

WHAT IS ECD?

- It is the development of young children, that includes their social, emotional, physical and intellectual development
- It is the caring of young children during daytime in the absence of their parents

WHAT IS AN ECD SITE?

- Early Childhood Development Centres are places where children are cared for in the day when they are not with their families.

WHO SHOULD REGISTER AN ECD CENTRE

- South African citizen, organization or community who has or intends to set up an ECD Centre, must contact the nearest office of the Department of Social Development

WHAT ARE THE BASIC REQUIREMENTS FOR REGISTRATION

- A centre must be a fenced secure building with toilets/potties for children

- A daily menu should be in place
- A daily programme, toys and other playing material should be in place for children
- Adequate staff to care for the children should be in place

WHAT MUST BE DONE TO REGISTER AN ECD CENTRE?

When someone wants to establish and register an early childhood development centre or needs to apply for changes to an existing registration certificate the following is very important:

- Any person, organisation or community, which intends to set up an early childhood development centre, must contact the office of the Department of Social Development nearest to the proposed centre.
- The local authority (municipality) must be consulted to obtain the right of use and the necessary health clearance certificate to run the centre in a particular place.
- The registration or re-registration of a centre will be considered by the MEC when a report and a

recommendation by the Department of Social Development have been received. A certificate from the local authority stating that the centre complies with all the structural and health requirements of the local authority must accompany the report of the Department of Social Development.

- Where minimum standards are not met, the centre can be provisionally registered and a subsidy may be paid to enable them to meet the minimum standards within a specific time frame. If these conditions are not met, this may result in closure of the facility and/or service.
- An early childhood centre is subject to quality assurance review or inspection by the Department of Social Development at least once a year.
- All applicants must also contact the local Departments of Education and Health in the area where the early childhood development centre is located, to find out if they have any other requirements.

REGISTERING AN EARLY CHILDHOOD DEVELOPMENT CENTRE

STEP 1

A person intending to establish an early childhood development centre has to contact the social worker or other official employed and authorized by the provincial Department of Social Development at the district office in their region to arrange for an interview.

The following will be discussed:

- Registration requirements
- Child Care Act
- Registration procedures
- Minimum standards
- Application form
- Subsidy procedure
- Monitoring and evaluation

STEP 2

The social worker or other official employed and authorized by the provincial Department of Social Development will provide the applicant with an application form and any other relevant documents to use as guidelines.

The following documents, attached to the application form have to be completed by the applicant:

- Menu
- Daily programme
- Needs assessment form (giving details of the area local to the centre in terms of number of young children and how many other centres cater for them i.e. explain the need for this centre in this area.)

The applicant also has to submit a copy of:

- A lease agreement, proof of ownership or permission to occupy the land
- Job descriptions for centre staff, including grievance and disciplinary procedures

No incomplete forms will be accepted. All documents required are to be submitted with the application form to enable the evaluation process for registration to begin.

STEP 3

When the properly completed application form and all relevant documents listed in Step 2 have been

received, the social worker or other official employed and authorized by the provincial Department of Social Development does the following:

- Visits the premises
- Informs the environmental health officer by letter
- Informs other relevant stakeholders by letter, for example Department of Education, that an application for registration has been received.

STEP 4

When the health clearance certificate and / or other reports have been received, the social worker or other official employed and authorized by the provincial Department of Social Development does the following:

Completes the checklist of all requirements detailed in Steps 2 and 3 and if these have been met, issues a provisional registration certificate (valid for one year). During this time a subsidy may be granted to the centre to enable them to meet the minimum standards.

The following conditions need to be met:

- Administrative and financial management systems have to be satisfactory
- Services provided to the children in terms of physical, emotional, intellectual and social care have to be satisfactory
- The physical condition of the centre has to be satisfactory
- The general functioning of the centre has to be satisfactory.

If not satisfactory, the social worker or other official employed and authorized by the provincial Department of Social Development will continue to consult, advise, empower, build capacity and review the facility.

STEP 5

The social worker or other official employed and authorized by the provincial Department of Social Development will monitor the centre for one year and do an assessment of the services offered by the centre, including:

- the general care of the children
- administrative systems
- financial systems

If satisfactory, a full registration certificate will be issued (valid for 2 years) and a subsidy may be paid.

If not satisfactory, the provisional certificate will be extended for a further 6 months during which a subsidy may be paid.

If the centre does not meet the minimum standards after this 6 month period it will be shut down.

STEP 6

The centre must be monitored by the social worker or other official employed and authorized by the provincial Department of Social Development for two years. A developmental quality assurance assessment must be done and the registration certificate will be renewed or withdrawn.

A centre has to re-register when an applicant intends to:

- move the centre to another building or premises
- extend or decrease the size of the existing structure
- increase the number of children enrolled
- sell the business
- change ownership.

The procedure for re-registration is the same as for registration.

Our Offices can be reached in each District as follows:

| Xhariep | Contact Number |
|----------------|-----------------------|
| Koffiefontein | 053 2050 229 |
| Jagersfontein | 051 – 724 0013 |
| Smithfield | 051 – 683 1121 |

| Lejweleputswa | |
|----------------------|----------------|
| Welkom | 057 – 916 8700 |

| Fezile Dabi | Contact Number |
|--------------------|-----------------------|
| Kroonstad | 056 - 212 3295 |
| Sasolburg | 016- 970 9700 |

| Thabo Mofutsanyana | Contact Number |
|---------------------------|-----------------------|
| Bethlehem | 058- 307 7500 |
| Phuthaditjhaba | 058 - 713 2945 |

| Motheo | |
|---------------|----------------|
| Thaba’Nchu | 051 – 873 9200 |
| Botshabelo | 051 – 531 0700 |
| Bloemfontein | 051 – 403 2200 |

| Provincial Office | |
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| Liberty Life Building | |
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