

Standard Operating Procedures

Registration & Funding of Partial Care Facilities
Providing ECD and After School Care Services

**Published by the Foundation for Community Work (FCW)
with support from**

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First published: January 2011
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to develop a user-friendly and easy-to-read publication

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Printed by:
SALTY PRINT, 15 Durham Avenue, Salt River, 7925
Tel: 021 4485620

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Introduction

This publication is intended as a guide to those who want to establish much needed early childhood development (ECD) or after school care programmes and services. It also provides advice and tips for management, good governance and accountability to the community and the families who will be using the services.

“The Provincial Government under the stewardship of the Department of Social Development has identified the care and protection of children as a priority. Therefore everybody involved in ECD and Afterschool Care has a responsibility to work together to make this a province where children and families will grow and thrive, secure in the knowledge that there is a support network to help them navigate the difficult journey of raising children, caring for them and protecting them” (Ms Sharon Follentine, Programme Director, Cape Argus, 8 October 2009).

The Department of Social Development acknowledges that families and communities must be the starting point of our interventions. Therefore, providing ECD services and programmes for young children of preschool age or even afterschool care programmes for older children from Grade R onwards, are interventions that intend to prepare children for the challenges of the formal school system as well as equipping them with life skills and knowledge to make them less vulnerable to abuse and exploitation.

Services for young children are important to strengthen the safety nets for children in our communities. Unfortunately many regard this as an opportunity to generate income instead of providing quality services. Many fail to adhere to the guidelines laid down by the Department of Social Development and start their services before they are actually registered. In recent months the unfortunate incidents of children dying in unregistered sites were highlighted in the media because they were operating illegally. Ms Patricia de Lille, the MEC for Social Development also promised to fast track the backlog of unregistered ECD facilities in the province, and urged parents to ensure that the facilities were registered before enrolling their children (Cape Argus, 19 October 2010). In this regard the local authorities and municipalities play an important role in providing the appropriate zoning and health clearance certificates before an application for registration with the Department of Social Development can be considered.

Quality services is an important issue for the Department of Social Development. A key finding of the 2010 ECD study conducted by the HSRC for the Department of Social Development has shown that more than 50% of the practitioners are untrained, and in order to ensure improved quality services for young children the new Children’s Act indicates that any person who wants to register an ECD programme should have at least 3 years experience or an appropriate SAQA accredited ECD qualification.

It is our hope that this easy-to-read publication will serve as a guide to assist practitioners in the community who want to start services as well as those who are already offering services to structure their programmes and projects in accordance with good standards determined by the Department of Social Development.

The rights of the child are guaranteed by South Africa's constitution and supported by South African legislation, government white papers, policy documents and by national plans and programmes. These are backed up by international conventions, charters and United Nations Committee statements. It is important for you as an ECD practitioner working with young children in preschool and after school care programmes to have some knowledge about these rights and policies. This knowledge will guide and empower you in your work with children.

Since 1994 the government has been reforming the legal status of children in South Africa. The Children's Act (38 of 2005) that came into effect on 1 April 2010 takes our country into a new era of child-care and protection and play a critical role in safeguarding children's protection rights.

The Children's Act takes a developmental approach that emphasizes the State's role in the provision of social services to strengthen the capacity of families and communities to care for and protect children. In addition the Child Justice Act (75 of 2008) makes provision for a special criminal justice process for children in conflict with the law. It includes a focus on individual assessment, diversion and restorative justice. These reform initiatives are linked to the Social Assistance Act (13 of 2004) that guarantees the right to social security for eligible beneficiaries, and the National Health Act (61 of 2003) completes a legal framework that provides a foundation for the provision of early childhood development interventions and programmes.



The importance of Early Childhood Development (ECD)

Early Childhood Development (ECD)

- The time from birth to nine years in each person's life is the period of fastest physical, mental, emotional, social and moral growth and development.
- Research in South Africa and in the rest of the world has shown that the very early years in a person's life are the most important years for their sound development into a good, healthy person.
- These early years of a child's life are a time when they acquire concepts, skills and attitudes that lay the foundation for lifelong learning.
- The early years have also been recognized as the ideal phase for the passing on of values that are important for the building of a peaceful, prosperous and democratic society.
- These values include respect for human rights, appreciation of diversity, anti-bias, tolerance and justice.
- Offering children a good Early Childhood Development experience makes it possible for them to grow and develop to their full potential, and increase educational efficiency required for successful learning and development.
- Early Childhood Development services provide education and care to children in the temporary absence of their parents or adult caregivers. These services should be holistic and demonstrate the appreciation of the importance of considering the child's health, nutrition, education, psycho-social and other needs within the community.
- A good ECD service will also educate children about their rights and responsibilities.
- The ECD service is an important support system within the community.
- Parents, families and communities have a responsibility to complement the services provided at early childhood development centres.
- In order to address the child's needs holistically, it is important that there should be close collaboration between the families and the ECD centre.
- Besides the fact that ECD programmes offer a valuable service, they also create much needed employment opportunities which assist in poverty alleviation.

The importance of After School Care Services

After School Care Services

- After school programmes offer individual attention to children and focuses on mentorship, targeted enrichment, group support, prevention and social education.
- Programmes for school-going children in the afternoons and during school holidays are also important. These ensure a protected environment in which attention is given to homework and the child is encouraged to use free time constructively.
- The impact of after school care programmes is significant and research indicated the following improvements and results in children.
 - o Academic – Improved reading, Improved mathematics, better school attendance, better work habits, better homework completion
 - o Socially – Better peer relations, improved conduct and fewer disciplinary incidents
 - o Decision-making - Less likely to use drugs and alcohol, less likely to be violent, better problem solving
- After school care programmes play a critical role in giving young people opportunities to improve their lives.
- Within the South African context there is an urgent need to upscale after school care programmes directed at increasing youth resilience and focus on development and prevention.
- After school care programmes should therefore not only be restricted to afternoon care, but is an excellent way of reducing child and youth risk and vulnerability.
- Research shows that:
 - o Children are more vulnerable after school.
 - o Unsupervised children are twice more likely to use drugs
 - o Children and youth in SA are 4 to 5 times more likely to be victimized than adults
 - o After school care helps prevent youth coming into conflict with the law. Most youth who break the law do so in the hours after school when they are unoccupied and unsupervised.
- Orphaned children are more vulnerable and need extended support systems. With growing rates of HIV/AIDS and crime, the higher numbers of orphans will result in greater need for better community care services.

Registration Procedures for Partial Care Facilities providing ECD and After School Care Services

1.

Meeting the Social Worker/Social Service Professional

When you intend to establish an ECD or After School Care facility you must first meet with a Social Worker at the District

Office of the Department of Social Development where the following will be discussed:

- Registration requirements
- Children's Act
- Registration procedures
- Minimum norms and standards and other approvals that may be required
- Application forms
- Subsidy procedures
- Monitoring and evaluation



2.

The role of the local Authority or Municipality

- Enquire from the municipality on land use rights. The municipality must first provide the appropriate land use or zoning certificate.
- Submit building plans for approval if required.
- Apply for written approval at municipal environmental health offices.
- The Environmental Health Practitioner from the Municipality will do an assessment to determine how many children can be accommodated.
- If the physical conditions are satisfactory, a health clearance certificate will be issued

3.

Documents required for your Application

- Lease/Rental agreement
- Zoning Certificate
- Approved building plans
- Health Clearance Certificate
- Needs Assessment Form
- Business plan
- Job description for staff
- Clearance certificates i.t.o the National Child Protection Register
- Daily programme
- Menus, etc.

4.

Site visits and inspections

Visits and inspections by the Social Worker and Environmental Health Practitioner will determine:

- If the physical condition of the centre is satisfactory.
- If administrative and financial systems are satisfactory.
- If the services and programmes for the children are satisfactory
- If norms and standards are complied with and
- Report by Social Service professional



Once all the requirements are met, the Social Worker will issue a Registration or Conditional Registration Certificate.

This certificate will be valid for 5 years, thereafter the same process will be followed for the Renewal of Registration of the centre.



5.

You have to re-register

- When you move to another building or site.
- When you make changes to the structure to accommodate more children.
- Sell the business or
- When there is a change of ownership.

Daily Programmes

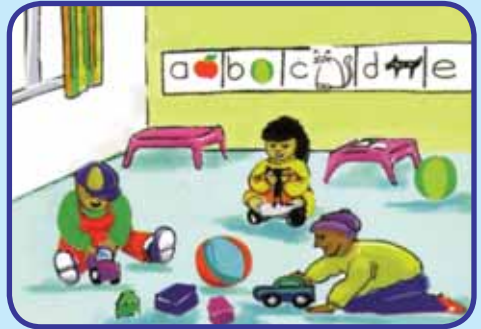


Children should be able to play in an attractive, stimulating and safe environment with no overcrowding.

Children should be supervised at all times especially during outdoor play.

A daily programme should be reflected that clearly shows times for various activities that should be included in the ECD programme

Parents should bring and collect children on time to avoid disrupting the routine.



Menus and Food

- A weekly menu should be on display
- This should comprise nutritional healthy meals and snacks
- There must be a separate, clean and safe area for the preparation and serving of food.
- Food must always be stored in sealed containers.
- Safe and clean drinking water must always be available
- All water containers must be covered at all times.
- Where water is not from a piped source it must be treated and made safe using approved national health guidelines by adding one teaspoon of bleach to 25 litres of water.



Health and Safety

Every centre must have at least one person trained in first aid.

Every centre must have a first aid kit.



A medical file on each child should be kept and updated and special attention should be paid to children suffering from allergies.



Transport of Children

- Staff should organise regular outings for the children.
- Always use safe and reliable transport.
- Do not overload taxis and busses.
- Do not compromise on children's safety and comply with safety measures.
- There must at all times be adult supervision when children are being transported.
- Drivers should have a valid driver's licence (PDP).

Children who become sick should be removed from the playroom and given special attention until their parents or guardians are able to fetch them.

In case of an emergency, the child must be taken to the nearest hospital or clinic.



Serious injuries should be recorded and reported immediately to the management committee and to the Head of the Department of Social Development. Parents should also be informed.

In the event of death, in terms of section 178, the centre or person in whose care the child was placed must report the death to:

- The parent or guardian of the child;
- A police official;
- The provincial head of social development;
- The social worker dealing with the matter.



Day-to-day Management of the Project

The management committee of the ECD or After School Care project appoints a supervisor or principal to manage the programme on their behalf.

In appointing a supervisor the management look for people with leadership abilities, knowledge and skills. Ideally a principal should have a minimum NQF level 4 qualification.



Key responsibilities of the principal are:

- To take overall management responsibility for the daily operation of the centre.
- To present monthly written reports to the management committee.
- To ensure quality service to the community.



This report highlights overall progress, needs, problems, staff requests and suggestions.

In terms of Regulation 18(7) of the Children's Act quarterly progress reports must be furnished to the parent or guardian of each child in a partial care facility.





Supervisors and staff should ensure that weekly planning is done and put into practice.

To earn the respect of the community, parents, staff and supervisors should honour confidentiality.



The supervisor/principal should regularly consult and liaise with the chairperson and the treasurer.



This will ensure that a high standard is maintained.

The staff-to- child ratios

- for children between the ages one month and 18 months 1:6
- for children between the ages 18 months and three years 1:12
- for children between the ages three and four years 1:20
- for children between the ages five and six years 1:30

For every staff member stipulated above, there must be an assistant.

The Management Committee



Community representatives and parents with the necessary skills, are elected to the Management Committee at the AGM.

Activities to be conducted at the AGM should be specified in the constitution.

Your constitution should serve as your guiding document.



Every parent is given a copy of the constitution in order to foster parent involvement and participation.



Regular Meetings

The Management Committee should meet regularly to ensure the efficient and effective functioning of the centre.

They should preferably meet once per month, but at least once per quarter.

Reports

Reports should be tabled at Management Committee meetings, eg. supervisor's/ principal's monthly report.

Reports should highlight overall progress, needs, problems, staff requests and suggestions.

In terms of Regulation 18(7) of the Children's Act quarterly progress reports must be furnished to the parent or guardian of each child in a partial care facility.



Proper records should be kept by the Management Committee:

- Minutes
- Financial statements
- Receipts and vouchers,
- Correspondence
- Staff personal files
- Medical certificates
- Salary registers and scales.

Records involves decision-making about fees, financial administration, staff employment, salaries, legal agreements, employment contracts, job descriptions, purchasing of equipment and professional services, maintenance of the premises and more.



You may only remove records from the premises with the approval from the Management Committee.

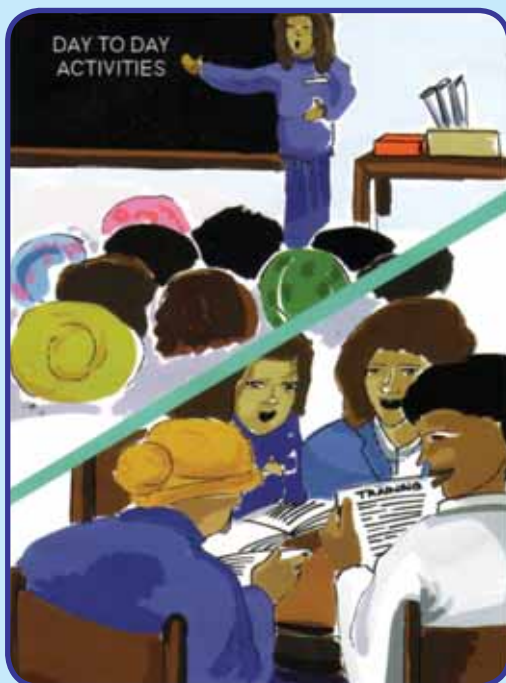
Understanding Effective Governance

For a Management Committee to be effective they have to focus on the following:

- Give strategic direction
- Ensure that the centre/NPO is resourced to achieve it's mission
- Provide adequate oversight

Recognising effective governance

- The centre is accessible and responsive to beneficiaries, donors and staff.
- Support transparency – disclose information
- Operates with a sense of responsibility, integrity, honesty and respect.
- Ensures constructive conflict resolution.
- Monitors adherence to laws and regulations.
- Takes action to build and protect its reputation.
- Involves stakeholders in planning and evaluations.
- Educates committee members about their roles and responsibilities.
- Offers quality services.
- Provides a healthy work environment



The committee has to ensure that the centre is managed by the community, and not the staff.

It is not advisable for more than one member of the same family to serve on the management committee.

Likewise it is not good for relatives of staff to serve on the management committee.

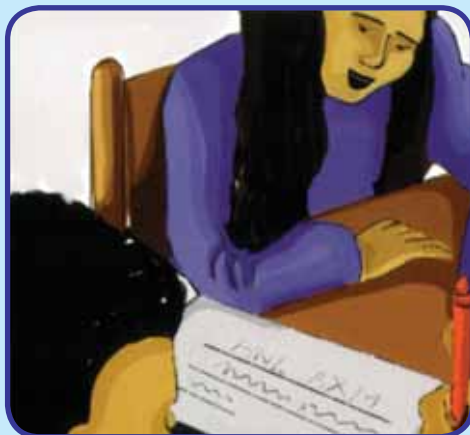
Financial Administration



Banking accounts should be opened in the registered name of the ECD or After School Care Centre



The chairperson and treasurer should work closely regarding the financial position of the centre.



At least two out of three of the committee members should have signing powers.

Signatories should only sign cheques with a completed requisition from the Principal or Manager.



Financial reports should be presented at management, parent and special meetings.



The Management Committee should draw up a budget for the year.

Expenditure should always be in accordance with the annual budget.



The treasurer should supply the Manager or Principal with monthly petty cash.



Receiving of funds should be done immediately.

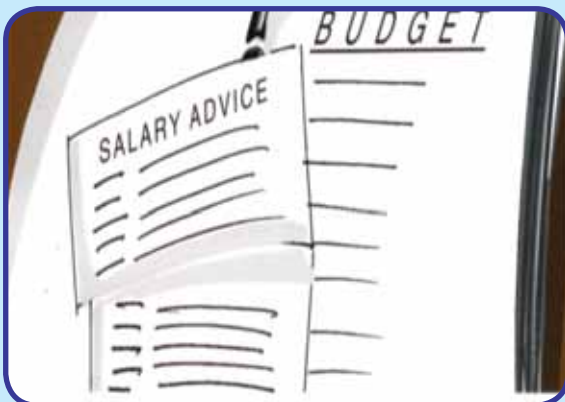
Parents should insist on being handed their receipt.





The treasurer should hand the Manager or Principal a receipt for the total amount of fees received.

Salary decisions should be based on the annual budget.



Salary deductions should be paid over the Department of Manpower.

Strive to pay staff decent salaries.

Audit Process

To reduce costs, books should be taken up to trial balance before being taken to the auditors.



Copies of the audited financial statement should be sent to the Department of Social Development, the NPO Directorate, and other Donors funding and supporting your programme.

Important Laws Governing the Care of Children

The Constitution (Section 28) and Bill of Rights

In our democracy, children are protected by the Constitution that has the highest regard for their rights, their dignity and their equality. The Constitution remains the primary legislative framework for children's rights delivery in South Africa. The Bill of Rights in South Africa's Constitution safeguards the human rights of all – adults and children alike. Equality is the first right listed in the Bill of Rights. The right to equality “includes the full and equal enjoyment of rights and freedoms” and guards against unfair discrimination with respect to gender, ethnic identity, religion, disability, language and age. Children thus have the same rights as adults with the exception of the right to vote and the right to stand for public office. To further protect the rights of children, the Bill of Rights specifies a number of rights that apply only to children.

South African Bill Of Rights

The South African Bill of Rights, Chapter 2 of the Constitution of the Republic of South Africa, 1996, Act No. 108 Section 28 is specific to children and says:

1. Every child has the right -
 - to a name and a nationality from birth;
 - to family care or parental care, or to appropriate alternative care when removed from the family environment;
 - to basic nutrition, shelter, basic health care services and social services;
 - to be protected from maltreatment, neglect, abuse or degradation;
 - to be protected from exploitative practices;
 - not to be required or permitted to perform work or provide services that are not appropriate for a person of that child's age; or place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;
 - not to be detained except as a measure of last resort, in which case, in addition to the rights of a child enjoyed under sections 12 and 35, the child may only be detained for the shortest appropriate period of time, and has the right to be kept separately from detained persons over the age of 18 years; and to be treated in a manner, and kept in conditions, that take account of the child's age;
 - to have a legal practitioner assigned to the child by the state, and at state expense, in civil proceedings affecting the child, if substantial injustice would otherwise result;
 - not to be used directly in armed conflict, and to be protected in times of armed conflict.
2. The child's best interests are of paramount importance in every matter concerning the child.

The Children's Act

The following sections are highlighted with specific reference to services and programmes for young children.

Chapter 5: Partial Care – Definition

Partial care is provided when a person, whether for or without reward takes care of more than six children on behalf of their parents or care-givers during specific hours of the day or night, or for a temporary period, by agreement between the parents or care-givers and the provider of the service, but excludes the taking care of a child –

- a. By a school as part of tuition, training and other activities provided by the school;
- b. As a boarder in a school hostel or residential facility managed as part of the school
- c. By a hospital or other medical facility as part of the treatment provided to the child.

As from 1 April 2010 when the Children's Act came into effect all existing places of care

registered or deemed to be registered in terms of the Child Care Act must be regarded as having been registered in terms of Section 80(4) as a partial care facility.

All new ECD and After School care centres must be registered as **Partial Care Facilities**.

Chapter 6: Early Childhood Development – Definition

Early childhood development means the process of emotional, cognitive, sensory, spiritual, moral, physical, social and communication development of children from birth to school-going age.

Early childhood development services means services:

- a. Intended to promote early childhood development, and
- b. Provided by a person, other than a child's parent or caregiver, on a regular basis to children up to school-going age.

Consideration of the Application for registration of Partial Care Facilities Providing ECD & After School Care Services

The Provincial Head of Social Development must –

- a. Within 6 months of receiving the application consider an application for registration
- b. Issue to the applicant a certificate of registration or conditional registration or renewal of registration.
- c. State in the certificate of registration the period for which the registration will remain valid.

When considering the applications for the registration of Partial Care Facilities Providing ECD & After School Care Services, the Provincial Head must also take into account whether –

- a. The programme complies with the prescribed norms and standards.
- b. The applicant is a fit and proper person to provide the programmes.
- c. The applicant has the prescribed skills, training, funds and resources available to provide the programme as applied for, and
- d. The ECD/After School Care programme meets the emotional, cognitive, sensory, spiritual, moral, physical, social and communication development needs of the children to whom the programme will be presented.

Chapter 7: Child Protection

Strategies concerning child protection

The Provincial MEC for Social Development must, within the national strategy provide for a provincial strategy aimed at a properly resourced, co-ordinated and managed child protection system.

Provision of designated child protection services

Designated child protection services may be provided by –

- a. The department of Social Development;
- b. A designated child protection organisation.

Designated child protection services include –

- a. Services aimed at supporting –
 - i. The proceedings of children's courts; and
 - ii. The implementation of court orders;
- b. Services relating to –
 - i. Prevention services;
 - ii. Early intervention services;

- iii. Reunification of children in alternative care with their families;
- iv. The integration of children into alternative care arrangements;
- v. The placement of children in alternative care, and
- vi. The adoption of children, including inter-country adoptions;
- c. Investigations and assessments in cases of suspected abuse, neglect or abandonment,
- d. Intervention and removal of children in appropriate cases;
- e. Drawing up individual development plans and permanency plans for children removed or at risk of being removed; and
- f. Any other social work service as may be prescribed.

Reporting of abused or neglected child and child in need of care and protection

In terms of Section 110 of the Children's Act any correctional official, dentist, homeopath, immigration official, labour official, legal practitioner, medical practitioner, midwife, minister of religion, nurse, occupational therapist, physiotherapist, psychologist, religious leader, social service professional, social worker, speech therapist, teacher, traditional health practitioner, or member of staff or volunteer worker at a partial care facility, drop-in-centre or child and youth care centre who on reasonable grounds concludes that a child has been abused in a manner causing physical injury, sexually abused or deliberately neglected, must report that conclusion in the prescribed form to a designated child protection organisation, the department of social development or a police official.

In terms of Section 110(3)(b) of the Act, a person who makes a report in good faith is not liable to civil action on the basis of the report.

National Child Protection Register

Part A of the Register

The purpose of Part A of the register is:

- i. To have a record of abuse or deliberate neglect inflicted on specific children
- ii. To use the information in the Register to protect these children from further abuse or deliberate neglect
- iii. To monitor cases and services to such children
- iv. To determine patterns and trends of abuse.

Part B of the Register

The purpose of Part B of the National Child Protection Register is to have:

- A record of persons who are unsuitable to work with children and
- To use the information in the register to protect children from these people.

Finding persons unsuitable to work with children

A finding that a person is unsuitable to work with children may be made by-

- A children's court
- Any other court in any criminal case
- Any forum established or recognized by law in any disciplinary proceedings concerning the conduct of that person relating to a child.

In criminal proceedings a person must be found unsuitable to work with children on conviction of murder, attempted murder, rape, indecent assault or assault with the intent to do grievous bodily harm with regards to a child.

Conclusion

In the management of an ECD or After School Care programme, it becomes the responsibility of the Management Committee to ensure that all staff are screened and vetted before they are employed to work in the ECD or After School Care programme.

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:

1. A safe environment for children

- (a) Children must experience safety and feel cared for whilst at the partial care facility.
- (b) Premises inside and outside must be safe, clean and well-maintained.
- (c) Equipment used must be safe, clean and well-maintained.
- (d) There must be adult supervision at all times.
- (e) The structure must be safe and weatherproof.
- (f) Floors must be covered in washable and easy to clean material that is suitable for children to play and sleep on and walls must be safe and easy to clean.
- (g) All reasonable precautions must be taken to protect children and staff from the risk of fire, accidents or other hazards.
- (h) Safety measures must be undertaken when transporting children. Such safety measures include ensuring that
 - i. transport operators transporting children 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 22 of 2000), and other relevant national transport policies and regulations determined by the Department of Transport;
 - ii. the requirements published by the Minister of Transport periodically in terms of the National Land Transport Transition Act, 2000 are adhered to;
 - iii. transport is appropriate to the ages of children transported and that it is accessible and suitable to children with disabilities and other special needs;
 - iv. transport providers comply with safety measures regulated by the Department of Transport, including adherence to speed limits, and that all passengers are seated regardless of the transport mode used;
 - v. vehicles used to transport children are safe and have the necessary safety characteristics, such as windows and doors opening instructions, safety equipment and appropriate speed devices;
 - vi. children are not transported in open vehicles;
 - vii. there is an adult supervisor in a vehicle transporting children under the age of nine years; and
 - viii. there is no overloading of children in vehicles.

2. Proper care for sick children or children who become ill

- (a) Staff must have the ability to identify children who are ill and be able to refer them for appropriate health services.
- (b) Policies and procedures relating to the health care of children whilst at the partial care facility must be in place. Such policies and procedures must cover the following:
 - i. Criteria for identifying ill children;
 - ii. safe keeping of all medication at a partial care facility;
 - iii. procedures for dealing with children who are ill; and
 - iv. guidelines for preventing the spread of diseases at the partial care facility.
- (c) The following procedure regarding children who are ill must be adhered to:
 - i. 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;
 - ii. the child must be removed from other children to a safe place or room designed to care for ill children;
 - iii. any child assessed to have an infectious disease (measles, chickenpox, etc) must be immediately isolated from other children and referred to the nearest hospital or clinic for further assessment and treatment;
 - iv. if a child is already on prescribed medication, that child must receive the medication as prescribed and as advised by the parents; and
 - v. in cases of emergency, the child must be taken to the nearest hospital or clinic for treatment and appropriate referral.
- (d) The following medical records must be kept
 - i. up-to-date records of each child's medical history;
 - ii. records of each child's immunisation programme and Vitamin A schedule; and
 - iii. records of health incidents and accidents occurring at the facility.
- (e) Every partial care facility must have a first-aid kit.

3. Adequate space and ventilation

- (a) The partial care facility must have adequate ventilation and sufficient light.
- (b) Space for different activities and functions must be clearly demarcated.
- (c) 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 103 of 1997).

4. Safe drinking water

- (a) Safe and clean drinking water must always be available.

- (b) 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.
- (c) All water containers must be covered at all times.

5. Hygienic and adequate toilet facilities

- (a) Partial care facilities catering for toddlers must have potties, toilets and washbasins.
- (b) Toilet and hand washing facilities must be reachable for children over the age of three years.
- (c) For children up to the age of three years
 - i. there must be appropriate toilets;
 - ii. where there are no sewerage or ablution facilities, potties must be made available;
 - iii. every child under the age of three years must have his or her own potty;
 - iv. waste from potties must be disposed of hygienically;
 - v. potties must be cleaned after use and disinfected in a properly demarcated area; and
 - vi. there must be a clearly demarcated nappy changing area with a surface that can be easily cleaned. This area must be situated away from the food preparation area.
- (d) For children between the ages of three and six years
 - i. where sewerage systems are available, there must be one toilet and one hand washing basin for every 20 children;
 - ii. where no sewerage facilities area available, an appropriate toilet must be available at the partial care facility or immediately adjacent to the partial care facility;
 - iii. where no running water is available, there must be a minimum of 25 litres of drinkable water supplied on a daily basis;
 - iv. where no washbasins are available, one suitable container for every 20 children must be made available, provided that such container is cleaned and changed regularly and closed; and
 - v. all toilets must be safe and hygienic.
- (e) For children of six years and older, there must be
 - i. hygienic and safe toilets; and
 - ii. one toilet and one hand washing basin for every 20 children.
- (f) There must be adult supervision at all times when children use the toilet.
- (g) Where applicable the local authority regulations and by-laws in respect of physical characteristics of building and health requirements must be adhered to.

6. Safe storage of anything that may be harmful to children

- (a) Medicine, cleaning substances and any dangerous substances must be kept out of reach of children.
- (b) Medicine and dangerous substances must be kept in separate locked or childproof cupboards.
- (c) Dangerous objects, materials, sharp instruments and utensils must be kept out of reach of children.
- (d) Dangerous substances may not be used in the vicinity of children.
- (e) Electrical plugs must be covered.
- (f) Paraffin, gas and other electric appliances must be kept out of reach of children.
- (g) Cleaning agents must be kept in clearly marked containers and out of reach of children.

7. Access to refuse disposal services or other adequate means of disposal of refuse generated at the partial care facility

- (a) Where possible, refuse must be disposed of according to municipality regulations.
- (b) Waste disposal methods must be safe and covered.
- (c) Waste must be kept out of reach of children.
- (d) Waste disposal areas must be disinfected regularly.

8. A hygienic area for the preparation of food for children

- (a) There must be a separate, clean and safe area for the preparation of food as well as for cleaning up after food preparation.
- (b) There must be a separate clean and safe area for serving food to the children.
- (c) There must be cooling facilities for storage of perishable food.
- (d) The food preparation area must be clearly marked and out of reach of children.
- (e) There must be a sufficient supply of clean water as well as cleaning agents.
- (f) There must be sealed containers to store all prepared food before serving such food.

9. Measures for the separation of children of different age groups

- (a) Where possible, children must be separated into the following age categories in separate rooms or places to ensure their development:
 - i. Children under the age of 18 months;
 - ii. children between the ages of 18 and 36 months;
 - iii. children between the ages of three and four years; and
 - iv. children between the ages of four and six years.

- (b) Where a partial care facility provides after care facilities to children of school going age, these children must be kept separate from the children in the above mentioned age groups in order to ensure that they are able to rest and complete their homework upon their return from school.
- (c) Where more than 50 children are enrolled for a full day at a partial care facility, there must be a separate room or place to be used as an office and as a sickbay.

10. The drawing up of action plans for emergencies

- (a) Reasonable precautions to protect children from risk of fire, accidents and other hazards must be taken.
- (b) Policies and procedures for dealing with structural and environmental emergencies and disasters must be in place.
- (c) Emergency procedures with relevant contact details must be visibly displayed.
- (d) Emergency plans must include evacuation procedures.
- (e) Emergency plans must be up-to-date, regularly tested and reviewed.
- (f) Staff must be trained in dealing with emergencies.
- (g) Children must be made aware of emergency procedures.

11. The drawing up of policies and procedures regarding health care at the partial care facility

Policies must include

- (a) Include procedures to deal with infectious diseases at the partial care facility;
- (b) Include procedures for dealing with the medical needs of sick children and of children with chronic illnesses;
- (c) Ensure that there are standards relating to cleanliness and hygiene at the partial care facility;
- (d) Ensure that there is an adequate supply of cleaning agents and towels at the partial care facility;
- (e) Provide for the training of staff in first aid;
- (f) Include record keeping and registers pertaining to storage and use of medicines at the partial care facility;
- (g) Promote confidentiality when dealing with health related information;
- (h) 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
- (i) 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.

National Norms and Standards for Early Childhood Development Programmes

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

1. The provision of appropriate development opportunities

Programmes must include

- (a) Be delivered by members of staff who have the knowledge and training to deliver developmental programmes;
- (b) Be appropriate to the developmental stages of children;
- (c) Respect and nurture the culture, spirit, dignity, individuality, language and development of each child;
- (d) Provide opportunities for children to explore their world; and
- (e) Be organised in a way that each day offers variety and creative activities.

2. Programmes aimed at helping children to realise their full potential

- (a) Children must receive care, support and security.
- (b) Programmes must promote children's rights to rest, leisure and play through the provision of a stimulating environment.
- (c) Programmes must promote self discovery.
- (d) Programmes must be evaluated and monitored.
- (e) Programmes must promote and support the development of motor, communication and sensory abilities in children.
- (f) Programmes must promote self control, independence and developmentally appropriate responsibility.
- (g) Activities must promote free communication and interaction amongst children.
- (h) Programmes must respect and nurture the culture, spirit, dignity, individuality, language and development of each child.

3. Caring for children in a constructive manner and providing support and security

- (a) Creative play and exploratory learning opportunities must be provided to children.
- (b) Programmes must adhere to the following conditions:
 - i. Toilet facilities must be safe and clean for children;
 - ii. where there are no sewerage facilities, sufficiently covered potties must be available;

- iii. every child under the age of three years must have his or her own potty;
- iv. for ages three to six years, one toilet and one hand washing basin must be provided for every twenty children;
- v. there must be a place for the bathing of children;
- vi. discipline must be effected in a humane way and promote integrity 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;
- vii. programmes must adhere to policies, procedures practices. There must relate to:
 - (aa) practices aimed at preventing the spread of contagious diseases;
 - (bb) at least one meal per day must be provided;
 - (cc) all meals and snacks should meet the nutritional requirements of children; and
 - (dd) where children are bottle-fed, a suitable facility must exist for cleaning the bottles; and
 - (ee) children must be supervised by an adult at all times.
- (c) Programmes must meet the following requirements in relation to staff;
 - i. Staff must be trained in implementing early childhood development programmes;
 - ii. staff must be equipped with basic information, knowledge and skills to recognise children's serious illnesses and how to deal with those;
 - iii. staff must be trained in first aid;
 - iv. the staff-to-child ratio must be
 - (aa) for children between the ages one month and 18 months be, 1:6;
 - (bb) for children between the ages 18 months and three years be 1:12;
 - (cc) for children between the ages three and four years be 1:20; and
 - (dd) for children between the ages five and six years, 1:30; and
 - v. for every staff member stipulated above, there must be an assistant.

4. Ensuring development of positive social behaviour

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

5. Respect for and nurturing of the culture, spirit, dignity, individuality, language and development of each child

- (a) Programmes must promote appreciation and understanding for children's culture and language.
- (b) Educators must utilize one medium of instruction in class.
- (c) Children must be allowed to communicate in the language of their choice and preference outside class.
- (d) Cultural diversity must be encouraged and respected by educators and children alike.
- (e) Programmes may, where appropriate, facilitate late birth registration.
- (f) Programmes must contribute to the development of a sense of identity in children.

6. Meeting the emotional, cognitive, sensory, spiritual, moral, physical, social and communication development needs of children

- (a) Programmes must be appropriate to the developmental stages and evolving capacity of children.
- (b) Programmes must ensure that parents and care-givers are involved in the development of children.
- (c) 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.
- (d) Programmes must be accessible to especially vulnerable children in their homes.
- (e) For children up to three years of age, programmes should, as much as possible, include household visits for increased accessibility to children.
- (f) Programmes must promote cognitive development in children.
- (g) Programmes must promote the development of fine sensory and motor skills in children.
- (h) Activities must promote a positive relationship between the centre, families and the community.
- (i) Programmes must teach age appropriate self control and independent behaviour.
- (j) Existing community resources and strengths must be utilised in promoting the development of children.
- (k) The emotional needs of children must be addressed and children must be encouraged to express their emotions in a safe, supportive and protective environment.
- (l) Parents, care-givers and families of vulnerable children, children with disabilities and child-headed households must be provided with information, knowledge and skills to promote the development of their children.
- (m) Children must be enabled to develop a positive sense of identity and self worth.
- (n) Programmes must be based on an integrated approach.
- (o) Children should feel valued and respected when participating in activities.

GENERAL TIPS

PARENTS

1. Enquire about the registration status of the centre.
2. Ask to see a copy of the certificate if possible.
3. Attend regular PTA meetings.
4. Offer your support where possible.

COMMUNITIES

1. Local ECD Forums, Community Police Forums and Neighbourhood Watches must pool their resources to make services for children safer.
2. Regular meetings with taxi associations and drivers must be held to improve awareness and responsibility towards child safety.
3. Local professionals (teachers, social workers, nurses, traffic officials, police officers) must volunteer to serve on governing bodies and committees.

SERVICE PROVIDERS

1. Ensure registration compliance .
2. Strive to improve the quality of your service.
3. Provide opportunities for staff to improve their training and qualifications.
4. Arrange regular PTA meetings for parents.
5. Regularly review and update your constitution and policies.
6. Become active members of your local ECD or After School Care Forums.

FUNDING

1. Funding is prioritised in communities where families lack the means of providing food and the other basic necessities for their children and to make facilities accessible to children with disabilities.
2. Combined income of the parents should be R3 000 or less.
3. The facility manager should ensure that Part A and B of the register is correctly completed and that income details of both parents are recorded.
4. The facility will receive funding for children in the age range that the facility is registered to cater for.
5. Funding for a child is R12.00 per day for 264 days per year of which:
 - 50% is for child nutrition
 - 20% for administration and
 - 30% for salaries.



**APPLICATION FOR THE REGISTRATION / CONDITIONAL REGISTRATION /
RENEWAL OF REGISTRATION / REINSTATEMENT OF A PARTIAL CARE FACILITY
(* DELETE WHICH IS NOT APPLICABLE)
(Regulation 14)
[SECTION 81 OTHE CHILDREN'S ACT 38 OF 2005]**

(A) NATURE OF APPLICATION

This is an application in respect of:

- A crèche, providing partial care for children from birth to an age of 3 years
- An educare centre, providing partial care for children from 3 years until school going age
- An after school centre, providing partial care for children attending a primary or secondary school
- A private hostel, providing partial care for children attending a primary or secondary school
- A temporary respite care facility, providing temporary full-time partial care during the temporary absence of their parents or a parent or care-giver of a child
- A place of care providing partial care for children with disabilities who require a high level of support

(Indicate the partial care facility or facilities in respect of which application is made)

(B) PARTICULARS OF APPLICATION

Name of partial care facility: _____

Physical address: _____

Postal address: _____

Postal code: _____

Name of person or body who manages the partial care facility or who wishes to establish it: _____

Physical address of person or body: _____

Telephone : _____ Cell phone: _____

Fax number: _____ E-mail: _____

The number of children that will be accommodated in each category of partial care in respect of which application is made: _____

(C) SUPPORTING DOCUMENTS

The following supporting documents must accompany the application:

- An exposition of the prescribed or other skills with supporting documents of the applicant or manager of the partial care facility including a copy of any qualification which would enhance partial care of children;
- A report by a social service professional on the viability of the application as prescribed by section 81(1)(c) of the Act;
- a business plan containing the information prescribed by regulation 14(4)(a);
- the constitution containing the information prescribed by regulation 14(4)(b);
- 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
- the emergency plan; and
- clearance certificates that the name of the applicant and the names of all staff members do not appear in the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 and in Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act;

(D) GENERAL REMARKS

Any additional remarks by the applicant in support of the application: _____

I certify that the above-mentioned particulars are, to the best of my knowledge, true and correct.

SIGNATURE OF APPLICANT

CAPACITY

DATE



**APPLICATION FOR THE REGISTRATION/ CONDITIONAL REGISTRATION/ RENEWAL OF
REGISTRATION OF AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME**

(Regulation 24)

[SECTION 96 OF THE CHILDREN'S ACT 38 OF 2005]

(A) PARTICULARS OF APPLICANT

Name of applicant: _____

Physical address: _____

Postal address: _____

Postal code: _____

Telephone: _____

Cell phone: _____

Fax number: _____

E-mail: _____

(B) CHILDREN

Number of children to whom the programme will be presented _____.

Age Groups	Number of Children	Gender	Number of Children with Special Needs	Number of Staff per child age group
1 mth – 18 mths				
18 mths – 3 yrs				
3 – 4 yrs				
5 – 6 yrs				
Total				

Days of operation: From To

Hours Operation: From To To

(C) SUPPORTING DOCUMENTS

The following supporting documents must be attached for the registration purposes:

- the overview of the early childhood development programme in respect of which application is made for registration;

- an implementation plan for the early childhood development programme in respect of which application is made;
- the staff composition including an exposition of the prescribed and other skills with supporting documents and including copies of any qualifications and Identity documents in respect of staff that will be responsible to provide the early childhood development programme;

Name of the Practitioner	Position	ID Number	Gender	Qualifications/ Other Certificates	Date of appointment/ Experience

- In the case of a partial care or child youth care centre, the relevant registration as a partial care or child and youth care centre;
- a clearance certificate that the name of the applicant does not appear in the National Register for Sex Offenders established by Chapter 6 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 Of 2007 or in Part B of the National Child Protection Register established by Part 2 of Chapter 7 of the Act.

(D) GENERAL REMARKS

Any additional remarks by the applicant in support of the application: _____

I certify that the above-mentioned particulars are, to the best of my knowledge, true and correct.

SIGNATURE OF APPLICANT

CAPACITY

DATE



**Annexure C: Certificate of
Registration of a
Partial Care Facility**

**CERTIFICATE OF REGISTRATION / CONDITIONAL REGISTRATION / RENEWAL OF REGISTRATION
REINSTATEMENT OF A PARTIAL CARE FACILITY (* DELETE WHICH IS NOT APPLICABLE)
(Regulation 15) [SECTION 82 OF THE CHILDREN'S ACT 38 OF 2005]**

REGISTRATION NUMBER: C

It is hereby certified that:

- the following partial care facility has been in terms of section 82 of the Act
- the following partial care facility has been conditionally registered in terms of section 83 of the Act;
- the registration of the following partial care facility has been renewed in terms of section 82 of the Act
- the registration of the following partial care facility has been conditionally renewed in terms of section 83 of the Act
- the reinstatement of the following partial care facility has been approved in terms of section 84

on _____

Name of partial care facility: _____

Physical address of partial care facility:

The validity of this registration expires on:

The partial care facility is registered subject to the following conditions indicating the maximum number of children that may be accommodated:

Indicate registration (Yes or No)	Type of partial care facility	Maximum number of children that may be accommodated
	Crèche	
	Educare centre	
	After school centre	
	Private boarding hostel	
	Temporary respite care facility	
	Place of care providing partial care for children with disabilities requiring a high level of support	

The registration or renewal of registration is subject to the following additional conditions:

Provincial Head: Social Development _____

Date of issue: _____



SCHEDULE A / SKEDULE A

SUBSIDISATION OF CRÉCHES • SUBSIDIËRING VAN CRÉCHES

Annual registration of children qualifying for financing/Jaarlikse registrasie van kinders wat vir finansiering kwalifiseer

Note: This form needs to be completed once registration of children at the beginning of the school year has been finalised and must be submitted to the Department on or before 31 January every year.

Nota: Hierdie vorm moet voltooi word sodra registrasie van kinders aan die begin van die skooljaar afgehandel is en moet aan die Departement voorsien word voor of op 31 Januarie elke jaar.

1. Name of crèche/day care centre

Naam van crèche/dagsorgsentrum

Address

Reference number (used in correspondence by the Department):

Verwysingsnommer(gebruik in korrespondensie deur die Departement): 15/5/13/2/3 C _____

2. Particulars in respect of children registered at the facility for _____ (year) are set out in the reverse side. Besonderhede van kinders wat vir _____ (jaar) by die fasiliteite geregistreer is, word op die keersy uiteengesit.

3. Particulars of the management committee/Besonderhede van die bestuurskomitee

Capacity/Kapasiteit	Name/Naam	Identity Number
Chairperson/Voorsitter		
Treasurer/Tesourier		

4. Particulars of the personnel/Besonderhede van die personeel

Capacity/Kapasiteit	Name/Naam	Identity No.	Qualification/ Kwalifikasie
Principal/Prinsipaal			
Teacher/Onderwyser			

5. Certification/Sertifisering:

I/we declare hereby the following/Ek/ons verklaar hiermee die volgende:

- That the particulars of registered children and their parents/carers are correct/Dat die besonderhede van geregistreerde kinders en hul ouers/versorgers korrek is.
- That the management committee as indicated has been elected and is functioning in accordance with the constitution of the facility/Dat die bestuurskomitee soos hierbo aangedui ingevolge die grondwet van die fasiliteit verkies is en funksioneer.
- That, in terms of section 38 (1) (a) (i) of the Public Management Act, 1999, effective, efficient and transparent systems of financial and risk management and internal control have been implemented and are maintained/Dat, in terme van die artikel 38 (1) (a) (i) van die Wet op Openbare Finansiële Bestuur, 1999, effektiewe, doeltreffende en deursigtige stelsels van finansiële- en risikobestuur en interne beheer bestaan en in stand gehou word.

Chairperson/ Voorsitter

Date/Datum

Principal/Prinsipaal

Date/Datum

Age range	What children do	What children need
0-3 mths	Children begin to smile, track people with their eyes, prefer faces and bright colours, reach, discover hands and feet, lift head and turn toward sound, and cry, but are often soothed when held.	Protection from physical danger, adequate nutrition, adequate health care (immunization, hygiene), motor and sensory stimulation, appropriate language stimulation, responsive, sensitive parenting.
4-6 mths	Children smile often, prefer parents and older siblings, repeat actions with interesting results, listen attentively, respond when spoken to, laugh, gurgle, imitate sounds, explore hands and feet, put objects in mouth, sit when propped, roll over, bounce, grasp objects without using thumb.	Protection from physical danger, adequate nutrition, adequate health care (immunization, hygiene), motor and sensory stimulation, appropriate language stimulation, responsive, sensitive parenting.
7-12 mths	Children remember simple events, identify themselves, body parts, familiar voices, understand own name, other common words, say first meaningful words, explore, bang, shake objects, put objects in containers, sit alone, creep, pull themselves up to stand, walk, may seem shy or upset with strangers.	Protection from physical danger, adequate nutrition, adequate health care (immunization, hygiene), motor and sensory stimulation, appropriate language stimulation, responsive, sensitive parenting.
1-2 yrs	Children imitate adult actions, speak and understand words and ideas, enjoy stories and experimenting with objects, walks steadily, climb stairs, run, assert independence, but prefer familiar people, recognise ownership of objects, develop friendships, solve problems, show pride in accomplishments, like to help with tasks, begin pretend play.	In addition to the needs of previous years, children require support in the following: acquiring motor, language, and thinking skills, developing independence, learning self-control, opportunities for play and exploration, play with other children. Health-care must also include deworming.
2-3 yrs	Children enjoy learning new skills, learn language rapidly, are always on the go, gain control of hands and fingers, are easily frustrated, act more independent, act out familiar scenes.	In addition to the needs from previous years, children at this age require opportunities to do the following: make choices, engage in dramatic play, read increasingly complex books, sing favourite songs, work simple puzzles.
3-5 yrs	Children have a longer attention span, act silly and boisterous, talk a great deal, ask many questions, want real adult things, keep art projects, tests physical skills and courage with caution, reveal feeling in dramatic play, like to play with friends, do not like to lose, share and take turns.	In addition to needs from previous years, children at this stage require opportunities to do the following: develop numeracy and reading skills, engage in problem-solving, practice teamwork, develop sense of personal competency, practice questioning and observing, acquire basic life skills, attend basic education.

FORM 29

**INQUIRY BY EMPLOYER TO ESTABLISH WHETHER PERSON'S NAME APPEARS IN PART B
OF NATIONAL CHILD PROTECTION REGISTER
(Regulation 44)
[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]**

**TO: The Director-General
Department of Social Development
Private Bag X901
PRETORIA 0001**

Dear Sir / Madam

In terms of section 126(1) / 126(2)* of the children's Act, (No. 38 of 2005), I,
..... (full names and surname) wish to inquire whether the name of a certain person is included in Part B
of the National Child Protection Register. The particulars of the person are:

(* - Delete which is not applicable)

1. PERSONAL DETAILS:

Surname			Full name(s)			
Gender:	Male	Female	Date of Birth:	DD:	MM:	CCYY
* He / she is known as:			Driver's licence no:			
* ID no:			* Passport no:			
Physical Address:			Postal Address:			
* Telephone no:			Mobile no:			

The above-mentioned person will be / is currently* employed in the following position / a prospective foster /
an adoptive parent:

2. DETAILS OF EMPLOYER (My / our details are the following):

Employer's name or name of NPO:	NPO Registration number:
--	---------------------------------

Employer's Physical Address:

Employer's Postal Address:

Employer's telephone no/s:

Other contact details:

3. ATTACHED DOCUMENTS:

A certified copy of one of the following documents is attached as verification of my identity (mark with an "x"):

authentic signed letterhead of employer or prospective employer

certified copy of birth certificate, identity document or passport of person who signed letterhead

certified set of fingerprints

certified affidavit (prospective foster / adoptive parents)

Please note that section 126(5)(a) of the Act (in the case of prospective employers) requires you to respond to this inquiry within 21 working days, and within six months (in the case of existing employers) in terms of section 125(5)(b).

Yours sincerely

(Signature)

(Designation)

(Date)

Official Stamp of employer/ Organisation

FORM 30

INQUIRY BY PERSON TO ESTABLISH WHETHER HIS/HER NAME IS INCLUDED IN PART B OF NATIONAL CHILD PROTECTION REGISTER

(Regulation 44)

[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]

TO: The Director-General
Department of Social Development
Private Bag X901
PRETORIA
0001

Dear Sir / Madam

In terms of section 126 of the Children's Act, 38 of 2005, I
(full names and surname) wish to inquire whether my name is included in Part B of the National Child Protection Register. A certified copy of one of the following documents is attached as verification of my identity (mark with an "x"):

- birth certificate (only if not in possession of identity document or passport)
- identity document
- passport

In the event that my name is included in Part B of the Register, kindly furnish reason why this was done.
Please note that section 126 of the Act requires you to respond to this inquiry within 21 working days.

My personal details are:

Full names _____

Surname _____

Physical address _____

Postal address _____

Telephone numbers _____

Yours sincerely

(Signature)
(Date)

REQUIRED DOCUMENTS FOR YOUR FUNDING APPLICATION	Please Tick (√)
Department of Social Development Application form for Funding	
Completed Schedule A	
Completed Schedule B	
Written Assurance (PFMA)	
Bank Entity Form (BAS Form) – original stamped by the bank	
Copy of Registration Certificate	
Copy of NPO Certificate	
Copy of Constitution	
Other important documents:	
Latest Annual General Meeting Minutes	
Latest Annual Report	
Latest Audited Annual Financial Statements	
Declaration by Auditor	