EARLY CHILDHOOD DEVELOPMENT
A GUIDE TO REGISTER YOUR ECD CENTRE

“Fundisa Ingane, Fundisa Isizwe”
Teach a child, Teach the Nation

Together, Moving Gauteng City Region Forward
BEFORE OPENING AN EARLY CHILDHOOD DEVELOPMENT (ECD) CENTRE CONSIDER THE FOLLOWING

o Town Planning
  » Visit the Town Planning in your area
  » Apply for a special consent use
    • Attach all certified copies of documents required for your application.
  » Your application will be processed through the Town Planning channels
  » You will be informed, in writing.
  » You will then receive a permit to open an ECD centre.

While waiting for the response from Town Planning, visit the Environmental Health offices to inquire about requirements for a Health Certificate.

o Environmental Health
Only after your consent use is approved by Town Planning, you must visit the Environmental Health offices and apply for a Health Certificate.

  » Apply for a Health Certificate
    • Attach certified copies of required documents.
    • Environmental Health Practitioner will assess your premises for compliance such as
      • Space per sq meter per child
      • Number of children allowed
      • Cooking premises
      • Storage
      • Dry goods
      • Perishables
      • Cleaning material
      • Toilets and
      • All environmental issues
  » Once your application is approved
  » You will receive a
    • Health Permit (Health Certificate)
    • Certificate of Acceptability (for serving meals)

The certificates will only be approved if your premises were built according to the approved building plans and all Health requirements in terms of the relevant Health Bylaws have been complied with.

o Department of Social Development
The Children’s Act, 38 of 2005, stipulates that anyone who intends caring for more than six (6) children between the ages of 0 – 18 years must register with the Department of Social Development.

  » The applicant must contact the Regional Department of Social Development and apply for registration
  » The Social Worker at the Regional office will give you an application form and a list of required documents for your application.
  » As part of your application process, the Social Worker will visit your ECD Centre for assessment.
  » The ECD Programme must also be part of the registration. (Dual registration has to take place)
  » The following are required documents to register your programme
    • Staff composition
    • Provide the programme in accordance with any conditions subject to which the programme is registered.
    • Comply with the norms and standards (section 94 as per Children’s Act)
    • Form 29 available from the Department of Social Development Regional offices (Vetting of staff)
  » Once your application has been approved, you will be issued with a certificate of registration or conditional registration.
  » Continuous assessment visits from the Department of Social Development will be made to your ECD Centre.
  » Funding
    Funding can be applied for from the Department of Social Development, after the registration of ECD Centre and a programme is finalized. Registration does not guarantee funding. Department of Social Development may fund the service depending on the availability of funding.

Gauteng Department of Social Development Contacts

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o Department of Education

HOW TO REGISTER YOUR ECD SITE AS AN INDEPENDENT SCHOOL OFFERING GRADE ‘R’

Speak to your local Department of Education’s district office about starting or registering your ECD centre as an Independent School that is offering Grade ‘R’.

  » Obtain an application form from your nearest district office (Department of Education)
  
  » Familiarise yourself with all the requirements, fill in the application form and submit it.

  » Step 2 Make sure that the premises and equipment for Grade ‘R’ meet the prescribed standards set out by the Department of Education.

  » Step 3: The site must have a qualified teacher/practitioner.

  » The principal must be a professionally qualified educator and the Grade ‘R’ practitioners should at least have an ECD NQF Level 4 Core Unit Standard.

  » The approved National Department of Education curriculum for Grade ‘R’ learners must be followed.

This is obtainable from your local district office.

  » The site must have the following:
    • appropriate administrative systems and procedures
    • a registered bank account with a registered bank
    • assessment and evaluation systems
    • learner support systems.

  » if the site offers services from birth to 4 year olds, it must be registered with the Department of Social Development in terms of their requirements
The following should accompany your application form:

» Constitution;
» Admission policy to Grade ‘R’;
» Curriculum offered in Grade ‘R’;
» Lease contract/proof of ownership of building used (including site and floor plan showing learning, ablution and recreational facilities);
» Qualifications of educators/practitioners offering Grade ‘R’ and certified copies of SACE registration of all educators/practitioners;
» A certificate given by the Local Government Department of Health;
» Proof of registration or application for registration with the Department of Social Development (DSD) if the site is also used for learners who are below the age of four years turning five before the 30th June in the year of admission;
» Proof of registration with the Department of Health;

» Language of learning and teaching policy.

Statements regarding the following:

» Proof that the site is financially viable
» An indication of the composition of the governing structure
» A signed agreement to provide the above documents periodically
» A signed agreement that information will be provided to the Head Office on request

**Conditions for Registration**

» The school will be given a conditional registration in that it is only registered for the purpose of offering Grade ‘R’ – its registration certificate will be endorsed.
» The registration can be withdrawn if any criterion above and required documentation is not met.

*PLEASE NOTE THAT EACH MUNICIPALITY HAS DIFFERENT BYLAWS.*