

Dear Principal

As you may be aware, the Children's Act 2005, requires ALL Partial Care facilities rendering ECD and After School Care services, whether private or community driven, to register. If you look after more than 6 children, you have to register.

For partial care facility registration to be successful, the building and staff member of each centre needs to comply with a set of norms and standards. There will be inspections to ensure that these are being met and that the centres are suitable and equipped to take care of children. The Act also notes that centres need to register early childhood development programmes. For this applications the staff, the centre's daily programme, as well as its procedures and policies will be assessed against the norms and standards of the Act to make sure that they are suitable for developing and caring for Preschool children.

This registration is given for a specific period and must be renewed as and when required. It is usually a time of 5 years.

Registering your ECD Centre is extremely important as the law requires it. Not registering a centre may put it at risk of being closed down.

We prepared this packet for you to assist you in this process.

The following process will be followed:

1. Your first step will be to go to your **local authority/municipality to ensure that municipal by-laws are being adhered to**. This will include getting the **right zoning** in place. Please remember to take your property number with. The local municipality will give you all the forms and information for this process.
2. 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 and the Fire Department indicating **how many children the facility may accommodate (the smallest/ strictest number of children recommended by either departments will apply)**.

The Fire and Health Department will visit you and explain all their requirements to you. You will get a "Lumes" number from the municipality to track your progress with.

3. Should you experience any challenges during this process, please make contact with your local municipality/Health and Fire Department.
4. After visiting your local municipality to start the zoning process, you need to contact Learn2Live. We will supply you with **an audit form**. This audit form is a tool for a self-assessment and will assist you to see if you meet all the requirements of **Norms and Standards** as put out in the Children's Act.

Learn2Live's contact number: **066 183 2954**. You may WhatsApp us or call us.

Once the Learn2Live team completes the audit they will give you a list of recommendations that you need to fix/implement to qualify for registration.

Once you have all the documents with the Norms & Standards prescribed by the Children's Act, Learn2Live will do a visit to assess and verify whether you are in fact complying with all the requirements.

Now you are ready to register!!!

To register your centre, we will need the following documentation from you:

DOCUMENTS
Form 11 Once you are ready to register, Learn2Live will visit your centre to complete this form.
Final Assessment A member of Learn2Live will visit your centre to assess your centre according to Norms and Standards. We will fill in the Final Assessment Form and submit it with your Portfolio of Evidence.
Certified copies of all qualifications of all staff
Clearance certificate for all staff (see attached Form 29) Please post your form 29 and 30 registered post and keep the proof of postage for your Conditional Registration of 2 years. Once you receive your Clearance for National Child Protection we will submit this document to Department of Social Development for your 5 year registration. Also file copies of form 29 and 30 posted, in the POE. Please note that you must re-apply for these forms when you re-register your centre.

Job description of staff

A job description is a list of activities that staff do on a daily basis.

Certified copies of IDs

Please ensure that you include certified copies of each staff members' ID.

Business plan

A business plan is a document that describes why your ECD centre was started and what needs in the community, it is serving. It should also describe how many children of different ages are served and how the centre is operated. It will include information on the fees that are payable, what hours the centre is open, who the staff members are and how each day is run for the children.

Zoning Certificate

Any piece of land that's part of a formal municipal integrated development plan will be zoned, with this zoning indicating what the site may be used for. To use your site for an ECD centre, special consent is usually required from the municipality. To determine whether this is required for your area, please speak to your local social worker who will be able to refer you to the relevant municipal department.

Lease/Rental agreement

If you are running your ECD centre in a building that is owned, you should have the title deed or a Permission to Occupy (PTO) document from the tribal authority that owns the property. But if the property belongs to someone else, and they have allowed you to use it, you will need a lease agreement. This is a legal document written to establish the conditions of one party leasing or renting premises from another. The lease agreement proves that your centre has the permission to use the space it operates from for a period of time if it is not owned. The agreement should contain the names and physical addresses of two parties, the lessee (you as the centre owner/management committee chairperson) and the lessor (the landlord/owner of the property), as well as terms such as:

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

Constitution:

Contains the following information:

- 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

Approved building plans

A building plan shows a smaller-scale picture of your ECD site on a sheet of paper. An architect or surveyor can draw up building plans. To determine what the requirements are for your area, please speak to your local social worker who will be able to refer you to the relevant municipal department.

Emergency plan

These are the policies and procedures for dealing with emergencies and disasters.

- Write them up and visibly display them in your centre.
- Include evacuation procedures in your emergency procedures. These explain when and how to leave the building in case of a fire or other emergency.
- All staff members should read and understand them and thus know what to do in an emergency.
- They must be up to date and tested and reviewed regularly through practice drills with both the children and staff members.

Menu

Weekly list of meals provided in your centre.

Daily Programme

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

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

In Portfolio of Evidence should include:

- Daily Programme for each age group
- Planning of each age group
- What themes do you cover

First Aid training certificates of one staff member**Fire and Safety Clearance Certificate**

Valid and most recent (**not older than a year**) certificate from the local Fire Department of City of Cape Town to ensure that the ECD complies with all the fire requirements. . **Please note that you must re-apply for these certificate when you re-register your centre.**

Food Premises Certificate

A valid certificate from the Environmental Office ensures that the ECD centre can prepare food for the children on the premises.

Health Clearance Certificate

Valid certificate from the local Environmental Health Department of City of Cape Town to ensure that the ECD centre complies with all the health requirements.

Learn2Live will present the documentation, including the Fire Certificate and the Environmental Health approval, as a portfolio to the social worker at the Head Office that 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 that the required Norms & Standards are continually adhered to.

Once your centre is registered by DSD, Learn2Live needs to visit your facility 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.

Please note that this certificate is only valid for 5 years, then you need to re-register.

Please note you have to re-register in the following cases:

- New principal
- New building, renovations or moving of premises
- When the business is being sold
- Change of ownership

NPO registration:

You don't need to be an NPO to register your ECD centre as a partial care facility. But, it might be a good idea, especially if you would like to apply for funding from DSD, because you are serving financially needy families. To find out more about the benefits of being an NPO and how to go about the registration process, contact Nomzi Bukani:

Nomzi Bukani

14 Queen Victoria Street, Union House, Cape Town, 8000

Tel: 021 483 4238

Fax: 021 483 8791

E-mail: Nomzi.Bukani.westerncape.gov.za

Website: www.westerncape.gov.za

Please feel free to call us if you need any info.

Learn2Live Team