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Chairpersons of Partial Care Facilities

Principals of Partial Care Facilities

RE: REGISTRATION OF PARTIAL CARE FACILITIES

The Department of Social Development has contracted ECD Service Organisations, who previously were involved in training of ECD Practitioners to support and assist Partial Care facilities (ECD & After School Care) with registration processes. This means that the offices of the Department of Social Development will not be assisting any facilities with registrations from August 2017.

As you know the Children's Act requires ALL Partial Care facilities rendering ECD and After School Care services, whether private or community driven, to register. This registration is given for a specific period and must be renewed as and when required.

The following process will be followed:

1. On your request, the ECD organisations responsible for the area (See Annexure) where your facility is located, will provide you with the required documents and assist you to understand all the requirements and Norms & Standards that you have to comply with.
2. The organisation will then direct you to your Local authority / Municipality to ensure that municipal by-laws are being adhered to.
3. Once the Local authority / Municipality is satisfied that all their requirements are met, a letter will be provided to the facility by the Environmental Health Officer indicating how many children the facility can accommodate.
4. Should you experience any challenges during this process you are welcome to contact the organisation responsible for your area (as per Annexure).
5. The organisation will visit your facility regularly to ensure that the Norms & Standards and processes are followed to avoid the closure of your facility. They will further capacitate you to ensure that you are in possession of the required policy documents, registers and files.

6. The organisation will also assist you with an ECD Programme in cases where ECD services are provided. Guidance will be given on the training of your practitioners to implement the programme and the Norms & Standards to be followed.
7. Once you have all the documents with the Norms & Standards prescribed by the Children's Act, the organisation will do a visit to assess and verify whether you are in fact complying with all the requirements.
8. The organisation will present the documentation including the Fire certificate and the Environmental Health approval as a Portfolio to the Social Worker at the Head Office who is responsible for your area. After the favourable assessment of the information presented, the registration certificate of the facility will be issued. From the submission of the portfolio of evidence it will not take more than 6 months for the certificate to be issued. The ECD organisations will, after the issuing of the certificate, continue mentoring your facility to ensure the required Norms & Standards are continually adhered to.
9. Please give your full co-operation to the ECD organisation that are contracted to assist and capacitate you to comply with the registration requirements in order to have legitimate and quality ECD provisioning in the Province. Should you however continue to refuse to co-operate and to operate without the necessary effort to be compliant and to register, the organisation is compelled to report this to the Department upon which the Department will issue an enforcement letter to you, either to give you a date by which you must comply or to close the facility.

Kind regards

A handwritten signature in black ink, appearing to read 'Julinda Kruger'. The signature is fluid and cursive, with a large initial 'J' and a long horizontal stroke extending to the right.

Julinda Kruger

Director: ECD & Partial Care

Cc Regional Directors

Organisations: registration project