

## TICKLIST FOR POE SUBMISSION

I, \_\_\_\_\_ (name and surname), principal of \_\_\_\_\_ (ECD Centre), hereby confirm that I have submitted the following documents to DSD Head Office in order to register my facility.

**List of Documents:**

DOCUMENTS	REQUIREMENTS	CHECKED
Form 11	Learn2Live Official Use	
Needs Assessment Form	Learn2Live Official Use	
Certified copies of IDs		
First Aid training certificates of all staff		
Clearance certificate for all staff against the National Child Protection Register (Form 29/Form 30)	Copy of Proof of Postage	
Business Plan that covers <ul style="list-style-type: none"> <li>• Daily Activity Plan</li> <li>• Fee Structure</li> <li>• Hours of Operation</li> <li>• Staff Composition and Qualifications</li> <li>• Menu</li> <li>• Disciplinary Policy</li> </ul>	Certified	
Lease/Rental agreement		
Constitution		
Approved Building Plans	Municipal Stamp	
Emergency Plan		
Zoning Certificate		
Fire and Safety Clearance Certificate	Not older than 1 year!	
Health Clearance Certificate		
Food Premises Certificate	Only if applicable	
ECD Programme Registration	Only if applicable	
Registration Certificate	Only applicable for Re-Registration	

\_\_\_\_\_  
Principal of Centre

\_\_\_\_\_  
DSD Head Office

\_\_\_\_\_  
Learn2Live Community Centre NPC

\_\_\_\_\_  
Date of Submission to DSD