

4 Steps to Register an ECD Centre

This document is a broad outline of process that needs to be followed. In April 2022 the ECD sector moves from Dept of Social Development (DSD) to the Dept of Basic Education (DBE). Registration requirements differ from province to province and may change once the process of registration becomes the responsibility of the DBE

The steps as listed here will, nevertheless, ensure that your school has the certificates, documents and information needed by most provinces for registration

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Contact your nearest municipal office to apply for a health certificate. On the application form and/or during the site visit you will be required to supply/show some or all of the following:

- Type of childcare facility – creche or full day care, morning care centre, pre-primary school, after-school centre
- Age groups and number of children in each group
- Operating hours
- Type of toilets available – potties, flush, chemical, pit, buckets
- Type of playground equipment
- Cleaning Schedules
- Proof of a valid first aid certificate – at least 1 staff member with a valid certificate for 50 children
- A first aid kit
- You may be asked if a previous application has been made to DSD or DBE
- Additional documents that will need to be returned with your application forms
 - Certified copy of the ID of the Applicant
 - Zoning Certificate for the premises
 - Copies of certificate of corporation or NPO registration (if any)
- A sick bay or specific area for children who are sick
- Number of toilets per age group
- Number of potties per age group
- Number of hand-wash basins
- Source of water – borehole, municipal
- Indoor play space in m²
- Outdoor play space in m²
- Size of sandpits and coverings, if available on the premises
- You may be required to show an incident register; medical report form and an attendance register for staff and children
- If children and staff sleep on the premises, you will have to provide details about the facilities
- Provision of meals on the premises – these documents have to be submitted with the application form:
 - Sketch plan of the kitchen
 - Details and certificate of acceptability of the caterer (if food served on the premises is from a catering company)
 - Proof of training of food handlers (if food is prepared and served on the premises)
 - Meal plans
 - Pest control certificates
 - Cleaning Schedules

The Health certificate is granted based on the indoor and outdoor space as well as the ablution facilities as defined in the Minimum Norms and Standards for an ECD facility. The environmental health practitioner will do an assessment to determine the number of children that can be accommodated by the centre

While the health certificate application is in process, visit the nearest social development offices to find out which forms and documents they require. From this information create your portfolio of evidence which should include most of these documents:

- Completed application Form 11. Collect form from your local DSD office. Forms differ from area to area and from province to province
- Completed application Form 16
- A list with details and qualification of staff members as well as that of the applicant and/or principal
- Emergency Plan - proof from the local emergency services department or disaster management division that you have applied for and received approval for the emergency plan of the centre
- Fire Certificate
- Lease agreement/contract if the building is leased or proof of ownership
- Approved copy of the building plan
- Constitution of the organisation
- Business Plan
A business plan containing the information prescribed in regulations 14 (4) (a)
 - Executive summary of one paragraph that explains what the centre is about
 - History of the school and the current circumstances of the centre
 - Vision, mission and goals of the centre
 - Core services the ECD will offer
 - Competitors in the form of ECDs in the nearby community
 - Facilities
 - Marketing plan
 - Internal stakeholders
 - Management/administrative plan
 - Financial plan and proof of viability of the school
 - Risk Plan
- You may be required to show an incident register; medical report form and an attendance register for staff and children
- Menus for different age groups
- Form 29 - to be completed by the manager of the centre for each staff member and the principal - an inquiry by employer whether a person's name appears in part B of the national child protection register (regulation 44)
- Form 30 - to be completed by the applicant/owner of the centre- an inquiry by an individual whether a person's name appears in part B of the national child protection register (regulation 44)
- Organisational profile with staff names, ID's, qualifications and responsibilities
- A summary of the programme offered by the ECD. Include a copy of the daily programme for each group with times, the year, term, weekly and daily planning, with copies of lessons. Give information on how this programme is implemented, regularly monitored and evaluated
- Include the following policies
 - Admission policy
 - Health and safety policy
 - Emergency plan and procedures
 - Language policy
 - Discipline policy
 - Child abuse policy and procedure
 - HIV/AIDS policy - not required by all provinces
 - Disability policy - not required by all provinces
- Annual Fee Structure
- Once received add the Health Certificate and supporting documents used when applying for the certificate as in Step 1 to the file

If all documents required for registration are submitted, the evaluation process will begin. An incomplete portfolio of evidence will delay the registration process or result in your application not being accepted. Make and keep, in your school, copies of all documentation handed into the department

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- Submit your documents to your local Dept. of Social Development (for now). When you do this, get a receipt for your portfolio application so that you can keep track of the process
- If you have not heard from the department within 3 months, you will need to follow up with them
- The file will be allocated to a social worker or authorised official responsible for the registration of ECD's
- The official will conduct a site visit to assess the physical conditions of the centre, the general care of the children, the services and programmes offered as well as the financial and administrative systems
- The person will complete the inspection forms and decide on the type of registration for the centre
- A registration certificate will then be issued for the services offered by the centre
- A full registration certificate is valid for 5 years. A conditional certificate is valid for up to a year

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The ECD Centre, and the services and programmes offered will be monitored by an authorised official

For any assistance or more information please contact the ACSI office at annerie_vanderwal@acsi.org or call 010 597 6679 (WhatsApp 079 643 3514)



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