

### Checklist for ECD Centres

This checklist provides a list of the forms, policies and Municipal clearances that you need to complete or obtain in order to register your ECD centre. Please email us a copy of these documents as you complete or receive them.

	Requirements	Yes	No	Comments
1.	<b>Form 11 and 16</b>			
1.1	<b>Certified ID copies</b> for all Staff Members			
1.2	<b>Qualifications</b> of all Staff Members (provide a copy of the highest qualification for each staff member)			
2.	<b>Business plan</b> that covers: <ul style="list-style-type: none"> <li>• Daily Activity Plan</li> <li>• Fees Structure</li> <li>• Hours of Operation</li> <li>• Staff Composition and Qualifications of Staff</li> <li>• Disciplinary Policy</li> </ul>			
3.	<b>Lease Rental Agreement/ Title Deed/ Deed of Transfer</b> (depending on type of ownership)			
4.	<b>Constitution</b> , containing: <ul style="list-style-type: none"> <li>• Name of centre</li> <li>• Type of services provided</li> <li>• Composition, powers and duties of management board</li> <li>• Procedure for amending the constitution</li> <li>• Commitment from management to ensure compliance with the norms and standards (Children’s Act 38/2005)</li> </ul>			
5.	<b>Approved Building Plan</b> ( <i>Approved by local municipality with a visible stamp</i> )  If you do not have a copy of the building plan, these can applied for online here: <a href="https://www.capetown.gov.za/City-Connect/Apply/Planning-building-and-development/Building-plan-applications/Apply-for-copies-of-building-plans">https://www.capetown.gov.za/City-Connect/Apply/Planning-building-and-development/Building-plan-applications/Apply-for-copies-of-building-plans</a>  Or you can apply in person at the relevant District Office (depends which area your centre is in – either the office in Athlone, Plumstead, Mitchell’s Plan)  There is a R300 fee to obtain a copy of building plan.			
6.	<b>Emergency Evacuation Plan and Procedures</b>			
7.	<b>Land Use Clearance: Zoning/Consent Use</b> (Indicating that the centre has permission to operate from this premises.  This can be zoning (ie. the building is zoned correctly for an ECD centre, community use, place of instruction) or it can be zoned as residential with Consent to operate an ECD centre.)			
8.	<b>Clearance Certificate for all staff against the National Child Protection Register</b>  Completed Form 29 & 30 and certified IDs for all staff members should be posted <u>and</u> emailed to DSD. Principal to complete			

	<p>Form 30 for herself and should complete form 29 for each staff member, including the cook, driver, gardener etc.</p> <p>These should be posted via registered mail to the address in Pretoria (on the form) AND a copy of the completed forms and certified IDs should be email together with a copy of the registered mail slip to the following email addresses:  JuliannaM@dsd.gov.za  SelemaM@dsd.gov.za – 012 312 7554  RobinM@dsd.gov.za – 012 312 7371</p>			
<b>9.</b>	<b>Fire and Safety Certificate</b>			
<b>10.</b>	<b>Environmental Health Clearance Certificate</b> (Confirming the clearance of environmental health and safety risks. Provide the most recent Environmental Health Report in addition to your Clearance Certificate).			
<b>11.</b>	<b>Food Premises Certificate</b> (Applicable to Partial Care Facilities where food is being prepared.)			
<b>12.</b>	A copy of your <b>ECD Programme Registration</b> (if registered previously)			
<b>13.</b>	A copy of your <b>previous Registration Certificate</b> (if registered previously)			
<b>14.</b>	Copies of <b>any other applicable Registration certificates</b> (NPO, NPC, PBO, etc.)			
<b>Additional Documents</b>				
<b>15.</b>	Staff Recruitment Criteria, indicating your process for recruiting new staff members			
<b>16.</b>	Menu (if provide food)			
<b>17.</b>	Child Abuse Policy and Procedures			
<b>18.</b>	Admission Policy			
<b>19.</b>	Health Policy			
<b>20.</b>	HIV/AIDS Policy			
<b>21.</b>	Disability Policy			
<b>22.</b>	Summary of Learning Programme			