

WHAT IS THE BANA PELE REGISTRATION DRIVE?

We need to keep our young children safe and healthy when they are away from home. We need to give them skills to prepare them for a lifetime of learning. The Minister of Education, Siviwe Gwarube, has created the Bana Pele ECD Registration Drive to help you register and create a first-rate ECD programme.

HOW THIS HANDBOOK WILL HELP YOU

You are not on your own in this process. Just follow the steps in this guide to register your Early Childhood Development (ECD) Programme.



To begin your registration application [CLICK HERE](#)

To find out more about the registration drive [CLICK HERE](#)

To download Silver submission and on-site documents [CLICK HERE](#)

WHY REGISTER YOUR ECD PROGRAMME?

Build Trust



If your ECD programme is registered, parents and caregivers will trust that their children are learning in safe and healthy surroundings.

It is the law



The Children's Act 38 of 2005 states that all ECD programmes must be registered.

Funding



If you are registered you can apply for per-child-per-day subsidies for children in need.

OVERVIEW OF THE BANA PELE REGISTRATION PROCESS

KNOW WHICH KIND OF ECD PROGRAMME YOU RUN

Before you get started, know which kind of ECD programme you run because there are different registration rules for the different programmes.

ARE YOU CENTRE BASED?

 **Examples: ECD centres, creches, educare**

YES, if you tick BOTH of these:

- ✓ More than 6 children aged 0-5 years old.
- ✓ Children attend for more than 16 hours per week.

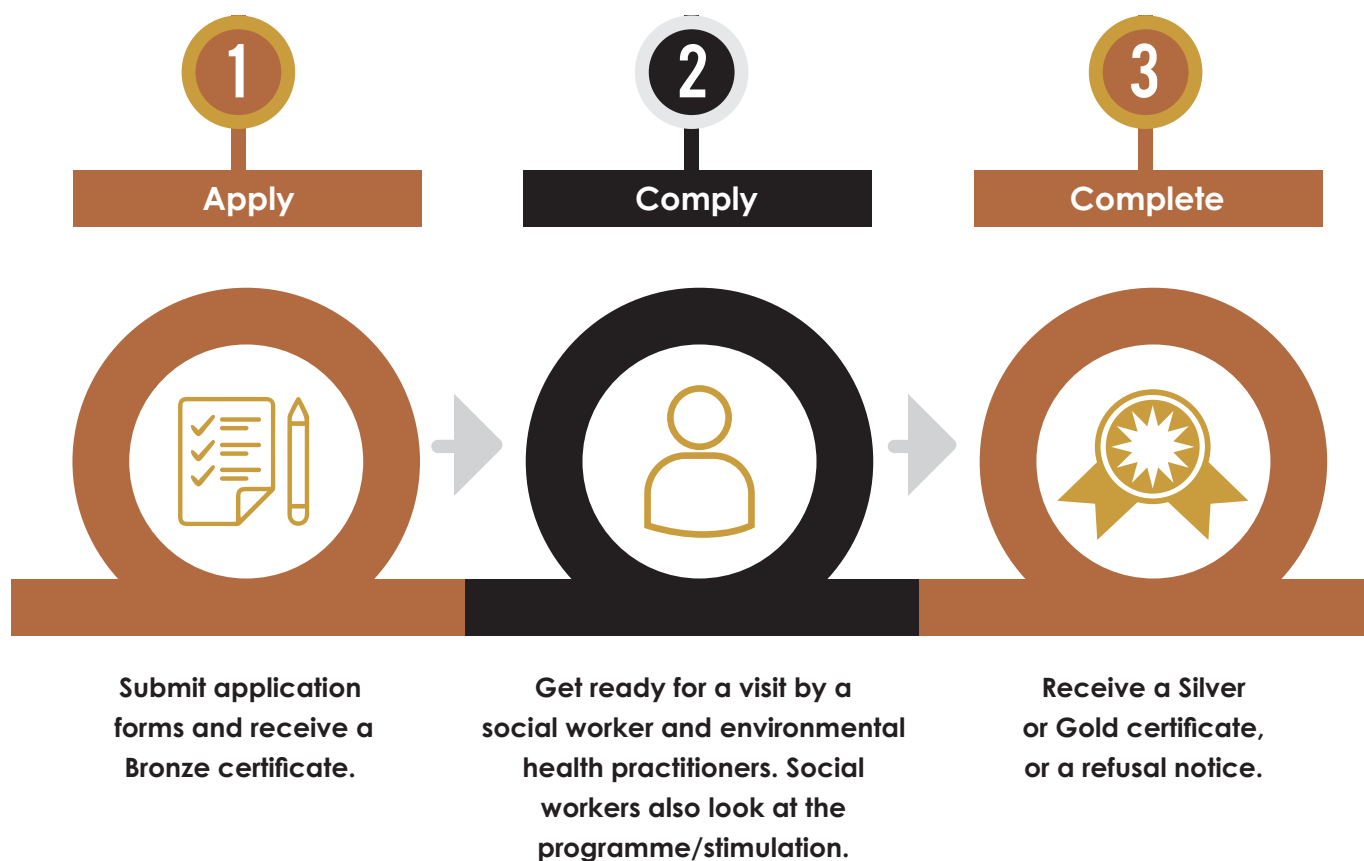
ARE YOU NON-CENTRE BASED?

 **Examples: Childminders, playgroups, toy libraries, mobile programmes**

YES, if you tick ONE of these:

- ✓ 6 children or less.
- ✓ Children attend for 2-4 hours a day and no more than 16 hours a week in total.

THREE STAGES OF REGISTRATION



UNDERSTANDING REGISTRATION STATUSES

UNDERSTANDING WHAT THE DIFFERENT CERTIFICATES ARE FOR REGISTRATION



Bronze Certificate

You will receive a Bronze certificate that is valid for 1 year once your application has been approved. You can then go onto the next stage which is COMPLY.



Silver Certificate

This is a conditional registration for 3 years (although this period may vary from province to province). It means you have not met all the requirements but have 3 years to correct this.



Gold Certificate

You have met all the all requirements and are fully registered for 5 years (although this period may vary from province to province).



Refusal Notice

You didn't make it, but you have another chance.

You will be told what the reasons are for the refusal but you might have another chance. You will be given 1–6 months to address the problems before the social worker makes a follow-up visit. An ELP won't have another chance if it is deemed to pose an immediate serious risk to children.

REGISTRATION PROCESS

Take it slowly and carefully. These checklists will help guide you through the process.

APPLY CHECKLIST

Get all your forms ready before you go online. You can get copies certified at any police station.

- ✓ Complete the eCares application (<https://user-registration.dbecares.gov.za/>)
- ✓ Upload copies for EACH of your staff members of these documents
 - ID document
 - Form 30
- ✓ Confirm that your ECD programme meets 15 basic health and safety standards

COMPLY CHECKLIST

Complete and submit key registration documents online. Details about these documents are in the next section.

- ✓ Business Plan
- ✓ Hand-Drawn Site Layout
- ✓ Founding documents (If applicable)
- ✓ Emergency plan
- ✓ **Prepare for a visit by a social worker who will check that you meet the health and safety standards for Silver and Gold registration**
- ✓ You have completed the forms which the social worker will look at on site

THE KEY SILVER AND GOLD REGISTRATION DOCUMENTS EXPLAINED

BELOW ARE THE KEY DOCUMENTS FOR SUBMISSION EXPLAINED

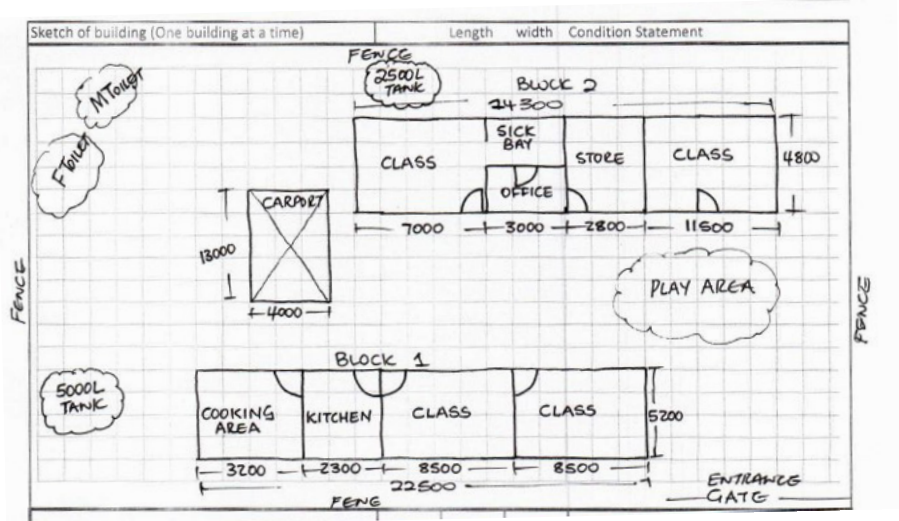
1. Business Plan

Your business plan provides an overall picture of your programme and helps the Department of Basic Education (DBE) understand how you run your programme. You can find an example of a business plan in our helpful documents section on page 9.

Sections to Include:

- B1: Programme Overview:** Describe your ECD programme in detail and who it is aimed at.
- B2: Financial Overview:** Explain how you manage your money including the fees you charge, your income, and monthly expenses.
- B3: Management Structure:** List the names of the people who run or are responsible for the programme. For a Non-Profit Organisation (NPO), this would be your management committee.
- B4: Daily Programme:** Show what you do and when you do it including activities like play, meals, rest, and learning.
- B5: Discipline Policy:** Explain how you manage children's behaviour using positive guidance and avoid harsh or physical punishment.

2. Hand-Drawn Site Layout



Pretend to be a bird flying over the building where you run your ECD programme. Imagine the building has no roof and make a simple sketch of what you see.

Please note that the measurements of this drawing are done in centimeters (cm) but it will be easier for you to measure in meters (m) or with your footsteps (e.g. If it takes you 15 steps from the beginning of the kitchen to the end, then write "15 steps" on your drawing).

What to Include:

- ➡ Draw the layout of your site as seen from above.
- ➡ Label rooms (e.g. classroom, kitchen, toilets, play area).
- ➡ Add the size of the rooms and features like windows, doors, basins, and outdoor play area.

3. Founding Document (Constitution)

Centre based only

This only applies if your ECD is set up as a certain type of organisation (voluntary association, non-profit organisation, trust, for-profit company, partnership) you will need to submit your founding governance document or a constitution. A constitution is a document that describes why a voluntary association exists and how it is governed.

Key Sections to Include in a Constitution:

-  Organisation's name and purpose
-  How it is governed and the roles different people play
-  Rules for decision-making and finances

4. Emergency Plan

An Emergency Plan is a legal requirement and should be displayed where the staff can see it. It outlines steps to follow during emergencies or disasters including a route for leaving the building quickly and safely. It must include a list of emergency phone numbers.

WHAT THE SOCIAL WORKER WILL INSPECT ON THE SITE VISIT

	Attendance Register		Knowing who is absent and present each day is important for good management and planning, and essential if you want to apply for the ECD Subsidy.
	Accident and Incident Register (Centre based only)		Records of accidents, illnesses and other harmful events that occur at the ECD programme. These provide an important record, which can be shared with parents, detailing what happened and what steps staff took.
	Child Admission Form		Before a child enrolls in a programme, parents should complete a child admission form that provides basic personal information about the child. It is important that the staff know about any medical or other problems.
	Health and Hygiene Policy		Lists your rules for keeping your facility clean, ensuring that children and staff are safe and healthy, and describes how you manage sick children.
	Proof of qualifications (This applies to the Supervisor and Lead Practitioner ONLY, not all staff members. For Gold only)		Certified copies of the highest educational qualifications of each staff member.

KEY SELECTED STANDARDS

CENTRE BASED

NON-CENTRE BASED

Child Safe Environment

- ⇒ Structure provides protection from rain, wind, and sun, and is stable and not at risk of collapse.
- ⇒ Children protected from open fires, the cooking area, any hot surfaces and electrical wires, plugs or fittings, heights, stairs, deep excavations and open water.
- ⇒ No harsh discipline.

- Same as centre based SILVER but also includes:
- ⇒ Buildings comply with the building standards.
 - ⇒ Approved fire control equipment which is serviced and up to date.

Same as centre based SILVER.

Same as centre based SILVER.

Health & Hygiene

- ⇒ Health, illness and hygiene policy which is implemented.
- ⇒ There should be 1 toilet for every 30 children or 1 potty for every 5 children. A toilet must either have a reduced pot and height or must have a seat adjuster and step.
- ⇒ There is a basic first aid kit which includes sterile gauzes, medical tape, liquid soap, instruction book and disposable gloves.

- Same as centre based SILVER but also includes:
- ⇒ Cooling facilities.
 - ⇒ One staff member is trained in first aid.

Same as centre based SILVER.

- ⇒ Health, illness and hygiene policy which is implemented.
- ⇒ One staff member is trained in first aid.
- ⇒ Additional sanitation requirements for children under 3 years and children aged 3 and older.

Stimulation Care

- ⇒ 1m squared of unobstructed floor space per child.
- ⇒ Drinking water and at least one meal and one snack per day (full day programmes).
- ⇒ Staff-to-child ratio at least:
 - 0-18 month – 1:6
 - 18 months and 5 years – 1:20
- ⇒ Supervisor or Lead Practitioner has either basic training in ECD or one year of experience of working with children.

- Same as SILVER but also includes:
- ⇒ Staff-to-child ratio at least:
 - 18 months to 3 years, 1:12
 - Age 3-4, 1:20
 - Age 5-6, 1:30
 - ⇒ For every staff member there must be an assistant.
 - ⇒ Supervisor or lead practitioner must have either:
 - The National Certificate in ECD: at NQF Level 1-6
 - an appropriate ECD qualification; or
 - three years experience of working in ECD
 - ⇒ Daily programme includes free play and varied activities, such as play, arts, singing and story-sharing.

Same as centre based SILVER.

Same as centre based GOLD.

MUNICIPAL REQUIREMENTS

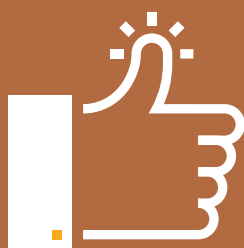
Environmental Health Practitioners (EHPs) from the municipality will visit your centre during the COMPLY stage of registration. They will check that the facility is safe, and isn't overcrowded.

If you meet the standards, they will give you a Health Certificate which will state the maximum number of children who can attend your programme. If you don't meet all the standards, they will give you a Health Inspection Report which will tell you what you need to do next. The certificate or report then needs to be given to your social worker so that your application can proceed.



There are other municipal requirements too and you must comply with all of these. The main ones relate to land use, buildings and fire safety. Ask your social worker who to contact at the municipality to find out more.

COMPLETING THE REGISTRATION PROCESS



This is the last stage. You are almost done!

The Department of Basic Education in your district will check all your documents and conduct a social work site inspection. If you have completed all the documents correctly and you meet the basic standards for registration you will get a Silver or Gold certificate. If not, you may get a refusal notice.

TIPS FOR SUCCESS

PREPARATION TIPS

- ➡ Conduct a readiness assessment. This will be done by the call center or through a NGO partner.
- ➡ Use provided document templates on next pages.
- ➡ Ensure all documents are accurate and complete before submission.
- ➡ Check that your ECD meets the basic standards, and if not, work to make sure that it does.

CLICK HERE FOR ALL IMPORTANT SILVER AND SITE VISIT DOCUMENTS

<https://ecdinfohub.org/mass-registration/silver/>

HELPFUL INFORMATION



CLICK HERE FOR ALL IMPORTANT SILVER AND SITE VISIT DOCUMENTS

CENTRE
BASED

NON-
CENTRE
BASED

DOCUMENT CHECKLIST

FOR SUBMISSION

Business plan	✓	✓
- ECD programme overview	✓	✓
- Management Committee Structure	✓	✓
- Fees and Finances	✓	✓
- Daily programme	✓	✓
- Disciplinary policy	✓	✓
Gold: Approved building plan, Silver: Application for building plan approval OR Hand-drawn site layout	✓	✗
Founding document (Constitution if voluntary association)	✓	✗
Emergency plan	✓	✓

FOR SITE VISIT

Accident and incident register	✓	✓
Health, illness and hygiene policy	✓	✓
Attendance Register	✓	✓
Child admission form	✓	✓
Staff qualifications (for GOLD)	✓	✓
Health certificate / Environmental Health Report can be used	✓	✓

S1 - BUSINESS PLAN

S1.1: ECD PROGRAMME BUSINESS PLAN - PROFILE

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, the reference number given to you when you started the BRONZE application.)

E

ECD PROGRAMME NAME

YEAR OF OPENING

(The year in which the ECD programme started operating.)

NAME AND SURNAME OF APPLICANT/OWNER

(Person applying on behalf of the ECD programme.)

PROVINCE

LOCAL MUNICIPALITY

PHYSICAL ADDRESS

STREET NUMBER

STREET NAME

POSTAL CODE

TOWN/CITY

TELEPHONE NUMBER

EMAIL ADDRESS

THE PROGRAMME IS OPEN DURING THE FOLLOWING TIMES:

Daily opening time:

Daily closing time:

NUMBER OF DAYS OPEN PER WEEK

(Tick number of days)

1

2

3

4

5

OVERVIEW OF ECD PROGRAMME

PROVIDE THE AIM OF THE PROGRAMME AND WHO IT TARGETS:

PLAN FOR CLASS GROUPS AND STAFF COMPOSITION

CLASS NAME/NUMBER	AGE RANGE	TARGET NUMBER OF CHILDREN	PLANNED NUMBER OF STAFF

SI.2: FINANCIAL OVERVIEW

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the BRONZE application)

E

ECD PROGRAMME NAME

MONTHLY FEE STRUCTURE

(Only fill in what is relevant to your fees at your programme)

	AGE GROUP	FULL DAY FEE PER CHILD (Rand per month)	HALF DAY FEE PER CHILD (Rand per month)
PARENTS AND GUARDIANS ARE CHARGED FEES AS FOLLOWS:			

MONTHLY INCOME

(Money you receive from fees, donations, government subsidy and other sources)

Fees	R
Donations	R
Other:	R
Other:	R
Other:	R
TOTAL REVENUE	R

MONTHLY EXPENSES

(The things you need to spend money on to run your programme. This includes food, toys, rent, staff wages, fixing the structure or equipment, water, electricity, gas)

Water	R
Rent	R
Food expenses	R
Cleaning equipment and materials	R
Other:	R
Other:	R
Other:	R
Other:	R
Other:	R
TOTAL OPERATING EXPENSES	R
PROFIT (Income minus operating expense)	R

SI.3: MANAGEMENT STRUCTURE

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the bronze application)

E								
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ECD PROGRAMME NAME

MANAGEMENT STRUCTURE

DOES YOUR ECD PROGRAMME HAVE A MANAGEMENT COMMITTEE OR BOARD OR TRUSTEES?

YES

NO

If the answer is “**YES**”, complete the table below

If the answer is “**NO**”, give the names of the responsible person/owner in the table below

MANAGEMENT COMMITTEE/ BOARD MEMBERS/ TRUSTEES/OR RESPONSIBLE OWNER/APPLICANT	NAME OF PERSON / MEMBER	POSITION

You may include the below proposed positions if they form part of your committee:

CHAIRPERSON: Runs the meetings and makes sure everyone follows the agenda

VICE CHAIRPERSON: Assists the chairperson and takes over their responsibilities when absent

TREASURER: Oversee finances of organisation

SECRETARY: Takes minutes during meetings and makes sure records are in order

ORDINARY MEMBER: People who provide input on discussions concerning organisation

You may include the below proposed positions if there is no management committee

OWNER/RESPONSIBLE PERSON: Owns the ECD centre or is responsible for day-to-day running of the centre

S1.4: DAILY PROGRAMME

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the bronze application)

E

ECD PROGRAMME NAME

DAILY PROGRAMME

AGE GROUP

TIME

ACTIVITY

AGE GROUP

TIME

ACTIVITY

TIP: The length of time for each activity should be guided by how long each age group can concentrate for. You should have a daily program for each class or age group.

Programme must include **MEALS, SNACK TIMES, SLEEP/REST** (full time programmes).

Other activities can include:

SMALL GROUP TIMES:

Adult-led activities that support development in areas such as creativity, early literacy, numeracy, cognitive development, and fine motor skills.

FREE PLAY:

Extended time for children to play with adults providing support, ideas, and extension of learning

LARGE GROUP TIMES:

Adult-led activities that enable children to have fun and use movement and music to have fun and develop gross motor, language, and other skills.

STORY TIME:

Adults share books and stories with children, encouraging lots of conversation to support early language and literacy development.

SI.5: DISCIPLINE POLICY

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the bronze application)

E								
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ECD PROGRAMME NAME

The programme aims to create a place where staff and children are respectful and kind to one another. We commit to being an example to our children and showing them the behaviours that we want our children to learn through using positive discipline and not punishment. Positive discipline teaches children how to behave well, without hurting them, scaring them or making them feel small. These are values we want the children to learn, and we encourage parents to reinforce these values at home.

We will support children to behave well by:

- Using positive guidance, distraction, and redirection to help manage children's behaviour.
- Set reasonable rules for children's behaviour, tell them about the rules and ensure that the rules are applied consistently.
- Seeing potential problems before they happen and preventing them from taking place (e.g. too few toys).
- Helping children to understand the consequences of bad behaviour and when it is important to say sorry.
- Be an example of behaviour that children sometimes find hard such as patience and sharing.

- Raising any concerns about a child's development or behaviour with the caregiver or parent in a private conversation.

Behaviour such as biting, hitting, kicking, pinching, and pushing is quite common among young children. For children at our programme to remain safe and enjoy their environment we will deal with this kind of behaviour firmly and promptly, using the methods described above, and encouraging them to speak to an adult when they feel frustrated.

We commit to never:

- physically hit, smack, slap, kick or pinch a child
- threaten to physically punish a child
- use rude and unkind language towards a child

The safety of all children is a priority for us. We reserve the right to ask parents to remove their child from the programme if the child continues to behave aggressively and poses a risk to other children.

Tick below to confirm that you agree with this discipline policy:



We have adopted the above Discipline Policy for our ECD Programme and have a printed copy on hand at our site.

S2 – HAND DRAWN SITE LAYOUT

ECD PROGRAMME NAME

PRETEND YOU ARE A BIRD FLYING OVER YOUR ECD CENTRE AND TRY TO DRAW OUT WHAT YOU WOULD SEE FROM ABOVE:

1. Measure out the boundaries of the site and draw them with measurements in metres, close to the edges of the space on the left.
2. Draw within the boundaries of the site and draw them with measurements in metres, close to the edges of the space on the left.
3. Write the measurements of the buildings (how long and wide they are) onto the drawing.
4. Mark out the different rooms within the buildings including measurements of the rooms.
5. Label what each of the spaces is used for e.g. classroom, kitchen, outdoor play area, toilet.
6. Draw shapes to show fixtures and large equipment and how many of them - such as toilets, basins, kitchens counters, cupboards and jungle gyms. Also show doors and windows.

S4 – EMERGENCY PLAN

FIRE

1. Make sure children are safe by evacuating them to the assembly point or safe area.
2. Call the fire department.
3. The fire extinguisher or bucket of sand should be used to put out fires that can be controlled.
4. If the fire is out of control, do not try and put the fire out yourself.
5. Close doors and windows as you leave to contain the fire.
6. Children must be accounted for at the assembly area.

GAS LEAK OR DANGEROUS MATERIAL SPILLS

1. Make sure the children are safe by evacuating them to a safe area.
2. Do not touch light switches or use your cell phone or electrical equipment in the area.
3. If the spill or leak is serious, call 112.

SUSPICIOUS, VIOLENT OR HARMFUL ACTS

1. Do not open the door to see what is happening.
2. Do not confront the person.
3. Keep children inside and away from the windows.
4. If you hear shooting nearby, get all the children to lie on the floor.
5. Lock the door.
6. Call the police.
7. Do not leave the room until it is safe to do so.

ACCIDENTS AND INJURIES

1. Inform the family about any accident, injury, knocks to the head.
2. In a medical emergency stabilise and comfort the child.
3. Call ambulance service or the national cell phone emergency 112.
4. An adult must be with the child at all times including when transported to the hospital.

DRAW OR DESCRIBE YOUR EVACUATION PLAN HERE:

Nearest exit: Assembly point:

!! HEALTH WARNING SIGNS IN CHILDREN !!

If you notice these warning signs inform the parent and seek medical guidance:

- **COUGHING:** A child is coughing and breathing fast
- **FEVER:** A child's temperature is over 37° or their head is very hot to the touch, they are sweating, shivering and not hungry
- **VOMITING:** A child cannot keep food or liquids down
- **RUNNY TUMMY:** A child has a constant liquid diarrhoea and has swollen eyes



**EMERGENCY
NUMBERS**

LOCAL POLICE STATION:
CLOSEST CLINIC:
FIRE DEPARTMENT:
AMBULANCE SERVICE:

V1: ACCIDENT AND INCIDENT REGISTER

This is a record of **ALL incidents and accidents** involving the health and safety of children and staff. Every incident entry should be **signed by the parent/guardian and the staff member**.

DATE DD/MM/ YYYY	TIME	DESCRIBE WHAT HAPPENED (What, when, where it happened, was there blood?)	WHO WAS INVOLVED (Names of children, staff or any other person involved)	WHAT ACTION WAS TAKEN (Was further medical attention needed, first aid treatment?)	PARENT/ GUARDIAN SIGNATURE (At least one signature)	STAFF MEMBER SIGNATURE

TYPES OF HEALTH AND SAFETY ACCIDENTS AND INCIDENTS INVOLVING CHILDREN AND STAFF INCLUDE:

- Any accident or injury to a child, such as cuts, bumps, bruises, burns, or more serious injuries requiring medical attention.
- Injuries to children or unusual behaviour upon a child arriving at the ECD programme that is a cause for concern.
- Attacks on children, staff members, or parents nearby.
- Break-ins, burglaries, or theft of property on the premises.
- Fire, flood, gas leak, or electrical failure on the premises.

V2: HEALTH AND HYGIENE POLICY

MEDICAL NEEDS AND CHRONIC ILLNESS OF CHILDREN:

- Staff will ensure a safe and healthy environment for children.
- Smoking is not allowed on the premises.
- Relevant medical information will be recorded when a child is enrolled, kept up to date, and confidential.
- Staff will monitor children for signs of illness or disease. Warning signs in children include coughing, fever, vomiting and runny tummy.
- Any illness or issue will be reported to the parent or family right away.
- Children who are sick or unwell will be allowed to rest away from other children.
- Any child who is thought to have an infectious disease (measles, chickenpox, etc.) will be immediately separated from other children the parents/caregivers will be contacted to collect the child. Parents will be informed that the child can only return to the programme when safe to do so.
- In emergencies, children will be taken to the nearest hospital/clinic.
- Parents will be informed immediately if head lice, body lice, or scabies are noticed, and children cannot return until condition has cleared.
- Authorised staff members will administer chronic medication, e.g. like asthma or HIV treatment, maintaining confidentiality.
- All staff will be informed about children's allergies and disabilities, in order to provide appropriate support, and maintain confidentiality.

PROTECTIVE MEASURES TO REDUCE THE SPREAD OF DISEASES FOR CHILDREN AND PRACTITIONERS:

- Handwashing is the best way to prevent the spread of infection:
 - ✓ Staff will wash their hands well with soap and water, after helping with toileting and nappy-changing, and before handling or serving food.
 - ✓ Children will wash their hands with soap and water after using the toilet, and before having food and snacks.
- Staff will use latex gloves or plastic packet over hands when dealing with injuries or blood.
- Staff will keep their own skin intact and healthy and will cover any cuts or sores with waterproof bandages until they heal.
- Areas where a child or staff member has been treated for illness or injury, the area will be disinfected immediately
- Any waste from caring for a child who is sick or had an accident should be safely disposed of.
- Staff will teach children not to touch other people's blood or fluids.
- Staff will teach children how to handle their own bleeding, like nosebleeds or small cuts.

PROGRAMME HYGIENE ROUTINES:

- Staff will ensure that the facility is cleaned every day, including:
 - ✓ keeping toilet facilities (including pit toilets) clean and free of offensive smells to avoid attracting flies.
 - ✓ ensuring toilet facilities have enough toilet paper and soap for washing hands
 - ✓ wiping down mattresses, toys, equipment and other surfaces.
 - ✓ cleaning toys that go in children's mouths, by scrubbing with them soapy water, rinsing, soaking in sanitiser (if possible) for 2 minutes leaving to air dry
 - ✓ keeping the outside area clear of litter, animal faeces and stagnant water; and

- ✓ removing waste and disinfecting dustbins regularly.
- Potties and toilets will be cleaned after each use and disinfected at least once a day.
- Sheets, blankets, and towels will be washed weekly, and immediately if wet or soiled.
- During nappy changes, staff will ensure the following to prevent the spread of germs:
 - ✓ Any nappy changing area will be away from the food preparation area
 - ✓ Cover any faeces or urine on the diaper.
 - ✓ Place the used nappy in a covered trash bin.
 - ✓ Disinfect the changing area.
 - ✓ Clean the baby's hands by wiping them
 - ✓ Staff will wash hands with soap and water after changing the nappy
 - ✓ Staff will ensure that the designated space for sick children is:
 - ✓ Clear at all times and is not used for storage purposes
 - ✓ Must be free of bad odours, fumes and gases
 - ✓ When in use, other children are kept out of the area, especially if a child is suspected of having an infectious disease
- If there is Artificial or synthetic grass, staff should make sure that it should be cleaned regularly with the cleaning materials to prevent bad smells and other health risks

Maintaining a Sand pit:

- If there is a sandpit,
- Staff will ensure that children are always supervised in the sand pit
- Toys must be removed from the sand pit daily, and the pit must be covered when not in use
- The sand pit must be raked and hosed down once a week to remove dirt and let the sand air. Disinfectant must be used when needed.
- Sand must be replaced once a year
- Contamination of the sand pit (with faeces, blood or other bodily fluids) must be cleaned using mild detergent or disinfectant or cleaned by raking salt through the sand.
- Severely contaminated sand must be replaced.

HYGIENIC MILK PREPARATION AND MANAGEMENT FOR CHILDREN WHO ARE BOTTLE OR BREASTFED:

- There must be a specific area for preparing and washing bottles and teats.
- There should be safe water for washing bottles and teats.
- Milk bottles need to be stored in a cooling facility (e.g. a fridge) to prevent the milk from spoiling
- Bottles, teats, and caps must be washed with soapy water to remove all traces of milk.
- All feeding bottles must be sterilized to prevent infection.

MEDICATION POLICY:

- Staff will not give medicine to a child without the permission from a parent or a caregiver.
- Staff will record all medicine given to children.
- Staff will ensure that any medicine brought to the facility for a child by a parent or caregiver:
 - ✓ is labelled clearly with the child's name.
 - ✓ is given according to written instructions on how and when it should be given to the child; and
 - ✓ is stored out of reach of children.

V3: ATTENDANCE REGISTER

ECD PROGRAMME NAME PRACTITIONER NAME

MONTH AND YEAR CLASS PRACTITIONER SIGNATURE

DATE DD/MM/ YYYY	TIME	DESCRIBE WHAT HAPPENED (What, when, where it happened, was there blood?)	WHO WAS INVOLVED (Names of children, staff or any other person involved)	WHAT ACTION WAS TAKEN (Was further medical attention needed, first aid treatment?)	PARENT/ GUARDIAN SIGNATURE (At least one signature)	STAFF MEMBER SIGNATURE

TYPES OF HEALTH AND SAFETY ACCIDENTS AND INCIDENTS INVOLVING CHILDREN AND STAFF INCLUDE:

- Any accident or injury to a child, such as cuts, bumps, bruises, burns, or more serious injuries requiring medical attention.
- Injuries to children or unusual behaviour upon a child arriving at the ECD programme that is a cause for concern.
- Attacks on children, staff members, or parents nearby.
- Break-ins, burglaries, or theft of property on the premises.
- Fire, flood, gas leak, or electrical failure on the premises.

V2: HEALTH AND HYGIENE POLICY

MEDICAL NEEDS AND CHRONIC ILLNESS OF CHILDREN:

- Staff will ensure a safe and healthy environment for children.
- Smoking is not allowed on the premises.
- Relevant medical information will be recorded when a child is enrolled, kept up to date, and confidential.
- Staff will monitor children for signs of illness or disease. Warning signs in children include coughing, fever, vomiting and runny tummy.
- Any illness or issue will be reported to the parent or family right away.
- Children who are sick or unwell will be allowed to rest away from other children.
- Any child who is thought to have an infectious disease (measles, chickenpox, etc.) will be immediately separated from other children the parents/caregivers will be contacted to collect the child. Parents will be informed that the child can only return to the programme when safe to do so.
- In emergencies, children will be taken to the nearest hospital/clinic.
- Parents will be informed immediately if head lice, body lice, or scabies are noticed, and children cannot return until condition has cleared.
- Authorised staff members will administer chronic medication, e.g. like asthma or HIV treatment, maintaining confidentiality.
- All staff will be informed about children's allergies and disabilities, in order to provide appropriate support, and maintain confidentiality.

PROTECTIVE MEASURES TO REDUCE THE SPREAD OF DISEASES FOR CHILDREN AND PRACTITIONERS:

- Handwashing is the best way to prevent the spread of infection:
 - ✓ Staff will wash their hands well with soap and water, after helping with toileting and nappy-changing, and before handling or serving food.
 - ✓ Children will wash their hands with soap and water after using the toilet, and before having food and snacks.
- Staff will use latex gloves or plastic packet over hands when dealing with injuries or blood.
- Staff will keep their own skin intact and healthy and will cover any cuts or sores with waterproof bandages until they heal.
- Areas where a child or staff member has been treated for illness or injury, the area will be disinfected immediately
- Any waste from caring for a child who is sick or had an accident should be safely disposed of.
- Staff will teach children not to touch other people's blood or fluids.
- Staff will teach children how to handle their own bleeding, like nosebleeds or small cuts.

PROGRAMME HYGIENE ROUTINES:

- Staff will ensure that the facility is cleaned every day, including:
 - ✓ keeping toilet facilities (including pit toilets) clean and free of offensive smells to avoid attracting flies.
 - ✓ ensuring toilet facilities have enough toilet paper and soap for washing hands
 - ✓ wiping down mattresses, toys, equipment and other surfaces.
 - ✓ cleaning toys that go in children's mouths, by scrubbing with them soapy water, rinsing, soaking in sanitiser (if possible) for 2 minutes leaving to air dry
 - ✓ keeping the outside area clear of litter, animal faeces and stagnant water; and

- ✓ removing waste and disinfecting dustbins regularly.
- Potties and toilets will be cleaned after each use and disinfected at least once a day.
- Sheets, blankets, and towels will be washed weekly, and immediately if wet or soiled.
- During nappy changes, staff will ensure the following to prevent the spread of germs:
 - ✓ Any nappy changing area will be away from the food preparation area
 - ✓ Cover any faeces or urine on the diaper.
 - ✓ Place the used nappy in a covered trash bin.
 - ✓ Disinfect the changing area.
 - ✓ Clean the baby's hands by wiping them
 - ✓ Staff will wash hands with soap and water after changing the nappy
 - ✓ Staff will ensure that the designated space for sick children is:
 - ✓ Clear at all times and is not used for storage purposes
 - ✓ Must be free of bad odours, fumes and gases
 - ✓ When in use, other children are kept out of the area, especially if a child is suspected of having an infectious disease
- If there is Artificial or synthetic grass, staff should make sure that it should be cleaned regularly with the cleaning materials to prevent bad smells and other health risks

Maintaining a Sand pit:

- If there is a sandpit,
- Staff will ensure that children are always supervised in the sand pit
- Toys must be removed from the sand pit daily, and the pit must be covered when not in use
- The sand pit must be raked and hosed down once a week to remove dirt and let the sand air. Disinfectant must be used when needed.
- Sand must be replaced once a year
- Contamination of the sand pit (with faeces, blood or other bodily fluids) must be cleaned using mild detergent or disinfectant or cleaned by raking salt through the sand.
- Severely contaminated sand must be replaced.

HYGIENIC MILK PREPARATION AND MANAGEMENT FOR CHILDREN WHO ARE BOTTLE OR BREASTFED:

- There must be a specific area for preparing and washing bottles and teats.
- There should be safe water for washing bottles and teats.
- Milk bottles need to be stored in a cooling facility (e.g. a fridge) to prevent the milk from spoiling
- Bottles, teats, and caps must be washed with soapy water to remove all traces of milk.
- All feeding bottles must be sterilized to prevent infection.

MEDICATION POLICY:

- Staff will not give medicine to a child without the permission from a parent or a caregiver.
- Staff will record all medicine given to children.
- Staff will ensure that any medicine brought to the facility for a child by a parent or caregiver:
 - ✓ is labelled clearly with the child's name.
 - ✓ is given according to written instructions on how and when it should be given to the child; and
 - ✓ is stored out of reach of children.

REGISTRATION FRAMEWORK



CENTRE BASED/PARTIAL CARE STANDARDS		
SILVER	GOLD	TIPS
SAFE ENVIRONMENT FOR KIDS		
Children appear to be comfortable and content, and there is no harsh discipline, (such as smacking).	Same as SILVER	★ Make sure the children feel safe and happy in your classroom. ★ Make sure you don't use harsh discipline methods such as shouting and smacking children. ★ Also, check that your discipline policy mentions no harsh discipline methods should be used.
The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).	Same as SILVER.	
There is no broken or dangerously unstable furniture or equipment which may harm children.	Same as SILVER.	
There is adult supervision at all times.	Same as SILVER.	Make sure your children are never left alone at your centre, even with limited staff (also include accompanying to toilets).
The structure provides protection from rain, wind, and sun, and appears to be stable and not at risk of collapse.	Same as SILVER.	You do not have to have a brick wall. Check that: ★ the walls do not lean. ★ the roof is secure. ★ there are no holes that could cause leaks. ★ windows are not broken.
Floors surfaces are safe and clean.	Floor surfaces are safe and clean, and water cannot seep through.	★ Floors that can be cleaned include tiles, wood, treated concrete, vinyl, or plastic. ★ Make sure the floors can be cleaned or washed easily. ★ Check that the floors are solid, without holes or sharp areas that could harm a child.
Children are protected from open fires, the cooking area and any hot surfaces, and cannot reach or touch electrical wires, plugs or fittings.	Children are protected from open fires, the cooking area and any hot surfaces, and cannot reach or touch electrical wires, plugs or fittings. There are no exposed electrical wires.	
No smoking is allowed at the site.	Same as SILVER.	



Children are protected from heights, stairs, deep excavations and open water that could pose a danger to them.	Same as SILVER.	This standard is about falling from heights or into deep excavations. You can protect children from these risks by using safety measures such as: ★ Protective barriers ★ Fences ★ Other ways to limit access to dangerous areas.
There is fire control equipment - at minimum a bucket of sand.	There is approved fire control equipment which is serviced and up to date.	Bucket of sand should be a dedicated bucket of sand and should not be used for any other purposes. If fire extinguisher is used, make sure it is serviced when required.
If the ECD programme arranges transport for children: (a) vehicles are safe and not overloaded; (b) transport providers comply with safety measures, including adherence to speed limits, and ensuring all passengers are seated; (c) children are not transported in open vehicles, or in the front seat or boot.	Transport operators are registered, suitably trained, screened against Part B of the Child Protection Register and possess the necessary licences and permits as prescribed by the National Land Transport Transition Act, 2000 (Act No. 22 of 2000), and other relevant national transport policies and regulations determined by the Department of Transport; where necessary, transport is accessible to children with disabilities and other special needs.	This standard only applies if your program provides transport for children.

PROPER CARE FOR SICK CHILDREN

There is a designated space or room to care for sick children.	At ECD programmes with more than 50 children, there is a separate room or sick bay to care for ill children.	Having a separate room only applies at GOLD level to ECD programmes with more than 50 children. ECD programmes with fewer than 50 children, still need to meet the silver requirement. ★ For silver, a designated space means a specific area for sick children to rest. ★ This could be a separate room or a quiet corner away from other children. ★ Examples include a spot in the principal's office or a quiet area in the playroom.
Where there is connectivity there is easy access to a telephone for notifying a parent or caregiver when necessary, or for calling for assistance in an emergency.	Same as SILVER.	Remember, this does not apply to programmes where there is no connectivity.
Written policies include procedures for identifying and dealing with the medical needs of children who become ill and of children with chronic illnesses.	Same as SILVER.	This can be covered by a written policy or could be displayed on a wall.



Staff can describe policies and processes for identifying and dealing with children who are ill.	Same as SILVER.	
There are records of children's medical conditions, allergies, immunisation programme and Vitamin A schedule.	Same as SILVER.	Where children have records of the Vitamin A schedules, the programme should keep a copy.
There are records of health incidents and accidents that occur at the ECD programme.	Same as SILVER.	The programme should keep accident and incident register.
There is a basic first aid kit which includes adhesive bandages, scissors and soap.	There is a basic first aid kit include sterile gauzes, medical tape, liquid soap, instruction book and disposable gloves.	Keep a first aid kit with all the necessary items in a clearly marked container.

ADEQUATE SPACE AND VENTILATION

There are doors and windows that can be opened and closed to provide ventilation (fresh air). Staff and children can see to read and play inside.	Same as SILVER.	
No requirement at SILVER	Areas for different functions (cooking, play, storage) are appropriately demarcated.	★ At SILVER, there is no specific requirement, but work towards meeting the Gold standard. ★ At Gold, check if activities are happening in the right spaces. ★ For example, children should not play in the food preparation area, and food should not be prepared in the playroom.
No requirement at SILVER	Where applicable, new buildings and alterations to buildings comply with the building standards as set out by the National Building Regulations and Building Standard Act, 1997 (Act No.103 of 1997).	★ At SILVER, there is no requirement for the programme to meet. ★ At GOLD, if you plan to make changes to your building structure, make sure you have approved building plans or a decision letter from the authorities.
There is sufficient indoor space for children to play freely (at least 1 square metre of unobstructed floor space per child, not including passageways, bathrooms or storage areas).	Same as SILVER.	



SAFE DRINKING WATER

Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing, cleaning and cooking).	Same as SILVER.	Programme should not run out of water.
Water containers are covered at all times.	Same as SILVER.	

HYGIENIC AND ADEQUATE TOILET FACILITIES

There are handwashing facilities for children to wash their hands with fresh water. (At least one facility for every 30 children).	There is one washbasin or other suitable container for handwashing for every 20 children, provided that such container is cleaned and the water changed regularly.	Remember a handwashing facility can be a tippy tap.
There is: A. 1 toilet for every 30 children, with reduced pot size or height, OR with a seat adjuster and step; OR B. 1 potty for every 5 children.	For children up to the age of three years, there is: A. 1 toilet for every 20 children, with reduced pot size or height, OR with a seat adjuster and step; OR B. 1 potty for every child.	★ At SILVER, the standard applies to all ages. ★ At GOLD, this standard only applies if there are children aged 3 years or younger, or older. ★ You can use ventilated pit latrines as toilets if they are made safe for children. This means they should have a safe concrete foundation, a junior seat or seat converter, and stairs.
Waste from potties is disposed of hygienically.	Same as SILVER.	★ If potties are not used, this standard does not apply. ★ Solid waste should be thrown away in the toilet. ★ Toilets for disposal of waste can be ventilated pit latrines, trench latrines, regular toilets, or soakaway pits.
Potties are cleaned after use and disinfected in a properly demarcated area.	Same as SILVER.	★ If potties are not used, this standard does not apply. ★ You can disinfect potties by using water and cleaning detergent.
There is a safe and clean nappy changing area with a surface that can be easily cleaned, which is situated away from the food preparation area.	Same as SILVER.	★ If children do not wear nappies, this standard does not apply. ★ You can use a mattress with a cleanable plastic covering as a nappy-changing area.
No requirement at SILVER.	For children aged three years and older where sewage systems are available, there is 1 toilet and 1 hand washing basin for every 20 children.	★ At SILVER, the requirement is 1 toilet for every 30 children or 1 potty for every 5 children, for all ages. There is no other requirement to meet. ★ This question can be marked as N/A if there are no sewage facilities or no children 3 years and older.



No requirement at SILVER.	Where no sewage facilities are available, an appropriate toilet is available at the partial care facility or immediately adjacent to the partial care facility.	★ At SILVER, the requirement is 1 toilet for every 30 children or 1 potty for every 5 children, for all ages. There is no other requirement to meet. ★ A ventilation improved pit toilet can also be considered, if it is safe for children. ★ This question can be marked as N/A if there are sewage facilities or no children 3 years and older.
No requirement at SILVER.	Toilets have reduced pot size and height, or there is a seat converter and step.	This standard applies to children 3 years and older.
All toilets must be safe and hygienic.	Same as SILVER.	Safe toilets may be a flush toilet, portable toilet or a ventilated improved pit latrine. All toilets should have a reduce pot size and height or have a seat converter with a step. Toilets should be clean and free of offensive smells.

SAFE STORAGE OF ANYTHING THAT MIGHT BE HARMFUL TO CHILDREN

Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.	Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, are kept in separate child-proof containers, which are clearly marked and cannot be reached by children.	★ At SILVER, dangerous items must be out of reach. ★ You should work towards the GOLD standard by storing them in child-proof containers that are labelled.
No requirement at SILVER.	Cleaning agents are kept in clearly marked containers and cannot be reached by children.	★ At SILVER, there is no specific requirement for programmes to meet. ★ You should work towards meeting the GOLD standard. ★ Make sure all locally bought detergents are clearly labelled and kept out of reach.

ACCESS TO REFUSE DISPOSAL SERVICES OR TO ADEQUATE MEANS OF DISPOSAL OF REFUSE GENERATED AT THE PARTIAL CARE FACILITY

Where there are no municipal waste collections, waste is disposed of in a refuse pit or using other hygienic disposal methods which are not accessible to children.	Same as SILVER.	This standard only applies if there is no municipal waste collection at the ECD programme.
Waste bins are kept covered.	Same as SILVER.	
No requirement at SILVER.	The waste bins and waste disposal areas are cleaned and disinfected regularly.	At SILVER, there is no requirement for programmes to meet, work towards the gold standard.



A HYGIENIC AREA FOR THE FOOD PREPARATION OF FOOD FOR CHILDREN

There is a separate, clean and safe area for preparing food and for cleaning up afterwards.	Same as SILVER.	This question can be marked as N/A if the programme does not prepare meals.
No requirement at SILVER.	There are cooling facilities for perishable foods and prepared bottles.	★ At SILVER, there is no requirement for programmes to meet. ★ You should work towards meeting the GOLD standard if your programme buys fresh food every day or uses prepared bottles. ★ A cooling facility could be a fridge or another cooling device.

MEASURES FOR THE SEPARATION OF CHILDREN OF DIFFERENT AGE GROUPS

No requirement at SILVER.	Where possible, children are separated into the following age categories in separate rooms or spaces: (i) Children under the age of 18 months; (ii) children between the ages of 18 and 36 months; (iii) children between the ages of 3 and 4 years; and (iv) children between the ages of 4 and 6 years.	"Where possible" means when there is enough space for different groups or classes.
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THE DRAWING UP OF ACTION PLANS FOR EMERGENCIES

There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.	Same as SILVER.	
No requirement at SILVER.	Staff and children are aware of procedures to follow in the case of an emergency.	

THE DRAWING UP OF POLICIES AND PROCEDURES REGARDING HEALTH CARE AT THE PARTIAL CARE FACILITY

Written policies include practices aimed at preventing the spread of infectious diseases (such as handwashing and ensuring bed linen/blankets and towels are washed regularly).	Same as SILVER.	★ This can be covered by a written policy or could be displayed on a wall. ★ A template for the Health and Hygiene Policy is in the document pack available to all ECD programmes.
Written policies cover cleaning routines and standards.	Same as SILVER.	★ Policies should cover how the space is cleaned for example how often the toilet facilities are cleaned. ★ A template for the Health and Hygiene Policy is in the document pack available to all ECD programmes.



No requirement at SILVER.	At least one staff member is trained in first aid.	
No requirement at SILVER.	There is a register for administering medicines.	
Written policies cover confidentiality of health-related information.	Same as SILVER.	★ Your HIV policy may cover confidentiality. ★ Keep policies in a file or display them on the wall; a template is available in the document pack.

REGULATIONS

Check: ★ Attendance register ★ Child admission form ★ Accident and incident register	Same as SILVER.	Templates are included in a document pack available to all ECD programmes.
No requirement at SILVER	A partial care facility or the provider of a partial care service must keep a separate file in respect of each child in which the following information must be filed: (a) all documents relating to the child received at the time of admission; (b) any documented correspondence relating to the child; (c) reports and notes by the provider of a programme within a partial care facility on any developmental delay or disability of the child with particular reference to any possible deviation from the normal development of the child in regard to his or her age; (d) reports and notes by the provider of a programme within a partial care facility on any irregular behavioural pattern of the child; and (e) reports and notes on any injury or bruise observed during the daily care of the child, including any observations which may relate to the possible abuse of the child.	This is a requirement for GOLD Keep a separate file for each child with the following: ★ All documents received at admission. ★ Any documents or letters about the child. ★ Reports on developmental delays or disabilities. ★ Reports on irregular behaviour. ★ Reports on any injury or bruise, including possible abuse. ★ You may not keep individual files, but you may use plastic sleeves, file dividers or a concertina file.
No requirement at SILVER.	A file must be kept of each staff member employed at a partial care facility including any period of absence from the partial care facility.	At GOLD, keep a file for each staff member, including details of any time away from work.



No requirement at SILVER	Any register or file kept in terms of this regulation must be kept for a period of at least three years after the date of termination of the partial care service in respect of a child at a partial care facility.	GOLD Requirement: Keep any register or file for at least three years after a child leaves the partial care facility.
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THE PROVISION OF APPROPRIATE DEVELOPMENTAL OPPORTUNITIES

Programmes- (a) are appropriate to the developmental needs and stages of the children attending (there are toys and activities appropriate for children of different ages).	Same as SILVER.	★ Check if the activities and toys you are using are suitable for the children's age and abilities. Some examples include ★ For children under 1 year: rattles and soft toys. ★ For children aged 1-3 years: stacking toys, shape sorters, or large-piece puzzles. ★ For children aged 3-6 years: building blocks, pretend play sets, and more challenging puzzles. ★ You may want to use shorter group times with younger children, as they cannot focus for long.
Check Daily Programme includes free play.	Same as SILVER.	★ Free play is when children have the freedom to play in whatever way they want (indoors and out). ★ Make sure there is at least one session of free play in the daily programme. ★ Free play allows children to explore and engage freely with materials, activities, and interest areas.
Check Daily Programme includes varied activities, such as play, arts, singing and story-sharing.	Same as SILVER.	

PROGRAMMES AIMED AT HELPING CHILDREN TO REALISE THEIR FULL POTENTIAL

Check Daily Programme includes rest time.	Same as SILVER.	★ Make sure your Daily Programme includes time for sleep/nap if the programme runs a full day. ★ If the programme closes earlier, children may rest at home, so you can select N/A.
Programmes support children to develop language and communication skills, through plenty of talk and interaction between practitioner and children and amongst children.	Same as SILVER.	★ Make sure you are doing activities like story time, book-sharing, singing, or reading to the children. ★ Include activities that develop language, such as extending conversations, listening activities, and having lots of reading materials (e.g. books, posters, pamphlets). Ask yourself: ★ Are you interacting with the children? ★ Are the children interacting with each other? ★ Do you encourage interaction?



CARING FOR CHILDREN IN A CONSTRUCTIVE MANNER AND PROVIDING SUPPORT AND SECURITY

Check Discipline Policy submitted as part of Business Plan.	Same as SILVER.	★ Make sure your discipline policy does not allow harsh or physical punishments. ★ A template for a Discipline Policy is included in the document pack available to all ECD programmes.
Full-day programmes ensure that children receive at least one meal and one snack per day. (The meal or snack can be provided by the parent or caregiver.)	Same as SILVER.	
Meals and snacks provided by the programme reflect good nutritional standards.	Same as SILVER.	Make sure the daily menu includes a mix of protein (like lentils, beans, or meat), fruits, and vegetables. Mark this question as N/A if the programme does not provide meals.
The staff-to-child ratio must: (a) For children between 0-18 month – 1:6 (b) For children between 18 months and 5 years – 1:20	The staff-to-child ratio must: (a) for children between the ages one month and 18 months be, 1:6; (b) for children between the ages 18 months and three years be 1:12; (c) for children between the ages three and four years be 1:20; and (d) for children between the ages five and six years, 1:30; and (e) for every staff member stipulated above, there must be an assistant.	The staff-to-child ratio means the number of staff members needed for a certain number of children. For example: ★ For children between 1 month and 18 months, the ratio is 1 staff member for every 6 children.

RESPECT FOR AND NURTURING OF THE CULTURE, SPIRIT, DIGNITY, INDIVIDUALITY, LANGUAGE AND DEVELOPMENT OF EACH CHILD

Educators utilise one medium of instruction in class and use translations wherever possible to ensure all children can understand.	Same as SILVER.	You should use one language in class and translate when needed to help all children understand.
Children are allowed to communicate in the language of their choice and preference, and all opportunities are taken to foster their mother tongue.	Same as SILVER.	When children speak in their mother tongue, they should be allowed to fully express themselves.

MEETING THE EMOTIONAL, COGNITIVE, SENSORY, SPIRITUAL, MORAL, PHYSICAL, SOCIAL AND COMMUNICATION DEVELOPMENT NEEDS OF CHILDREN

Programmes communicate regularly with parents and caregivers, and alert them to any concerns regarding the development and wellbeing of their child.	Same as SILVER.	
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The programme provides opportunities for children to handle small objects and use utensils, and to practice larger co-ordinated movements.	Same as SILVER.	★ Make sure the children have activities that help them use their small muscles, like drawing, painting, threading, and cutting. ★ Plan activities that involve large movements, like running and playing outside. ★ Use outdoor play for large muscle activities. If there is no outdoor space, find ways for the children to use their large muscles indoors, such as by setting up spaces for standing or building.
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REGULATIONS

The Supervisor or lead practitioner has either basic training in ECD or one year of experience of working with children.	An applicant for registration of an early childhood development programme must possess the following qualifications, skills and training: a) (i) The National Certificate in Early Childhood Development at National Qualification Framework (NQF) Level 1-6 of the South African Qualifications Authority; (ii) an appropriate early childhood development qualification; or (iii) a minimum of 3 years' experience of working in the early childhood development field; (b) appropriate knowledge about early childhood development; (c) the ability to identify, record and report on the progress and developmental needs of the child to inform early childhood development opportunities and interventions.	SILVER requirement: Basic ECD training does not have to be accredited training. GOLD requirement: you need to have a qualification or 3 years experience.
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NON-CENTRE BASED / NON-PARTIAL CARE NORMS AND STANDARDS

SILVER	GOLD	tips
THE PROVISION OF APPROPRIATE DEVELOPMENTAL OPPORTUNITIES		
1. Programmes- (a) are appropriate to the developmental needs and stages of the children attending (there are toys and activities appropriate for children of different ages).	Same as SILVER.	Check if the activities and toys you are using are suitable for the children's age and abilities. Some examples include: ★ For children under 1 year: rattles and soft toys. ★ For children aged 1-3 years: stacking toys, shape sorters, or large-piece puzzles. ★ For children aged 3-6 years: building blocks, pretend play sets, and more challenging puzzles. ★ You may want to use shorter group times with younger children, as they cannot focus for long.
Check Daily Programme includes free play.	Same as SILVER.	Free play is when children have the freedom to play in whatever way they want (indoors and out). ★ Make sure there is at least one session of free play in the daily programme. ★ Free play allows children to explore and engage freely with materials, activities, and interest areas.
Check Daily Programme includes varied activities, such as play, arts, singing and story-sharing.	Same as SILVER.	
PROGRAMMES AIMED AT HELPING CHILDREN TO REALISE THEIR FULL POTENTIAL		
Children appear to be comfortable and content, they participate in routines and activities, and there is no harsh discipline (such as smacking).	Same as SILVER.	★ Make sure children feel comfortable and come to you freely. ★ Watch if children are doing activities and playing with each other. ★ Check the discipline policy to make sure it helps create a good environment.
Check Daily Programme includes rest time.	Same as SILVER.	★ Make sure your Daily Programme includes time for sleep/nap if the programme runs a full day. ★ If the programme closes earlier, children may rest at home, so you can select N/A.



Programmes support children to develop language and communication skills, through plenty of talk and interaction between practitioner and children, and amongst children.	Same as SILVER.	★ Make sure you are doing activities like story time, book-sharing, singing, or reading to the children. ★ Include activities that develop language, such as extending conversations, listening activities, and having lots of reading materials (e.g. books, posters, pamphlets). Ask yourself: ★ Are you interacting with the children? ★ Are the children interacting with each other? ★ Do you encourage interaction?
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CARING FOR CHILDREN IN A CONSTRUCTIVE MANNER AND PROVIDING SUPPORT AND SECURITY

There are handwashing facilities for children to wash their hands with fresh water. (At least one facility for every 30 children).	There is 1 washbasin or other suitable container for handwashing for every 20 children, provided that such container is cleaned and the water changed regularly.	Remember a hand washing facility can also be a tippy tap.
There is: a. 1 toilet for every 30 children, with reduced pot size or height, OR with a seat adjuster and step; OR b. 1 potty for every 5 children.	For children up to the age of three years there is: a. 1 toilet for every 20 children, with reduced pot size or height, OR with a seat adjuster and step; OR b. 1 potty for every child.	★ At SILVER, the standard applies to all ages. ★ At GOLD, this standard only applies if there are children aged 3 years or younger, or older. ★ You can use ventilated pit latrines as toilets if they are made safe for children. This means they should have a safe concrete foundation, a junior seat or seat converter, and stairs.
Waste from potties is disposed of hygienically.	Same as SILVER.	★ If potties are not used, this standard does not apply. ★ Solid waste should be thrown away in the toilet. ★ Toilets for disposal of waste can be ventilated pit latrines, trench latrines, regular toilets, or soak away pits.
Potties are cleaned after use and disinfected in a properly demarcated area.	Same as SILVER.	★ If potties are not used, this standard does not apply. ★ You can disinfect potties by using water and cleaning detergent.
There is a safe and clean nappy changing area with a surface that can be easily cleaned, which is situated away from the food preparation area.	Same as SILVER.	★ If children do not wear nappies, this standard does not apply. ★ You can use a mattress with a cleanable plastic covering as a nappy-changing area.



No requirement at SILVER.	For children aged three years and older— (i) where sewage systems are available, there is one toilet and one hand washing basin for every 20 children.	★ At SILVER, the requirement is 1 toilet for every 30 children or 1 potty for every 5 children, for all ages. There is no other requirement to meet. ★ This question can be marked as N/A if there are no sewage facilities or no children 3 years and older.
No requirement at SILVER.	(ii) where no sewage facilities are available, an appropriate toilet is available at the partial care facility or immediately adjacent to the non - partial care facility.	★ At SILVER, the requirement is 1 toilet for every 30 children or 1 potty for every 5 children, for all ages. There is no other requirement to meet. ★ A VIP toilet can also be considered, if it is safe for children. ★ This question can be marked as N/A if there are sewage facilities or no children 3 years and older.
No requirement at SILVER.	Toilets have reduced pot size and height, or there is a seat converter and step.	This standard applies to children three years and older.
All toilets must be safe and hygienic	Same as SILVER.	★ Safe toilets may be a flush toilet, portable toilet or a ventilated improved pit latrine. ★ All toilets should have a reduced pot size and height or have a seat converter with a step. Toilets should be clean and free of offensive smells.
Check Discipline Policy submitted as part of Business Plan.	Same as SILVER.	★ Make sure your discipline policy does not allow harsh or physical punishments. ★ A template for a Discipline Policy is included in the document pack available to all ECD programmes.
The structure provides protection from rain, wind and sun and is not at risk of collapse.	Same as SILVER.	You do not have to have a brick wall. Check that: ★ the walls do not lean. ★ the roof is secure. ★ there are no holes that could cause leaks. ★ windows are not broken. If the programme runs outside, mark this as N/A.
The premises inside and out are safe, clean and well-maintained (outdoor must be free from litter and animal faeces).	Same as SILVER.	
Children are protected from heights, stairs, deep excavations and open water that could pose a danger to them.	Same as SILVER.	This standard is about falling from heights or into deep excavations. You can protect children from these risks by using safety measures such as: ★ Protective barriers ★ Fences ★ Other ways to limit access to dangerous areas.



There is no broken or dangerously unstable furniture or equipment which may harm children.	Same as SILVER.	
Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.	Same as SILVER.	
Children are protected from open fires, the cooking area and any hot surfaces, and cannot reach or touch electrical wires, plugs or fittings.	Same as SILVER.	
There is sufficient indoor space for children to play freely (at least 1 square metre of unobstructed floor space per child, not including passageways, bathrooms or storage areas).	Same as SILVER.	
There is fire control equipment - at minimum a bucket of sand.	Same as SILVER.	At SILVER you may want to check if there is a designated bucket of sand.
There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.	Same as SILVER.	
Where there is connectivity, there is easy access to a telephone for notifying a parent or caregiver when necessary or for calling for assistance in an emergency.	Same as SILVER.	
No smoking is allowed on site	Same as SILVER.	
Safe and clean drinking water is always available, and there is sufficient safe water for the other needs (e.g. handwashing, cleaning and cooking).	Same as SILVER.	
Check Health and Hygiene Policy.	Same as SILVER.	★ Make sure your Health and Hygiene Policy includes practices like managing sick children, preventing the spread of diseases, and cleaning routines. ★ Keep your policy in a file or display it on the wall for easy access.
(a) Full-day programmes ensure that children receive at least one meal and one snack per day. (The meal or snack can be provided by the parent or caregiver.)	Same as SILVER.	This applies to full day programmes such as day mothers.
(b) Meals and snacks provided by the programme reflect good nutritional standards.	Same as SILVER.	★ Make sure the daily menu includes a mix of protein (like lentils, beans, or meat), fruits, and vegetables. ★ Mark this question as N/A if the programme does not provide meals.



There is adult supervision at all times.	Same as SILVER.	Make sure your children are never left alone, even with limited staff.
Staff can describe policies and processes for identifying and dealing with children who are ill.	Same as SILVER.	All staff must be aware of the contents of the Health and Hygiene Policy.
No requirement at silver	At least one staff member is trained in first aid.	
The staff-to-child ratio must: (a) For children between 0-18 month – 1:6 (b) For children between 18 months and 5 years – 1:20	The staff-to-child ratio must: (a) for children between the ages one month and 18 months be, 1:6; (b) for children between the ages 18 months and three years be 1:12; (c) for children between the ages three and four years be 1:20; and (d) for children between the ages five and six years, 1:30; and (e) for every staff member stipulated above, there must be an assistant.	★ The staff-to-child ratio means the number of staff members needed for a certain number of children. For example: ★ For children between 1 month and 18 months, the ratio is 1 staff member for every 6 children.

RESPECT FOR AND NURTURING OF THE CULTURE, SPIRIT, DIGNITY, INDIVIDUALITY, LANGUAGE AND DEVELOPMENT OF EACH CHILD

Educators utilise one medium of instruction in class, and use translations wherever possible to ensure all children can understand.	Same as SILVER.	You should use one language in class and translate when needed to help all children understand.
Children are allowed to communicate in the language of their choice and preference, and all opportunities are taken to foster their mother tongue.	Same as SILVER.	When children speak in their mother tongue, they should be allowed to fully express themselves.

MEETING THE EMOTIONAL, COGNITIVE, SENSORY, SPIRITUAL, MORAL, PHYSICAL, SOCIAL AND COMMUNICATION DEVELOPMENT NEEDS OF CHILDREN

Programmes communicate regularly with parents and caregivers, and alert them to any concerns regarding the development and wellbeing of their child.	Same as SILVER.	
The programme provides opportunities for children to handle small objects and use utensils, and to practice larger co-ordinated movements.	Same as SILVER.	Make sure the children have activities that help them use their small muscles, like drawing, painting, threading, and cutting. ★ Plan activities that involve large movements, like running and playing outside. ★ Use outdoor play for large muscle activities. If there is no outdoor space, find ways for the children to use their large muscles indoors, such as by setting up spaces for standing or building.



REGULATIONS

The Supervisor or lead practitioner has either basic training in ECD or one year of experience of working with children.

An applicant for registration of an early childhood development programme must possess the following qualifications, skills and training:

- a) (i) The National Certificate in Early Childhood Development at National Qualification Framework (NQF) Level 1-6 of the South African Qualifications Authority;
- (ii) an appropriate early childhood development qualification; or
- (iii) a minimum of three years experience of working in the early childhood development field;
- (b) appropriate knowledge about early childhood development;
- (c) the ability to identify, record and report on the progress and developmental needs of the child to inform early childhood development opportunities and interventions.

SILVER requirement: Basic ECD training does not have to be accredited training.

GOLD requirement: you need to have a qualification or 3 years' experience.