This document serves as a guide to those intending to register ECD programme and services.

ECD is a priority programme in the Ekurhuleni Municipality therefore all stakeholders involved in ECD need to work together to achieve a ‘City fit for children’. These guidelines are provided to ensure seamless ECD services in the EMM.

The document demonstrates our commitment towards good governance and accountability to the ECD sector.

**STEP 1**

The EMM Health and Social Development Department renders the following programmes in terms of ECD services in the City: Infrastructure Development, Capacity Building for practitioners on accredited and non-accredited programmes, establishment of ECD database, establishment of local ECD forums and regular monitoring of ECD centres.

- Initial contact must be made with the Social Worker from the health and Social Development Department based in the local community where the ECD will be established.
- The social worker will visit the facility within seven (7 days) of the enquiry by practitioner – and a comprehensive monitoring tool will be completed.
- Direct assistance will be given on the business plan and constitution of the Centre where applicable
- Referral will be made to relevant stakeholders e.g. City planning, Environmental health, safety and Disaster management which are key for the registration of the Centre as a partial care facility.
- Health and Social Development Department social worker will check whether the requisite documents by Department of Social Development are in place for registration as place of care.
- Information and application forms will be given on registration as NPO, CC, etc.
- Information will be given on forums and capacity building initiatives and any related services within the ECD sector.

**STEP 2**

City Planning Responsibilities;

- Obtain approval of building plans with the building section
- Build the crèche facility according to the approved building plan
- Obtain certificate of occupation from the building section
STEP 3

Environmental health procedures for issue of health permit to ECD Centres;

Submit application to the Health and Social Development Environmental Health division offices for a health permit to operate a crèche.

Environmental health practitioners will conduct an inspection to set requirements and determine number of children to be accommodated.

Comply with the health requirements set out by the Environmental health practitioners.

Environmental health practitioners will advise you on the tariff to be paid and where it should be paid.

Pay the tariff applicable for a crèche at the Municipal office.

Submit proof of payment of tariff to the Environmental Health Practitioner.

Collect your permit from the Environmental Health Practitioner.
The Department of Social Development is responsible for the registration of Partial Care services and its programmes. Partial Care facilities are registered in terms of their level of development, which is conditional registration for the centers that are still in the process of development. Whilst full registration is given to a fully established and developed facility that meet all the required norms and standards.

REQUIRED DOCUMENTS FOR REGISTRATION OF PARTIAL CARE WITH THE DEPARTMENT OF HEALTH SOCIAL DEVELOPMENT

- Application form (Regional Department of Health and Social Development (FORM11))
- Qualifications/ skills and experience of the applicant
- Description of the content of the programme to be offered including aims and objectives (profile)
- Constitution of the organisation
- Approved copy of the building plan
- Emergency plan
- Copy of Health and acceptability certificate
- Clearance certificate
- Weekly menu
- Contract with the owner of the building/ lease agreement

STEP 4

Run your facility according to the health requirements

Routine inspection will be done by practitioners on a quarterly basis.
DOCUMENTS REQUIRED FOR REGISTRATION OF ECD PROGRAMMES

- Application form (Department of Health and Social Development)
- Staff composition
- Over view or daily programme
- Implementation plan of the programme
- Clearance certificate