisions of the Health Act, 1977, regarding the barring of children from schools owing to contagious diseases are applicable to all places of care.
- If head or body lice and/or scabies are observed, the parents or family have to be informed immediately and the child or children concerned may not be allowed back before the condition has cleared up.

Hygiene Policy

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

2.4 Ithemplethi yokunika amayeza

ECD centre name: _____

MEDICINE ADMINISTRATION FORM

Name of the child: _____

Name of medicine: _____

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

Signature of parent or guardian: _____ Date: _____

Record of administration

| Date: | Time: | Amount: | Signature: |
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2.5 Umzekelo womgaqo-nkqubo wezithuthi

ECD centre name: _____

This site DOES NOT arrange transport on behalf of the parents/guardians.

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

- Does the driver have all the required licences and permits to transport children?
- Is the vehicle roadworthy and does it have safety equipment, speedometer and window and door-opening instructions?
- Is the driver trustworthy and a safe driver? Consider checking if the driver's name does not appear on the Child Protection Register.
- Is the vehicle carrying the correct number of children, seated in individual seats with safety belts?
- Are there clear and safe agreements for where and when your children are collected and dropped off?

This site arranges transport on behalf of the parents/guardians.

To ensure the safety of children we undertake to:

- Check that transport operators transporting children are registered, suitably trained, screened for inclusion in 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;
- Ensure transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;
- Check that transport providers comply with safety measures regulated by the Department of Transport, including adherence to speed limits, and that all passengers are seated regardless of the transport mode used;
- Only use vehicles to transport children that are safe and have the necessary safety characteristics, such as window- and door-opening instructions, safety equipment and appropriate speed devices;
- Ensure children are not transported in open vehicles;
- Provide an adult supervisor in a vehicle transporting children under the age of nine years; and
- Ensure there is no overloading of children in vehicles.

2.6 Ithemplethi yefomu yokwamkelwa komntwana

ECD centre name: _____

Application Form

| | |
|--|--|
| Child's full name and surname: | |
| Date of Birth: | |
| ID number: | |
| Home language: | |
| Gender: | |
| Mother's name: | |
| Mother's ID: | |
| Mother's Telephone: | |
| Place of work: | |
| Home Address: | |
| Income per month: | |
| Father's name: | |
| Father's ID: | |
| Telephone number: | |
| Home Address: | |
| Place of work: | |
| Income per month: | |
| Number of dependants under 18 years: | |
| Emergency number: | |
| Name and phone number of child's regular doctor or clinic: | |
| Medical issues: | |
| Allergies: | |

This form must be returned with the

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

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

Signed:

Date:

FOR OFFICE USE ONLY:

| | |
|----------------------------|--|
| Date received: | |
| All forms received: | |
| Date & time of interview: | |
| Date accepted: | |
| Date of discharge/leaving: | |



Uphuhliso lwalo vimba lwenziwe ngokunikezelwa kwesiqu soku kunye neengcebiso yi-Ken Collins Charity Trust kunye ne-Grindrod Family Centenary Trust. Singathanda ukugqithisa umbulelo omkhulu kula maqumrhu ngenkxaso yawo.