

Forms Completed/Submitted	
1. Application Form - Form 11	
2. Application Form - Form 16	
3. Required Municipal Clearances	
Land Use	Zoning certificates
	Consent and departures
	Approved building plans
Environmental Health	Acceptability of Food Services
	Health clearance
Fire & Rescue	Fire clearances
4. Name Clearances	
CPR	Form 29
	Form 30
Supporting Documents	
5. Description of the skills of the manager	
6. Business Plan, including the following:	
<ul style="list-style-type: none"> • Staff composition and qualifications 	
<ul style="list-style-type: none"> • Daily programme 	
<ul style="list-style-type: none"> • Hours of operation 	
<ul style="list-style-type: none"> • Fees structure 	
<ul style="list-style-type: none"> • Grievance and Disciplinary Procedure 	
7. Personnel recruitment criteria	
8. Constitution	
9. The emergency evacuation plan and procedure	
10. Lease agreement	
11. Menu/nutrition plan	
12. Child Abuse Policy and Procedures	
13. Admissions Policy	
14. Health Policy	
15. HIV/AIDS Policy	
16. Disability Policy	
17. Summary of Learning Programme	