

FROM: Early Learning Resource Unit (Contact: Freda Brock)
ON: Chapters 5 and 6 - Social Development Regulations, Norms and Standards and Associated Forms

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CHAPTER 5
PARTIAL CARE
(Sections 76 – 90 of the Act)

20. Categories of partial care facilities

a and b should be amalgamated and called an early childhood development service in line with the Guidelines for ECD Services

For purposes of registration of a partial care facility the following different types of partial care may be provided for:

- (a) A crèche, providing partial care for a child from birth to an age of 3 years;
- (b) an educare centre, providing partial care for a child from three years until school going age;
- (c) an after school centre, providing partial care for a child attending a primary school;
- (d) a private hostel, providing partial care for children attending a primary or a secondary school;
- (e) a temporary respite care facility, providing temporary full-time partial care for a child during the temporary absence of his or her parent or parents or the caregiver of the child; and
- (f) a place of care providing partial care for children with disabilities who require a high level of support.

21. Exemption from registration as a partial care facility

(1) Partial care provided during excursions, training programmes, social activities, cultural activities, sporting activities, camps or other activities, including overnight partial care, organised and provided by a religious denomination, a social organisation, a cultural organisation or a sports club is exempted from registration in terms of section 80 of the Act.

(2) Partial care organised or provided by casinos or shopping centres or any other similar partial care organised and provided irregularly and for limited periods during the absence of a child's parent, parents or care-giver is exempted from registration in terms of section 80 of the Act.

(3) Notwithstanding the provisions of subregulation (2) a partial care facility or provider of a partial care service referred to in that subregulation must comply with the national norms and standards for partial care contemplated in section 79 of the Act and reflected in Annexure A to these regulations.

(4) A provincial head of social development or, where the function has been assigned to a municipality in terms of section 88 of the Act, the municipal manager, may by way of a written notice of enforcement instruct a partial care facility contemplated in subregulation (2) to terminate its operation in the event of non-compliance with the norms and standards referred to in subregulation (3).

(5) Any person employed at a partial care facility contemplated in subregulation (2) must provide clearance certificates to the effect that his or her name does not appear in Part B of the Register or the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007), to his or her employer.

22. National norms and standards

The national norms and standards with which a partial care facility or provider of a partial care service referred to in regulation 20 must comply as contemplated in section 79 of the Act, are reflected in Annexure A.

23. Application for the registration of a partial care facility

(1) Subject to the provisions of subregulation (2), an application for the registration or conditional registration or for the reinstatement or renewal of registration of a partial care facility must be lodged with the provincial head of social development of the province where the facility is situated in a form that substantially corresponds with **Form 13**.

(2) If the performance of the functions contemplated in sections 80 and 81 of the Act has been assigned to a municipality, an application referred to in subregulation (1) must be lodged with the head of social services of that municipality.

(3) An application referred to in subregulation (1) must contain the following particulars:

- (a) The particulars of the applicant;
- (b) the physical and postal address of the partial care facility;
- (c) the category or categories of partial care in respect of which the application is made;
- (d) the number of children that will be accommodated in each of the categories of partial care in respect of which the application is made;
- (e) the qualifications, skills and experience of the applicant in partial care in the category or categories of partial care in respect of which the application is made; and
- (f) a description of the contents of the programmes and services to be offered, including the aims and objectives.

(4) In addition to the requirement contained in section 81(1)(c)(i) of the Act, an application referred to in subregulation (1) must be accompanied by the following documents:

- (a) A business plan containing –

- (i) the business hours of the partial care facility;
 - (ii) the fee structure;
 - (iii) the day care plan;
 - (iv) the staff composition including an exposition of the staff members' prescribed and other skills with supporting documents and copies of any qualifications of the staff members that would enhance partial care of children; and
 - (v) the disciplinary policy;
- (b) the constitution of the partial care facility which must contain the following information:
- (i) The name of the partial care facility;
 - (ii) the category or categories of children it will cater for;
 - (iii) the composition, powers and duties of the management;
 - (iv) the powers, obligations and undertaking of management to delegate all authority with regards to care, behaviour management and development of children to the head of the partial care facility, where applicable;
 - (v) the procedure for amending the constitution; and
 - (vi) a commitment from the management to ensure compliance with the national norms and standards for partial care facilities reflected in Annexure A;
- (c) an original copy of the approved plans or a copy of the plans that has been submitted for approval if the application for the approval of the plans is still under consideration;
- (d) an emergency plan; and
- (e) clearance certificates to the effect that the name of the applicant and the name of any employee do not appear in Part B of the Register or the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007).

24. Consideration of application

(1) On granting an application referred to in regulation 23(1), the provincial head of social development or, where the function has been assigned to a municipality in

terms of section 88 of the Act, the municipal manager or social service professional concerned, must issue to the applicant a certificate of registration or conditional registration or for the reinstatement or renewal of registration in a form that substantially corresponds with **Form 14**.

(2) The provincial head of social development or, where the function has been assigned to a municipality in terms of section 88 of the Act, the municipal manager or social service professional concerned, may grant an application referred to in regulation 23(1) for a period not exceeding five years.

(3) In granting an application referred to in subregulation (2), the provincial head of social development or, where the function has been assigned to a municipality in terms of section 88 of the Act, the municipal manager or social service professional concerned, may impose such conditions as he or she deems necessary or expedient.

(4) In rejecting an application for registration of a partial care facility, the provincial head of social development must duly inform the applicant of the refusal in a form that substantially corresponds with **Form 15** by registered post and must furnish reasons for such rejection to the applicant.

(5) (a) An applicant or a registration holder aggrieved by a decision of a provincial head of social development may appeal against such decision to the MEC for social development of that province in a form that substantially corresponds with **Form 16** within 90 days of the receipt of such decision.

(b) An applicant or a registration holder aggrieved by a decision in terms of Chapter 14 of the Act by an official in the employ of a municipality in a case where any powers contained in sections 95 to 100 of the Act have been assigned to a municipality, may appeal against such decision to the municipal council concerned in a form that substantially corresponds with **Form 17** within 90 days of the receipt of such decision.

25. Management of partial care facility

(1) A register or registers must be kept by a partial care facility or provider of a partial care service in which the following particulars must be entered:

- (a) The full name, sex, date of birth and identity number of each child;
- (b) the names, addresses and contact particulars of the child's parent or primary care-giver;
- (c) the date of the child's admission to the partial care facility and the date of termination of partial care;
- (d) any chronic medical condition, any dietary requirements and any other critical information for the care and development of the child; and
- (e) any period of absence from the partial care facility, including leave, sick leave or family responsibility leave of any staff member.

(2) 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 documents or correspondence relating to the child;
- (c) reports and notes by the provider of a programme within a partial care facility on the development of the child with particular reference to any possible deviations from the normal development of the child having 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 patterns of the child; and
- (e) reports and notes on any injury or bruises observed during the daily care of the child including any observations which may relate to the possible abuse of the child.

(3) A file must be kept of each staff member employed at a partial care facility.

(4) (a) No physical punishment may be imposed on a child in a partial care facility.

(b) No group punishment for individual behaviour may be imposed on a child in a partial care facility.

(c) Positive disciplinary measures appropriate to the child's age and maturity may be imposed at a partial care facility.

(d) A disciplinary register must be kept in which the name of the child, the nature of the behaviour in respect of which discipline was imposed and the nature of the disciplinary measure must be recorded.

(5) 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.

(6) Any irregular or dysfunctional behaviour of a child in a partial care facility must be brought to the attention of the parent or the caregiver of the child, where their whereabouts are known.

(7) Quarterly progress reports must be furnished to the parent or the caregiver of each child in a partial care facility excluding a baby hotel.

(8) Monthly staff meetings in respect of which minutes are kept must be convened at each partial care facility.

26. Employment of staff at a partial care facility

(1) Any person employed at a partial care facility in a managerial or supervisory capacity or who is directly involved in the partial care of a child must possess the following skills:

- (a) The ability to implement a programme for early childhood development at the level in respect of which that partial care facility has been registered;
- (b) the ability to write reports and notes;
- (c) the ability to identify irregular and dysfunctional behaviour in a child;
- (d) basic numeracy skills;
- (e) a basic knowledge about child development; and
- (f) the ability to assess age related developmental milestones.

(2) Any person employed at a partial care facility after registration of the facility in terms of the regulations must provide –

- (a) a certified copy of his or her identity document;

- (b) proof of his or her skills; and
- (c) clearance certificates to the effect that his or her name does not appear in Part B of the Register or the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007),
to his or her employer.

(2) An employee at a partial care facility who works directly with a child in such facility should be able to communicate with the child in a language which he or she understands.

27. Closure of partial care facility

- (1) When –
- (a) the registration of a partial care facility has been cancelled as contemplated in section 84 of the Act; or
 - (b) a written notice of enforcement instructing a person or organisation operating an unregistered partial care facility to terminate its operation has been issued in terms of section 85 of the Act,

that person or organisation must be allowed a reasonable time to wind up the affairs of that facility and to allow the parents or care-givers of children in that facility to make alternative arrangements for partial care.

(2) When a person or organisation providing partial care intends to terminate its operation, the parents or care-givers of children in that facility must receive at least two months written notice of such intention.

28. Assignment of functions to municipalities

(1) Before a provincial head of social development may assign functions to a municipality as contemplated in section 88 of the Act, he or she must conduct a needs assessment on the assignment of the functions referred to in that section in consultation with the municipality concerned.

(2) The provincial head of social development, before assigning all or part of the functions contemplated in section 88 of the Act, must be satisfied that the municipality concerned has –

- (a) suitable premises available;
- (b) adequate staff who are suitably qualified and skilled, including social service professionals;
- (c) the ability to render assistance to build capacity to ensure compliance with the relevant norms and standards;
- (d) sufficient funds to sustain the functions to be assigned; and
- (e) the capacity to manage the functions to be assigned.

(3) The agreement between the provincial head of social development and the municipal manager contemplated in section 88(2) of the Act must –

- (a) be reduced to writing and signed by the parties in the presence of two witnesses; and
- (b) contain a provision that the particulars referred to in subregulation (4) be reviewed and updated annually.

(4) The agreement between the provincial head of social development and the municipal manager contemplated in section 88(2) of the Act must contain the following particulars:

- (a) A strategic plan containing a business plan for a period of three years, an operational plan for a period of one year and a budget for a period of three years;
- (b) a service level agreement; and
- (c) an organogram for the establishment responsible for the administration of the assigned functions.

CHAPTER 6
EARLY CHILDHOOD DEVELOPMENT
(Sections 91 – 103 of the Act)

29. National norms and standards

These regulations and norms and standards do not cover the range of ECD Programmes as indicated in Section 91 of the Act. Registration as an ECD programme is intended to cover all types of ECD programmes. This will enable the Department to implement the National Integrated Plan for ECD which envisages that the majority of ECD services will not be in the context of partial care. Similarly the Department's model of *ECD sites as Centres of Care and Support for Vulnerable Young Children and their Families* requires broader thinking and regulation.

Regulations should give examples of the types of programmes

Early childhood development programmes include a range of services to children from birth to school going age and their families; including

- Child minding of 6 children or less
- Community based play groups under the auspices of parents and other caregivers on a regular basis but not for partial care purposes
- Home visiting programmes to support young children and their families/caregivers, at a household level, including those that link children with health and social services.
- Parenting support and education programmes.
- Support for the psychosocial needs of young children and their families
- Early childhood development programmes provided at partial care facilities and child and youth care centres as contemplated in section 93(5)
- Other programmes that primarily focus on the care, development and education of children from birth to school going age and/or their families

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Government has not yet decided on the models of provision for community and home services so provision should be made to add to regulations in the future to ensure that they will be regulated.

For example:

The National Department of Social Development shall develop guidelines for practice for the variety of known early childhood development programmes that will facilitate a minimum standard of practice.

National minimum funding norms are needed for all the different types of programmes. These should take account of means tests to be applied, formulae to be applied, and any targeting criteria for service prioritization

The Act as amended requires that different departments should be involved in developing a Strategy. There must be provision in the regulations for ensuring that the strategy is adhered to and monitored. This will involve the establishment of interdepartmental structures at national and provincial level, determining frequency of meeting and monitoring and accountability.

The national norms and standards for early childhood development as contemplated in section 94 of the Act are reflected in Annexure A.

30. Application for the registration of an early childhood development programme

(1) Subject to the provisions of subregulation (2), an application for the registration or conditional registration of an early childhood development programme or the renewal of such programme must be lodged with the provincial head of social development of the province where the early childhood programme is provided in a form that substantially corresponds with **Form 18**.

(2) If the performance of the functions contemplated in sections 96 and 97 of the Act has been assigned to a municipality, an application referred to in subregulation (1) must be lodged with the head of social services of that municipality.

(2) An application referred to in subregulation (1) must contain the following particulars:

- (a) The particulars of the applicant;
- (b) the physical and postal address of the applicant;
- (c) the contact particulars of the applicant;
- (d) particulars of the early childhood development programme in respect of which the application is made;
- (e) an implementation plan for the early childhood development programme in respect of which the application is made;

- (f) the staff composition including an exposition of the staff members' prescribed and other skills with supporting documents and copies of any qualifications in respect of the staff members who will be responsible to provide the early childhood development programme;
- (g) the financial statements of the partial care facility or child and youth care centre including an exposition of the funds available for providing the programme as applied for; and
- (h) a clearance certificate to the effect that the name of the applicant does not appear in Part B of the Register or the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007).

31. Consideration of application

For For ECD centre programmes, the form for partial care registration should be integrated with items required for registration as an ECD programme to prevent complicating the registration process still further by having three stages – local government, and district office for partial care and then the programme.

(1) On granting an application referred to in regulation 30(1), the provincial head of social development or, where the function has been assigned to a municipality in terms of section 102 of the Act, the municipal manager or social service professional concerned, must issue to the applicant a certificate of registration or conditional registration or renewal of registration in a form that substantially corresponds with **Form 19**.

(2) The provincial head of social development or, where the function has been assigned to a municipality in terms of section 102 of the Act, the municipal manager or social service professional concerned, may grant an application referred to in regulation 30(1) for a period not exceeding five years.

(3) In granting an application referred to in subregulation (2), the provincial head of social development or, where the function has been assigned to a municipality in terms of section 102 of the Act, the municipal manager or social service professional concerned, may impose such conditions as he or she deems necessary or expedient.

(4) In rejecting an application for registration of an early childhood development programme, the provincial head of social development or, where the function has been assigned to a municipality in terms of section 102 of the Act, the municipal manager or social service professional concerned, must duly inform the applicant of the refusal in a form substantially corresponding with **Form 20** by registered post and must furnish reasons for such rejection.

(5) (a) An applicant or a registration holder aggrieved by a decision of a provincial head of social development may appeal against such decision to the MEC for social development of that province in a form that substantially corresponds with **Form 21** within 90 days of the receipt of such decision.

(b) An applicant or a registration holder aggrieved by a decision in terms of Chapter 6 of the Act by an official in the employ of a municipality in a case where any powers contained in sections 95 to 100 have been assigned to a municipality, may appeal against such decision to the municipal council concerned in a form that substantially corresponds with **Form 22** within 90 days of the receipt of such decision.

32. Skills and training

Note that the National Certificate has been deregistered and the FETC in Early childhood Development is the correct qualification. A time limit should be specified in which to obtain a Level 4 qualification and the district DoSD needs to provide for mentoring and support for the practitioners undergoing this capacity development.

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- (1) The applicant must possess the following skills and training:
- (a) The National Certificate in Early Childhood Development at National Qualification Framework (NQF) Level 4 of the South African Qualifications Authority; or
 - (b) an appropriate early childhood qualification; or
 - (c) a minimum of three years experience of working in the early childhood development field; and
 - (d) appropriate knowledge about child development;
 - (e) the ability to identify, record and report on the progress and developmental needs of the child to inform early childhood development opportunities and interventions;

- (f) the ability to design and produce stimulating indoor and outdoors activities and routines according to the developmental needs of the children;
- (g) the ability to stimulate, extend and promote all-round development through appropriate adult-child, adult-adult and child-child interactions to enhance emotional, cognitive, spiritual, physical, social development;
- (h) the ability to create awareness of, promote and ensure the all-round safety, protection, security, rights and development of the child according to his or her needs in conjunction with community resources;
- (i) the ability to provide early childhood development programmes that are appropriate to the needs of the children to whom the services are provided, including children with disabilities, chronic illnesses or other special needs; and
- (j) the ability to implement systems, policies and procedures and to manage physical, financial and human resources.

(2) Support personnel are required to undergo basic training to understand the context of early childhood development.

33. Assessment and monitoring of early childhood development programmes

(1) All early childhood development programmes must be subject to assessment and monitoring to determine compliance with the prescribed norms and standards.

(2) Assessment and monitoring must be executed by a competent official or person designated by the provincial head of social development and must be conducted in accordance with the indicators contained in the evaluation guidelines of the Department.

(3) All assessment and monitoring visits must be followed by a full report and development plan that must be submitted to the provincial head of social development and the management of the early childhood development programme.

(4) Assessment and monitoring of early childhood development programmes at partial care facilities and child and youth care centres must take place annually.

(5) The assessment of early childhood development programmes must be assessed in terms of quality assurance contained in a quality assurance report in a form that substantially corresponds with **Form 23**. Please note comment on the form below.

34. Assignment of functions to municipalities

Given that local ECD committees are contemplated in terms of the National Integrated Plan for ECD, should assignment of functions not be more broadly defined than in 102 which pertains to registration functions – and include provisioning of a range of ECD programmes on behalf of the provincial department as appropriate?

(1) Before a provincial head of social development may assign functions to a municipality as contemplated in section 102 of the Act, he or she must conduct a needs assessment on the assignment of the functions referred to in that section in consultation with the municipality concerned.

(2) The provincial head of social development, before assigning all or part of the functions contemplated in section 102 of the Act, must be satisfied that the municipality concerned has –

- (a) suitable premises available;
- (b) adequate staff who are suitably qualified and skilled, including social service professionals;
- (c) the ability to render assistance to build capacity to ensure compliance with the relevant norms and standards;
- (d) sufficient funds to sustain the functions to be assigned; and
- (e) the capacity to manage the functions to be assigned.

(3) The agreement between the provincial head of social development and the municipal manager contemplated in section 102(2) of the Act must –

- (a) be reduced to writing and signed by the parties in the presence of two witnesses; and

- (b) contain a provision that the particulars referred to in subregulation (4) be reviewed and updated annually.

(4) The agreement between the provincial head of social development and the municipal manager contemplated in section 102(2) of the Act must contain the following particulars:

- (a) A strategic plan containing a business plan for a period of three years, an operational plan for a period of one year and a budget for a period of three years;
- (b) a service level agreement; and
- (c) an organogram for the establishment responsible for the administration of the assigned functions.

ANNEXURE A: NATIONAL NORMS AND STANDARDS

(Sections 79; 94; 106; 147; 194 and 216 of the Act)

A. NATIONAL NORMS AND STANDARDS FOR PARTIAL CARE

For the purposes of section 79(2) of the Act, the following are national norms and standards for partial care:

(a) A safe environment for children

1. Children must experience safety and feel cared for whilst at the facility.
2. Premises inside and outside must be safe, clean and well-maintained.
3. Equipment used must be safe, clean and well-maintained.
4. There must be adult supervision at all times.
5. The structure must be safe and weatherproof. The word reasonable is vague
6. Floors must be covered in easy to clean material that is suitable for children to play and sleep on and walls must be safe and easy to clean.
7. All reasonable precautions must be taken to protect children and staff from the risk of fire, accidents or other hazards. Be specific, must comply with fire standards e.g. extinguishers, evacuation plan, structure should be of fire-proofed material
8. Safety measures must be undertaken when transporting children. Such safety measures include: The local authority should surely be involved in ensuring compliance – can this be a function assigned to municipality?

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- (a) ensuring that transport operators transporting children are registered, suitably trained, are qualified and possess the necessary licences and permits as prescribed by the National Land Transport Transition Act No. 22 of 2000 and other relevant national transport policies and regulations determined by the Department of Transport;
- (b) ensuring that all vehicles used to transport children are safe, in good condition and adhere to the requirements as published by the Minister of Transport periodically in terms of the National Land Transport Transition Act No. 22 of 2000;
- (c) ensuring that transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;
- (d) ensuring that transport providers comply with safety measures regulated by the Department of Transport, including adherence to speed limits, ensuring that all passengers are seated regardless of transport mode used;
- (e) ensuring that vehicles used to transport children have the necessary safety characteristics, such as windows and doors opening restrictions, safety equipment and appropriate speed devices;
- (f) ensuring that children are not transported in open vehicles;
- (g) ensuring that there is an adult supervisor in a vehicle transporting children under the age of nine years; and
- (h) ensuring that there is no overcrowding of children in vehicles.

Operators of vehicles should have a PDP license.

Domestic and farm animals must be kept away from places where children play.

(b) Proper care for sick children or children who become ill

1. Staff must have the ability to identify children who are ill and be able to refer them for appropriate health services.
2. Policies and procedures relating to the health care of children whilst at the centre must be in place. Such policies and procedures must cover the following:
 - (a) Admissions criteria for identifying ill children;
 - (b) safe keeping of all medications at a facility;
 - (c) procedures for dealing with children who are ill; and

- (d) guidelines for preventing spread of diseases at facility.
3. The following procedures must be adhered to:
- (a) After identifying children who are ill, the illness or problem must be reported to the parent(s), care-giver or family as soon as possible;
 - (b) the child must be removed from other children to a safe space or room designed to care for ill children;
 - (c) any child assessed to have an infectious disease (measles, chickenpox, etc) must be immediately isolated from other children and referred to the nearest public health care centre for further assessment and treatment;
 - (d) if a child is already on some prescribed medication, that child must receive medication as prescribed and as advised by the parents; and
 - (e) in cases of emergency, the child must be taken to the nearest health facility for treatment and appropriate referrals.
4. The following medical records must be kept:
- (a) separate, confidential and up-to date records of each child's medical history;
 - (b) a record of each child's immunisation programme and Vitamin A schedule ([Road to Health Card](#)); and
 - (c) records of health incidents and accidents occurring at the facility.
5. A first aid kit must be provided and regularly maintained, with trained staff to administer it.

(c) Adequate space and ventilation

- 1. The structure must have adequate ventilation and sufficient light.
- 2. Spaces for different activities and functions must be clearly demarcated.
- 3. The structure must whenever possible allow children to see the outside world.
- 4. Where applicable, new buildings and alterations to buildings must comply with the building standards as set out by the National Building Regulations and Building Standard Act, 1997 (Act No.103 of 1997).

(d) Safe drinking water

- 1. Safe and clean drinking water must always be available.

2. Where water is not from a piped source, it must be treated and made safe using approved national health guidelines for the treatment of water by adding one teaspoon of bleach to 25 litres of water.
3. All water containers and drinking vessels must be covered at all times.

(e) Hygienic and adequate toilet facilities

1. For centres catering for toddlers, junior type of toilets and washbasins should be provided where appropriate.
2. Toilet and hand washing facilities must be reachable for children.
3. For children 0-3 years –
 - (a) there must be developmentally appropriate clean and safe toilets;
 - (b) where there are no sewerage/ablution facilities, potties must be made available and covering provided for them;
 - (c) there must be one potty for every five toddlers;
 - (d) waste from potties must be disposed of hygienically in a toilet;
 - (e) potties must be cleaned after use and disinfected in a properly demarcated area;
 - (f) there must be a clearly demarcated nappy changing area with a surface that can be easily cleaned. This area must be away from the food preparation area.
4. For children 3-6 years –
 - (a) there must be a toilet for every facility and hand washing facilities;
 - (b) where sewerage systems are available, there must be one toilet and one hand washing basin for every 20 children;
 - (c) where no sewerage facilities are available an approved toilet must be available on the premises or immediately adjacent to the premises;
 - (d) where no running water is available, there must be a minimum of 25 litres of drinkable water supplied on a daily basis;
 - (e) where no washbasins are available, one suitable container for every 20 children must be made available, provided that such container is cleaned regularly and closed; and water is changed regularly
 - (f) all toilet facilities must be safe and hygienic.
6. For after care facilities catering for children 6 years and older, there must be –
 - (a) hygienic and safe toilets; and

(b) one toilet and one hand washing basin for every 20 children.

7. There must be adult supervision at all times when children use the toilet.
8. Where applicable the local authority regulations and by-laws in respect to physical characteristics of building and health requirements must be adhered to.

(f) Safe storage of anything that may be harmful to children

1. Medicines, cleaning substances and any dangerous substances must be kept out of reach of children.
2. Medicines and dangerous substances must be kept in separate locked or childproof cupboards.
3. Dangerous objects, materials, sharp instruments and utensils must be kept out of reach of children.
4. Dangerous substances may not be used in the vicinity of children.
5. Electrical plugs must be covered.
6. Paraffin, gas and other electric appliances as well as open fires, heaters must be kept out of reach of children.
7. Cleaning agents must be kept in clearly marked containers and out of reach of children. Duplicates f (1)

(g) Access to refuse disposal services or other adequate means of disposal of refuse generated at the facility

1. Where possible, refuse must be disposed of according to municipality regulations. If not, be specific about it being buried x meters away from facility or stored x meters away from facility.
2. Waste disposal methods must be safe and covered.
3. Waste must be kept out of reach of children.
4. Waste disposal areas must be disinfected regularly.

(h) A hygienic area for the preparation of food for children

1. There must be a separate, clean and safe area for the preparation of food as well as for cleaning up after food preparation.
2. There must be a separate clean and safe area for serving food to the children.
3. There must be cooling facilities for storage of perishable food.

4. There must be adequate storage for food as well as a clean food preparation area.
5. The food preparation area must be clearly marked and out of reach of children.
6. There must be a sufficient supply of clean water as well as cleaning agents.

Needs to be provision for eating space. E.g. at a table or if not available or not culturally appropriate food should be served on a clean cloth on the floor with settings for each child

(i) Measures for the separation of children of different age groups

1. Where applicable, children must be separated into the following age categories in separate rooms or spaces to ensure their development: Babies and toddlers have separate needs but children 3 – 6 need not be separated
 - (a) Babies (under 18 months);
 - (b) toddlers (18-36 months);
 - (c) children 3-4 years of age; and
 - (d) children 4-6 years of age.
2. Where a partial care facility provides after care facilities to children of school going age, they should be kept separate to the above age categories, to ensure that they are able to rest and complete their homework upon their return from school.
3. Where more than 50 children are enrolled for a full day, there must be a separate room or space to be used as an office and a sickbay.

(j) The drawing up of action plans for emergencies

1. Precautions to protect children from risk of fire, accidents and other hazards must be taken.
2. Policies and procedures for dealing with structural and/or environmental emergencies and disasters must be in place. and displayed for staff and parents to see
3. Emergency procedures with relevant contact details must be visibly displayed.
4. Emergency plans must include evacuation procedures.
5. Emergency plans must be up-to-date, regularly tested and reviewed. Specify period for testing e.g. once a quarter for testing, reviewed annually.
6. Staff must be trained in dealing with emergencies.

7. Parents, caregivers and Children must be made aware of emergency procedures.

(k) The drawing up of policies and procedures regarding health care at the facility

Policies must –

1. include procedures to deal with infectious diseases at the facility;
2. include procedure for dealing with the medical needs of sick children and of children with chronic illnesses;
3. ensure that there are standards relating to cleanliness and hygiene at the facility;
4. ensure that there is an adequate supply of cleaning agents and towels at the facility;
5. ensure that the facility has a well-maintained First Aid Kit;
6. provide for the training of staff in First Aid;
7. include record keeping and registers pertaining to storage and use of medicines at the centre;
8. ensure that there is a record of accidents and health related incidents;
9. provide for measures to ensure hygienic food preparation and food storage;
10. promote confidentiality when dealing with health related information;
11. encourage staff to take care of their health, undergo regular medical check-ups, and must include procedures to deal with contagious diseases contracted by staff in order to prevent transmission to children; and
12. promote ongoing staff training and development on keeping a healthy environment, identifying illnesses, preventing the spread of diseases and infectious diseases as well as promoting universal health precaution.

Specify adult to child ratios drawing on the Guidelines for ECD services

B. NATIONAL NORMS AND STANDARDS FOR EARLY CHILDHOOD DEVELOPMENT

For the purposes of section 94(2) of the Act, the following are national norms and standards for early childhood development:

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This section relates largely to ECD centres though some of the items would apply to programmes. It is suggested that when standards are put in place for other forms of ECD programme that this distinction is clear.

As a general point the programming specifications tent to be vague and will be difficult to quality assure unless made more precise.

(a) The provision of appropriate developmental opportunities

1. Programmes must be delivered by staff who have recognised knowledge, training and support to deliver developmental programmes.
2. Programmes must be appropriate to the developmental stages of children.
3. Programmes must respect the culture, spirit, dignity, individuality, language, abilities and development of each child.
4. Programmes must provide opportunities for children to explore their world.
5. Programmes must be organised in a way that each day offers variety and creative activities.
6. There must be a written programme (weekly/monthly/daily plan) of the activities offered
7. The daily programme for an ECD service must be displayed
8. Programmes must be evaluated **in writing** and monitored.

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(b) Programmes aimed at helping children to realise their full potential

1. Children must receive care, support and security.
2. Programmes must promote children's rights to rest, leisure and play through provision of a stimulating environment.
3. Programmes must promote self discovery.
4. Programmes must promote and support the development of motor and sensory abilities in children.
5. Programmes must promote self control, independence and developmentally appropriate responsibility.
6. Activities must promote free communication and interaction amongst children.
7. Programmes must respect and nurture the culture, spirit, dignity, individuality, language and development of each child.

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(c) Caring for children in a constructive manner and providing support and security

From 2 – 7 overlap considerably with Partial care requirements and this should be consolidated there.

1. Creative play and exploratory learning opportunities must be provided to children.
2. Programmes must adhere to the following conditions:
 - (a) Toilet facilities must be safe and clean for children;
 - (b) where there are no sewerage facilities, sufficiently covered chambers (potties) must be available;
 - (c) there must be one chamber for every child;
 - (d) for ages three to six years old, one toilet and one hand washing facility must be provided for every twenty children; and
 - (e) there must be a place for children to wash their hands and generally there should be a facility for the washing of children.
3. Discipline must be effected in a humane way and promote integrity/dignity? with due regard to the child's developmental stage and evolving capacities. Children may not be punished physically by hitting, smacking, slapping, kicking or pinching or isolated without adult supervision.
4. Programmes must adhere to policies, procedures and guidelines related to health, safety and nutrition practices. These must relate to the following:
 - (a) Practices aimed at preventing the spread of contagious diseases;
 - (b) at least one meal per day must be provided;
 - (c) all meals and snacks should meet the nutritional requirements of children;and be age appropriate
 - (d) where children who are bottle-fed are cared for, suitable facilities must be provided for cleaning the bottles;
 - (e) confidential records of the medical history of each child must be kept;
 - (f) policies and procedures relating to health care at the centre must be in place;
 - (g) such policies must address cleanliness, hygiene and safety standards of the centre;
 - (h) records of a child's immunization and Vitamin A schedule must be kept;
 - (i) there must be a clean food preparation area;
 - (j) emergency plans must be in place; and
 - (k) children must be supervised by an adult at all times.

5. Programmes must meet the following requirements in relation to staff:
 - (a) Staff must be trained in implementing early childhood development programmes;
 - (b) staff must be equipped with basic information, knowledge and skills to recognise children's serious illnesses and how to deal with these;
 - (c) staff must be trained in first aid;
 - (d) the child-to-staff ratio must be as follows: this needs to specify that these are staff who work with the children not non teaching staff such as the cook, principal and domestics

1 – 18 months	1:6
18 months to 3 years	1:12
3-4 years	1:20
5-6 years	1:30; and
 - (e) for every staff member stipulated above, there must be an assistant.
6. The physical environment must adhere to the following:
 - (a) The building must be clean and safe at all times;
 - (b) playing areas must be clean and safe and promote free exploration; and
 - (c) there must be 1.5 square metres of indoor playing space per child and 2 square metres of outdoor playing space per child.
7. Safety measures must be undertaken when transporting children. Such safety measures include:
 - (a) Ensuring that transport operators transporting children are registered, suitably trained, are qualified and possess the necessary licences and permits as prescribed by the National Land Transport Transition Act No. 22 of 2000 and other relevant national transport policies and regulations determined by the Department of Transport;
 - (b) ensuring that all vehicles used to transport children are safe, in good condition and adhere to the requirements as published by the Minister of Transport periodically in terms of the National Land Transport Transition Act No. 22 of 2000;
 - (c) ensuring that transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;

- (d) ensuring that transport providers comply with safety measures regulated by the Department of Transport, including adherence to speed limits, ensuring that all passengers are seated regardless of transport mode used;
 - (e) ensuring that vehicles used to transport children have the necessary safety characteristics, such as windows and doors opening restrictions, safety equipment and appropriate speed devices;
 - (f) ensuring that children are not transported in open vehicles;
 - (g) ensuring that there is an adult supervisor in a vehicle transporting children under the age of nine years; and
 - (h) ensuring that there is no overcrowding of children in vehicles.
8. Management must ensure that the following are complied with:
- (a) Administrative systems and procedures must be in place to ensure the efficient management of the facility and its activities;
 - (c) centre information and policies must be given to families before a child is admitted; and
 - (d) records on each child and all centre records must be kept up to date.

(d) Ensuring development of positive social behaviour

1. Programmes must promote understanding of and respect for diversity in gender, language, religion and culture.
2. Activities must include parents and care-givers in the development of positive social behaviour in children.
3. Programmes must promote the development of positive social values.
4. Programmes must be conducted in a non-discriminatory manner.
5. Staff must demonstrate behaviour that promotes positive behaviour by modelling attitudes and interactions with children.

(e) Respect for and nurturing of the culture, spirit, dignity, individuality, language and development of each child

1. Programmes must promote appreciation and understanding for children's culture and language.

2. Educators must utilize one medium of instruction in class. Languages must reflect the home languages of the majority of the children. Additional languages should be introduced so that the languages of the local area are included and reflected.
3. Children must be allowed to communicate in the language of their choice and preference outside class.
4. Cultural diversity must be encouraged and respected by educators and children alike.
5. Programmes may, where appropriate, facilitate late birth registration.
6. Programmes must contribute to the development of a sense of identity in children.

(f) Meeting the emotional, cognitive, sensory, spiritual, moral, physical, social and communication development needs of children This section includes items which suggest that it is an attempt to bring in other forms of ECD programme than centres but is not adequate or very clear in this context

1. Programmes must be appropriate to the developmental stages and evolving capacity of children.
2. Programmes must ensure that parents and care-givers are involved in the development of children.
3. Programmes must provide education and support to parents, caregivers and families to fulfil their responsibilities towards child-rearing and the holistic development of their children.
4. Programmes must be accessible to especially vulnerable children in their homes.
5. For children aged 0-3 years, programmes should, as much as possible include household visits for increased accessibility to children.
6. Programmes must promote cognitive development in children.
7. Programmes must promote the development of sensory and fine motor skills in children. Gross motor??
8. Activities must promote a positive relationship between the centre, families and the community.
9. Programmes must teach age appropriate self control and independent behaviour.

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10. Existing community resources and strengths must be utilized in promoting the development of children.
11. The emotional needs of children must be addressed and children must be encouraged to express their emotions in a safe, supportive and protective environment.
12. Parents, care-givers and families of vulnerable children, children with disabilities and child-headed households must be reached out to provide information, knowledge and skills to promote the development of children in their families.
13. Children must be enabled to develop a positive sense of identity and self worth.
14. Programmes must be based on an integrated approach.
15. Children should feel valued and respected when participating in activities.
16. Programmes must adhere to national policies and guidelines for ECD, for labour legislation and health policy – be more specific.

FORMS

Forms 18 and 19 pertaining to registration of ECD programmes refer only to Partial Care programmes

Form 23 Quality Assurance Report

There will need to be different forms for different types of ECD programme – this is about an ECD service (centre only). As proposed above, this could be provided for later but an indication should be given that regulations/forms will be developed for other forms of ECD programmes.

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Terms like acceptable, not acceptable are too vague to guide practitioners in improving their programmes.