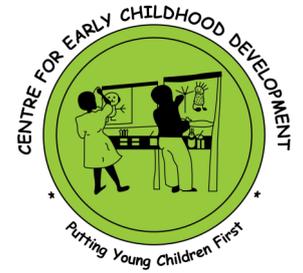


The Process of Registration

Four Steps to Follow



The process of registration as an ECD facility is complex and requires a number of clearances from local and provincial government departments.

Step 1:

Contact the service provider responsible for your area. If you operate in one of our target areas, please contact our Registration Team on registration@cecd.org.za or 021 683 2420 (Lisa Jurgens).

The following will be discussed:

- Registration requirements and procedure (a [Checklist](#) will be provided)
- Minimum [Norms and Standards](#)
- Application Forms
- Subsidy Procedure
- Registration as a Non-Profit Organisation (NPO)

Our field-based ECD assistants can also assist you with this step when they visit your ECD centre.

Step 2:

After consultation with a service provider, meet with the City of Cape Town Municipality (and various local government departments) to submit and obtain the following:

- **Land Use Department** – Submit an application to the Municipality for land use rights and obtain a [Land Use or Zoning Certificate](#) (*without the Land Use Clearance, no other Department will issue compliance certificates*).
Click here to view addresses and contact details for your nearest department
- ([Land Use Planning Office Contact Details](#))
- **Building and Planning Department** - Submit [building plans of centre](#) to City of Cape Town for approval.
- **Environmental Health Department**
 - I. Where food is provided, a [Certificate of Acceptability for the Preparation of Food Services](#) will be issued.
 - II. [Health Clearance](#) - Based on the indoor and outdoor space as well as the number of 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 amount of children that can be accommodated at the centre.
- **Fire and Safety Services** – The Municipality's Fire and Safety Marshals work together with the Environmental Health Practitioner to ensure the health and safety needs of young children are met and will issue their [Fire and Safety Clearance Certificate](#) when both parties are satisfied that all requirements are met.

Step 3:

Once all relevant clearances have been obtained, submit these clearance certificates and the supporting documents listed on the Checklist to the CECD Registration Team. You can either email or hand deliver these documents to our office (at 20 Rosmead Avenue, Claremont, Cape Town).

Step 4:

The CECD Registration Team will then visit the ECD centre to conduct a final assessment, to assess whether:

- The physical conditions of the centre are satisfactory;
- The financial and administrative systems are satisfactory;
- The services and programmes offered to families and young children are satisfactory; and
- The [Minimum Norms and Standards](#) are complied with.

The Process is Complete

Once all of these steps have been completed, the service provider will deliver the complete portfolio of evidence to the Department of Social Development for approval.

- If approved, a certificate will be provided and registration will be granted as a Partial Care Facility, which is valid for 5 years.
- In the event that not all steps are completed satisfactorily, registration may be granted conditionally (valid for maximum of 2 years) and those conditions must be met within the stipulated period in order to gain full registration.

Once registration has expired, applicants will be required to follow the same process described above in order to renew their registration.