



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

EARLY CHILDHOOD DEVELOPMENT POLICY (POLICY NUMBER 12398A)

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THE CITY OF CAPE TOWN

September 2013

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ABBREVIATIONS

COB	Community Based Organization
CDS	City Development Strategy
CCT	City of Cape Town
CTZS	Cape Town Zoning Scheme
ECD	Early Childhood Development
EPWP	Expanded Public Works Programme
FBO	Faith Based Organisation
IDP	Integrated Development Plan
Mayco	Mayoral Committee
M&E	Monitoring and Evaluation
NELDS	National Learning and Development Standards.
NGO	Non-Governmental Organisation
NPO	Non-Profit Organisation
SDBIP	Service Delivery and Budget Implementation Plan
SDECD	Directorate of Social Development and Early Childhood Development
SDS	Social Development Strategy
SLA	Service Level Agreement
PGWC DSD	Provincial Government of the Western Cape Department of Social Development
VPUU	Violence Prevention through Urban Upgrading.

DEFINITIONS AND TERMINOLOGY

“Approved toilet”	A toilet considered by the Water and Sanitation Department of the City, to be suitable for a particular area.
“Certificate of Acceptability”	A certificate to premises which provides meals and is in compliance.
“Diarrhoea”	The rapid onset of loose stools with or without accompanying symptoms such as nausea, vomiting, fevers or abdominal pain.
“Early Childhood Development”	In terms of the Children’s Act, No 38 of 2005, 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 (0-6 years).

ECD Hub”	Provides for a hub of different activities ECD services; training facility; opportunities for sharing; networking and supporting application of the acquired knowledge; mentoring support to small ECD Centres, which can accommodate between 250 and 300 Children.
“ECD Practitioner”	In terms of the Guidelines for Early Childhood Development Services (2006) the term refers to all ECD education and training development practitioners, that includes educators; trainers; lecturers; care-givers; and development officers including those qualified by their experience, and who are involved in providing services in home-based ECD, ECD centres and schools.
“ECD registration Services”	Central co-ordination and processing point for new applications within Council for the registration of ECD centres by Provincial Government.
“ECD Services”	Services that are intended to promote early childhood development; and which are provided by a person, other than a child’s parent or caregiver, on a regular basis to children up to school-going age. These ECD services encompass the health, social, educational and physical development of a child.
“ECD Task Team”	The City of Cape Town internal ECD team that comprises of different departments to deal with ECD related queries.
“Emthonjeni”	An innovative ECD programme that was launched by VPUU to use open spaces in the informal settlements for ECD services
“Facility Management Agreements”	A form of agreement that is signed between the City of Cape Town and a Non-Government Organization to operate from a Council-owned facility
“Fire Safety Certificates”	A certificate that is issued by Fire Safety officer to an ECD Centre once it is found to be compliant with the National Building Regulations
“First Aid”	Emergency treatment administered to an injured or sick person before professional medical care is available. First aid can be anything from saving an individual’s life to putting on a plaster.
“First Aid certificates”	Any first aid qualification which meets the following criteria: <ul style="list-style-type: none"> • Nationally set by a reputable body; • Involve training of at least two days or 16 hours in duration; • The qualification would be examined or assessed [rather than being based upon attendance]; • Valid for no longer than 3 years; • Covers the following topic areas in some detail: <ul style="list-style-type: none"> - Principles of first aid - Initial response to first aid situation - Emergency life support - C.P.R. - Shock, choking, bleeding, burns, fractures, minor injuries.

“First Aid Kit”	A collection of supplies and equipment for use in administering first aid, particularly in an emergency.
“Health Clearance Certificates”	A compliance certificate that is issued by an Environmental Health officer to an ECD centre confirming that they meet the set minimum health standards
“Land Right Certificates”	The zoning certificates issued by Planning and Building Development Management Department when the land is compliant with City of Cape Town Zoning Scheme
“Lease agreement”	A legal contract entered between the City of Cape Town and an NGO operator, rendering early childhood development service from a Council owned premises.
“Minimum physical Standards”	Acceptable physical and administrative conditions that have to be maintained in order to operate an ECD centre.
“Partial Care facility”	As per the Children’s Act, No 38 of 2005, 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 care of a child”.
“Squeezy bottle”	A plastic container containing a liquid substance to aid the washing of hands.
“Waterborne sewerage System”	A toilet facility linked to the municipal sewer system or to any approved on-drainage system such as a conservancy tank or septic tank-soak-away.
“Zoning”	Category of directions setting out the purpose for which land may be used and the land use restrictions applicable in respect of the said category of directions.

1. PROBLEM STATEMENT

The importance of intervention in ECD

- 1.1. Research and literature in the field of early childhood development from birth to six years in South Africa and internationally indicates that the early years are critical for human development. From birth to seven years is a period of rapid physical, mental, emotional, social and moral growth and development. The early years of a child's life are a time when he/she acquires concepts, skills and attitudes that lay the foundation for lifelong learning. These include the acquisition of language, perceptual motor skills required for learning to read and write, basic numeracy concepts and skills, problem-solving skills, a love of learning and the social skills to maintain relationships. Evaluations of well-conceived programmes designed to foster early development demonstrate that children who participate in these programmes tend to be more successful in later school, are more competent socially and emotionally, and show better verbal, intellectual and physical development during early childhood than children who are not enrolled in high quality programmes.
- 1.2. ECD services that are rendered in a secure and nurturing environment help to release parents, women in particular to have time to seek employment opportunities in the job market. Because these services tend to be operated by woman, they often provide income-generating opportunities for many women, especially in communities with lower socio-economic index.

Current challenges with ECD provision in Cape Town

- 1.3. According to the findings of an audit of unregistered ECD facilities in the Western Cape 2011, many of the practitioners and less so, principals of the unregistered sites, are relatively inexperienced in the ECD field.
- 1.4. The location of so many unregistered sites in houses, garages and backyarders structures is a challenge for improvements to infrastructure. These unregistered ECD Centres fail to meet the infrastructure compliance requirements, such as health and safety, as set out in the Children's Act, Act No 38 of 2005. Therefore, they are unable to access the subsidy provided by the Provincial Department of Social Development.
- 1.5. Education equipment and material is often lacking in poorer areas, which limits children's opportunities for play and development.
- 1.6. Financial record keeping and budgeting is limited. There is a need to tighten up on staff policies, medicine and accident and incident books. There is also a need for continued attention with regards to management training to develop sustainable ECD centres addressing the needs of the communities.

Co-ordination challenges

- 1.7. Both Provincial and Local Government have a role to play in the ECD sector, however, there are coordination challenges between these spheres and a lack of seamless service delivery.

Policy review

- 1.8. The reviewed ECD policy will set clear parameters, ensure uniformity and allow for better co-ordination and management of resources. It will ensure greater co-ordination and provide clear guidelines for collaboration with other City of Cape Town Directorates.

2. DESIRED OUTCOMES

- 2.1. The overarching objective is to increase the number of children that are able access to registered ECD Centres, which are compliant with safety, health requirements and meet the educational development needs of a child. In this way the, the City will contribute towards the development of a firm education foundation for children that enter the formal schooling system.
- 2.2. The Policy aims to:
 - 2.2.1. Increase number of registered ECD facilities through facilitating part of the registration process using the ECD registration support services.
 - 2.2.2. Improve the time taken to register facilities through internal and external collaboration.
 - 2.2.3. Expand and facilitate integrated ECD services through internal and external collaboration.
 - 2.2.4. Improve awareness and training on ECD needs (external stakeholders.)

3. STRATEGIC INTENT

3.1. Integrated Development Plan

- 3.1.1. The ECD Programme is core focus of the IDP. It forms part of the Strategic Focus Area (SFA) of a Caring City.
- 3.1.2. A successful ECD programme has long term benefit which leads to the development of Opportunity, Well-run, Safe and Inclusive City.

3.2. City Development Strategy and OneCape2040

- 3.3. The City Development Strategy (CDS) is aligned to the OneCape2040 Agenda developed by the City and the Province as a 30 year strategy for the City. The City Development Strategy (CDS) is informed by the identified six 'transitions' which articulate the vision for the Western Cape region.
- 3.4. The City of Cape Town ECD policy is aligned to the OneCape2040's "knowledge transition" that advocates that every person will have access to a good education that will ensure he or she is appropriately skilled for opportunity.
- 3.5. According to the OneCape2040 vision, the primary change lever is collaboration between parents and teachers to improve the learning and development environment of children. In order to give effect to the realization of the knowledge transition goal, the ECD policy provides set guidelines for the provision of an on-going support to the ECD sector to ensure continuous improvement in the quality of ECD services.
- 3.6. The ECD policy is also aligned with the 'Settlement Transition'. The goal of this transition is to build 'healthy, accessible, liveable multi-opportunity communities'.

3.7. Social Development Strategy

- 3.8. The Social Development Strategy (SDS) articulates the role of the City in promoting and maximising social development. Social development is understood broadly as the overall improvement and enhancement in the quality of life of all people, especially people who are poor or marginalised.

- 3.9. The third high-level objective of the SDS is to “support the most vulnerable through enhancing access to infrastructure and social services”. One of the key levers identified to achieve this is a “Focus on Early Childhood Development (ECD) services”.

4. POLICY PARAMETERS

- 4.1. The policy applies across the City of Cape Town.
- 4.2. This policy addresses all types of ECD facilities, including those that operate in the less formal settlements but does not deal with facilities relating to formal schooling, with the only exception being aftercare services.
- 4.3. The policy also seeks to provide for an inter-departmental co-ordination in support of the formalisation or registration of partial care facilities by the Western Cape Department of Social Development across the Cape Town Metropolitan area.
- 4.4. This policy has transversal implications and it is essential that the City directorates namely, Social Development and ECD, Health, Community Services, Safety and Security, Human Settlements, Economic, Environmental and Spatial Planning work collaboratively.
- 4.5. This policy must be read in conjunction with the approved City of Cape Town’s Early Childhood Development Land Use Policy (Policy number 12349)

5. ROLE PLAYERS AND STAKEHOLDERS

The following role players and stakeholders are identified for the purpose of implementing the provisions of the policy.

5.1. ECD programme, SDECD

- 5.1.1. The SDECD shall be the lead directorate for the implementation of this policy.
- 5.1.2. The ECD Programme shall also co-ordinate the inter-directorate ECD Task Team.
- 5.1.3. The Task Team shall be structured to give effect to its specific function and responsibility.

5.2. Health Directorate

- 5.2.1. Environmental Health is responsible for the assessment of ECD Centres and issuing of Health Clearance Certificates.
- 5.2.2. Primary Health Care is provided by City Health through a service level agreement with the Provincial Government of the Western Cape. Primary Health care services include a package of services for children under four and their mothers.
- 5.2.3. A representative from Health Directorate will be a member of the ECD Task Team.

5.3. Economic, Environmental and Spatial Planning Directorate

- 5.3.1. The Planning and Building Development Management Department is responsible for the approval of building plans and for the issuing of land rights certificates.

5.3.2.A representative from Economic, Environmental and Spatial Planning Directorate will be included as a member of the ECD Task Team.

5.4. Community Services Directorate

5.4.1.The City Parks Department is responsible for providing safe and well-resourced community parks where children and caregivers can gather for ECD activities.

5.4.2.The Sport, Recreation and Amenities Department is responsible for providing community facilities for the implementation of children’s programmes such as the “Come and Play” programme which is for children between 2-5 years old. These community facilities are often used for ECD capacity building training sessions.

5.4.3.The Library and Information Services Department is responsible for the provision of well-resourced child-friendly library areas such as the *Funda Udlale* model in Harare Square library. Library and Information Services also provides on-going support through ECD toy libraries, holiday programmes, active reading and story-telling programmes.

5.5. Safety and Security Directorate

5.5.1.The Fire and Emergency Services Department assesses ECD facilities for their compliance with the National Building Regulations and issue Fire Safety Certificates.

5.6. Subcouncils

5.6.1.Subcouncils provide support to the ECD programme implementation in their area of jurisdiction.

5.6.2.Subcouncils may use ward allocations (Grant) funding for ECD educational materials and training.

5.6.3.Sub-councils maintain a database of the ECD sector NGOs that fall within their areas of jurisdiction.

5.6.4. After an open public participation process, a Sub-council approves the appointment of registered ECD NGOs to operate from Council-owned ECD facilities that fall within the areas of its jurisdiction.

5.7. Finance Directorate

5.7.1.The Property Management Department is responsible for signing of lease agreements or facility management agreements between the City of Cape Town and the appointed registered ECD NGO that operates from Council-owned premises.

5.8. ECD forums

5.8.1.An ECD forum is a voluntary network of local ECD centres which serves as a representative body for community ECD centres and it is governed by its approved Constitution.

5.8.2. An ECD forum also co-ordinates ECD sector at community level and manages this sector's inputs or comments on ECD policy matters.

5.8.3. The City will work with the existing forums and support initiatives to establish new ECD forums.

5.9. Violence Prevention through Urban Upgrading, Deputy City Manager

5.9.1. Violence Prevention through Urban Upgrading (VPUU) facilitates an ECD model called the *Emthonjeni*. This *Emthonjeni* model offers an affordable way to integrate ECD provision and other services into urban upgrading developments of informal settlements.

5.10. Provincial Government

5.10.1. The Provincial Government of the Western Cape (PGWC) through its Department of Social Development:

- 5.10.1.1. Provides support and guidance to ECD services in the Province.
- 5.10.1.2. Registers ECD Centres and keep an updated Provincial register of all registered early childhood development services.
- 5.10.1.3. Registers ECD Programme.
- 5.10.1.4. Determines and administers the provisioning of subsidies to registered ECD centres in the Province.
- 5.10.1.5. Monitors the provision of registered and non-registered ECD services.
- 5.10.1.6. Cancels registration certificate for non-compliance.

5.10.2. The City shall partner with the PGWC to provide holistic and integrated ECD services and address backlogs and challenges related to the ECD registration processes.

5.11. Other interested stakeholders may include:

- 5.11.1. Institutions of higher learning
- 5.11.2. ECD training providers
- 5.11.3. Ward committees
- 5.11.4. Schools with Grade R
- 5.11.5. Private business sector
- 5.11.6. Communities

6. REGULATORY CONTEXT

6.1. Constitution of the Republic of South Africa, 1996

6.1.1. Section 28 (1) of the Constitution of the Republic of South Africa specifies the rights of children including, the right....

- a) To a name and a nationality from birth;
- b) To family care or parental care, or to appropriate alternative care when removed from the family Environment;
- c) To basic nutrition, shelter, basic health care services and social services;
- d) To be protected from maltreatment, neglect, abuse or degradation.

- 6.1.2. Section 28 (2) also requires that a child's 'best interests' are of paramount importance in every matter concerning the child.
- 6.1.3. Section 152(1) (b) compels local government to ensure the provision of services to communities in a sustainable manner.
- 6.1.4. Section 152 (1) (c) makes provision for promotion of social and economic development of communities.
- 6.1.5. In terms of Schedule 4, Part B of the Constitution, local authorities have legislative competence to pass legislation (which includes policy) relating to child care facilities. In addition, municipal planning (which includes regulating land uses for child care facilities) is designated as a function and competency of local government.

6.2. Local Government Municipal Systems Act, Act No. 32 of 2000

- 6.2.1. Section 4 (2) (j) of the Municipal Systems Act states that the Council of municipality, within the municipality's financials and administrative capacity and having regard to practical considerations, has the duty to contribute, together with other organs of state, to the progressive realisation of the fundamental rights contained in Section 27 of the Constitution.

6.3. Local Government Municipal Financial Management Act, Act No. 56 of 2003

- 6.3.1. Chapter 8: 'General financial management functions' of the Municipal Finance Management Act states that "the accounting officer of a municipality is responsible for managing the financial administration of the municipality and for this purpose take all reasonable steps to ensure that" the resources of the municipality are used effectively, efficiently and economically."

6.4. Children's Act, Act No. 38 of 2005

- 6.4.1. The Children's Act forms the basis for this policy and the City of Cape Town's position on ECD matters. The aim of this Act includes provision for early childhood development, partial care of children, child and youth care centres and drop-in centres.
- 6.4.2. Section 76 of the Act defines partial care as: "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 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 other residential facility managed as part of a school;
 - c) by a hospital or other medical facility as part of medical treatment provided to the child."
- 6.4.3. Section 79 of the Act requires norms and standards for partial care (which include a safe environment for children), while Section 80 requires facilities to be registered with the Provincial Government.

6.5. City of Cape Town Environmental Health By-Law of 2003

- 6.5.1. The City of Cape Town's Environmental Health By-law includes reference to childcare facilities, which is defined as: "any building or premises maintained or used, whether for profit or otherwise, for the temporary or partial care of children under 18 years of age apart from their parents, but does not include any boarding school, school hostel or any establishment which is maintained or used for the tuition or training of children and which is controlled by or which has been registered or approved by the State".
- 6.5.2. The by-law also requires the approval of all child care facilities by the City of Cape Town's Health Department. This is set out in Section 31(1) of the by-law, which states that: "No childcare facility may be operated without the written approval of the Executive Director: City Health, which approval may be subject to conditions."
- 6.5.3. As part of such approval from the City of Cape Town's Health Department, it is a pre-requisite that all land use approvals (when applicable) and approval from the Fire Department should be in place before applications in terms of the above can be considered.

6.6. City of Cape Town Zoning Scheme Regulations of 2013

- 6.6.1. Section 39 and 40 of the Land Use Planning Ordinance, No 15 of 1985, requires compliance to zoning schemes from land owners. It furthermore requires that transgressors be prosecuted.
- 6.6.2. In terms of the Cape Town Zoning Scheme ECD Centres may operate from in the areas where land has been appropriately zoned for the purposes or may apply for land consent use.

6.7. United Nations Convention on the Rights of the Child

- 6.7.1. The UN Convention on the Rights of the Child was ratified by South Africa in 1995
- 6.7.2. By agreeing to undertake the obligations of the Convention, governments commit to protecting and ensuring children's rights. States parties to the Convention are obliged to develop and undertake all actions and policies in the light of the 'best interests of the child'.

6.8. Implementation Protocol Agreement

- 6.8.1. The City of Cape Town and the Provincial Government of the Western Cape via its Department of Social Development entered into an implementation protocol agreement for purposes of executing projects and initiatives in support of addressing the developmental needs of communities and individuals either in collaboration with each other or on their own.

6.9. National Building Regulations and Building Standards, Act No 103 of 1977, (as amended in 1996)

- 6.9.1. The Act states that "when a fire protection plan is required in terms of this Act by the local authority, the building control officer concerned shall incorporate in his recommendations referred to in subsection (1)(a) a report of the person designated as the chief fire officer by such local authority, or any other person to whom such duty has been assigned by such chief

fire officer, and if such building control officer has also been designated as the chief fire officer concerned, he himself shall so report in such recommendations”.

6.10. Guidelines for Early Childhood Development Services, 2006

6.10.1. Chapter 5 states that ECD centres that meet most of the minimum standards should receive conditional registration certificate and be eligible for subsidies to enable them to reach at least the minimum standards for ECD centres/facilities

6.11. Integrated Provincial Early Childhood Development Strategy, 2011-2016

6.11.1. The Integrated Provincial ECD Strategy that aims to develop a range of quality, developmentally appropriate inclusive ECD programmes that promote the care, protection and development of all children to their full potential, particularly their intellectual development.

6.12. National Early Learning and Development Standards for children from birth to 4 years (NELDS)

6.12.1. NELDS sets standards for the growth and development of young children that is holistic and address health, welfare, rights, and education, care and diversity needs.

6.13. Education White Paper 5 on Early Childhood Development Education in South Africa, 2001

6.13.1. The White Paper states that the opportunities that children are offered for language and literacy development, the development of numeracy and other mathematical concepts and the development of critical thinking skills must meet children’s needs at their particular stage of development.

6.14. City of Cape Town Land Use Enforcement Policy of 2008.

6.14.1. This policy guides the land use enforcement officials in the Planning and Building Development Management Department to deal with law enforcement issues.

6.15. City of Cape Town’s Early Childhood Development Land Use Policy, 2013

6.15.1. This policy deals with the land use management guidelines relating to ECD facilities in the City of Cape Town.

7. POLICY DIRECTIVE DETAILS

7.1. Facilitate and support in the registration of ECD centres through ECD registration service model

- 7.1.1.SDECD shall co-ordinate the internal ECD task team which will investigate and implement the ECD registration service.
- 7.1.2.SDECD shall facilitate and support in the ECD registration process through its ECD registration service model to address gaps and problems, deal with blockages and provide a step-by-step registration process advice, as well as provide guidance to the unregistered ECD Centres.

7.2. ECD registration service process

- 7.2.1.SDECD, as part of its ECD registration service, shall provide a face-to-face interaction with the applicant and apply a step-by-step approach to provide guidance on the application process.
- 7.2.2.ECD registration service will provide updates to the applicant on the status of the application .
- 7.2.3.An applicant will submit the application form with accompanying documents to the SDECD ECD registration service model, (refer to Annexure 1: new application process flow.)
- 7.2.4.The application is evaluated in terms of the land use requirements using City of Cape Town Land Use Management Policy.
- 7.2.5.The Health Department assesses the application in terms of the Standard Health requirements. (refer to Annexure 2: Standard Health requirements)
- 7.2.6. The Fire and Safety Department assesses the application using Requirements for Fire safety clearance (refer to Annexure 3: Requirements for Fire safety clearance). These requirements include the following; fire extinguishers, fire hose reels, fire blankets and an emergency action plan.
- 7.2.7.Should the applicant be using a shipping container or prefabricated structure, the Building regulations for these structures (refer to Annexure 4: Building regulations) must be adhered to.
- 7.2.8.Upon successful completion of City of Cape Town processes, the ECD registration service will submit the application form on behalf of the applicant to Department of Social Development, Provincial Government of the Western Cape for assessment and registration of the ECD Centre.
- 7.2.9.The City of Cape Town shall work collaboratively with Provincial Government of the Western Cape to embark on a series of ECD registration campaigns and initiatives to educate and build awareness on importance of ECD registration as set out in the Children’s Act and registration procedures.

7.3. Construct and maintain ECD centres

- 7.3.1.SDECD shall construct new ECD Centres on Council-owned land and maintain the existing Council- owned ECD Centres according to a predetermined plan.
- 7.3.2.City of Cape Town shall construct different typologies of ECD centres depending on the yield of the portion of the land available.

7.3.3. In line with the provisions of Municipal Finance Management Act, Act No 56 of 2003 (as amended), upon the completion of an open public participation process, the City of Cape Town will conclude a Facility Management agreement or Lease agreement with an appointed registered ECD NGO to operate from Council owned ECD premises.

7.3.4. SDECD shall provide on-going support to the newly established centre. This support may include capacity building of the staff and the provision of educational and toy materials including outside play equipment.

7.3.5. SDECD may access EPWP funds to create job opportunities at community-level by implementing ECD Centre cleaning projects as and when the need arises.

7.4. Training and capacity building of ECD practitioners, caregivers, parents and ECD forums.

7.4.1. Training and capacity building for ECD practitioners may include the following:

- Accredited ECD training
- First Aid accredited level 1 and level 2
- Organisational developmental training

7.4.2. Training and capacity building for parents may include inter alia, effective parenting and outreach programmes, child wellness and nutrition, HIV/AIDS and provision of toys and educational materials.

8. IMPLEMENTATION PROGRAMME

8.1. The Program Implementation Department of SDECD will facilitate and coordinate implementation of the ECD Policy once it has been approved by Council.

8.2. The Directorate will compile annual implementation plans linked to the desired outcomes of the policy.

9. MONITORING, EVALUATION AND REVIEW

9.1. The ECD policy will be reviewed every two years or in light of evidence that indicates that this policy is not meeting the outcomes set out in section two.

9.2. NGOs, CBOs, networks, ECD forums and other affected parties may consult with the ECD Programme on the efficacy of this policy and the extent to which it achieves its aims. This will be relayed directly to the Head of SDECD through the appropriate channels.

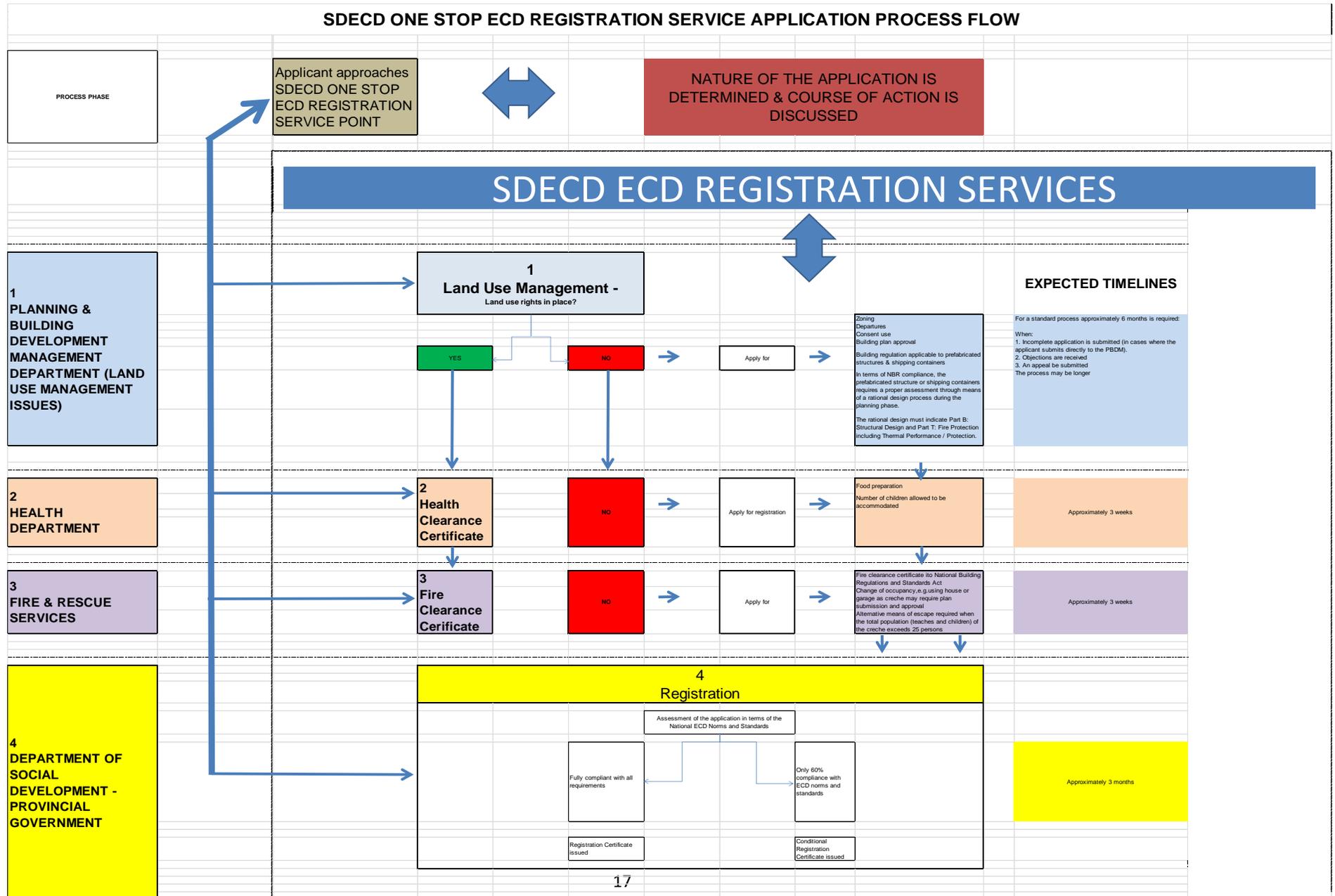
9.3. The compilation of annual implementation plans will specify details of targets to be reached in the short, medium and long term, and evaluation tools will specify quantitative and qualitative indicators with time frames which will assist in tracking progress on the achievement of policy objectives. The implementing role players will use these tools in their internal M&E process by providing regular reports on policy and programme performance.

9.4. The ECD programme will be evaluated on an annual basis and further research on best practices inform this evaluation.

- 9.5. The following information will inform the evaluation:
 - 9.5.1. The time taken for registration process to be completed
 - 9.5.2. The number and names of specific projects aimed at the ECD Programme.
 - 9.5.3. The amount of money and percentage of total budget allocated to such ECD projects.
 - 9.5.4. The number of people participating in ECD projects.

- 9.6. ECD practitioners, ECD forums, NGOs, CBOs as primary stakeholders and beneficiaries of this policy must play an active role in the M&E process. This will be attained through research such as impact assessments and customer satisfaction surveys

ANNEXURE 1: SDECD ECD REGISTRATION APPLICATION PROCESS FLOW



ANNEXURE 2: STANDARD HEALTH REQUIREMENTS

INFANTS SECTION (0-24 months)

1. An unobstructed indoor play area of at least 1.5m² per child must be provided.
2. An outdoor play area of at least 2m² per child must be provided. If no outdoor space is available,(permission MUST be sought from Council to use a nearest play park/Public Open Space where children can play under close supervision of an adult)
3. The indoor and outdoor play areas must be separated from the children's (2-6yrs) and aftercare play areas.
4. Where children are bottle-fed suitable safe space must be provided for effective cleaning and hygienic storage of the bottles. Cooling facilities should be available for the storage of baby food/bottles. Health education to be rendered pertaining to the cleaning of baby bottles as a means to prevent cross contamination / Diarrhoea.
5. One pottie for every child must be provided. Partially enclosed space for privacy must be made available during pottie time.
6. The potties must be washed and disinfected after each usage and the waste of the potties must be disposed of hygienically in a toilet.
7. Best available methods for the storage of soiled nappies must be provided.
8. Potties and nappies may not be cleaned near the food preparation and eating areas.
9. A wash hand basin with soap and clean hand drying material must be provided. Plastic buckets/basins and/or Squeezy bottles may be used in place of porcelain wash hand basins.
10. Such containers must be cleaned and the water changed regularly. It must be separate from the wash hand basin in the kitchen
11. Facilities for the washing of children (babies) must be provided.
12. Adequate covered, safe, clean and waterproof mattresses and or cots must be provided.
13. Bedding should be provided and the blankets should be washed frequently.
14. A separate nappy changing and cloth nappy washing area must be provided.
15. A secure outdoor or refuse area for bins should be provided.
16. Adequate and clean drinking water must be available at all times. Where no tap water is available on site, a clean container with a tight fitting lid must be used for the storage of drinking water.

CHILDREN'S SECTION (2-6 YEARS)

17. An unobstructed indoor play area of at least 1,5m² per child must be provided.
18. An outdoor play area of at least 2m² per child must be provided. If no outdoor space is available,(permission MUST be sought from Council to use a nearest play park where children can play under close supervision of an adult)
19. The indoor and outdoor play areas must be separated from the infants and aftercare play areas.
20. Toilet facilities that are safe and hygienic for children must be provided.
21. Where access to a waterborne sewerage system is available toilets and wash hand basins must be provided in the ratio of one for every 20 children or part thereof, irrespective of the sex. Plastic buckets/basins and/or Squeezy Bottles may be used in place of porcelain wash hand basins. Soap and clean hand drying materials must be provided and such containers must be cleaned and the water changed regularly.
22. Where there is no access to a waterborne sewerage system an approved type toilet must be available or made available at or adjacent to the facility.

23. Toilet facilities must be of the low-level type, or alternatively platforms of suitable height must be provided at the water closet pans and wash hand basins to be used by children. Such platforms must be of a non-slip and impervious material.
24. Doors on the children's toilet facilities should not have locks BUT must be screened for privacy.
25. The hot water supply to the wash hand basins used by children must be thermostatically controlled at a suitable/safe temperature, alternatively, only cold water need to be provided.
26. Covered, safe, clean and waterproof mattresses and or cots must be provided.
27. Bedding should be provided and the blankets should be washed frequently.

AFTERCARE

28. An unobstructed indoor play area of at least 1,5m² per child must be provided. Space to rest must also be provided.
29. An outdoor play area of at least 2m² per child must be provided.
30. The indoor and outdoor play areas must be separated from the infants and children's play areas.
31. Toilet facilities that are safe for children must be provided.
32. Separate toilets for both sexes and wash hand basins must be provided in the ratio of one to every 20 children or part thereof. Where separate toilet facilities are not available, lockable doors must be provided. Plastic buckets/basins and / or squeezey Bottles may be used in place of porcelain wash hand basins with soap and clean hand drying materials provided that such containers must be cleaned and water changed regularly.

FOOD HANDLING AREA

33. A separate area must be provided for the preparation of food
34. The area must be kept be safe, clean and in a hygienic condition at all times.
35. The area to the best possible means must be provided with:
 - a. Adequate washing up facilities
 - b. A hand washing facility for staff.
 - c. Adequate storage space for food and utensils
 - d. Adequate lighting and ventilation.
 - e. Cooling facilities for the storage of perishable food.
 - f. Adequate number of waste bins with tight fitting lids.
 - g. An adequate supply of water and cleaning agents for the cleaning of equipment and eating utensils. Cleaning agents must be kept in their original containers and out of reach of children.
 - h. A hood and flue with an extraction fan and grease filters must be provided over the cooking apparatus or alternatively a domestic cooker hood, where applicable
 - i. Adequate crockery and cutlery for the number of children.
36. The entrance to the food handling area must be adequately protected to prevent children from gaining access thereto and safety aspects must be complied with.
37. A separate space (not necessarily a separate room) for the preparation of baby food must be provided.
38. When meals are provided the person in charge of the ECD/Principal must apply for and be in possession of a Certificate of Acceptability (COA) for Food Premises.

INDOOR PLAY AREA

39. The structure must be safe, waterproof and well ventilated and the safety aspects should be adequately addressed
40. Safety glass to be provided for low level windows and doors
41. In multi-storey buildings safety gates must be provided on both ends of stairs.

42. Floors should be covered with material that is suitable for children to play and sit on and should be easy to clean.
43. If the same space is used as a playroom and office, each area must be clearly demarcated.
44. No objects that could pose a danger or be harmful to children may be stored in this area.
45. All furniture and equipment must be safe and in good repair.
46. All low level electrical sockets need to be suitably protected.

OUTDOOR PLAY AREA

47. The outdoor play area must be adequately fenced (1.8 m high), with safe and approved material, and secured with a safety gate that children cannot open. This will not apply to public open space
48. Outside play equipment must be safe and clean
49. No poisonous or harmful plants may be grown on the premises and the premises must not be overgrown.
50. The outside area can consist of lawn, sand pits, shady areas and hard surfaces.
51. All swimming pools must be covered with a net and have a surrounding fence of sufficient height with a lockable gate.
52. The sand pit must be covered overnight to prevent the fouling of the sand. It must be cleaned regularly by sprinkling it with coarse salt every 6 weeks or by wetting the sand with a bleach solution. The sand must be replaced at least once a year.

STAFF FACILITIES

53. An area that is adequately lighted and ventilated must be provided for use as an office, staffroom and sickbay or where possible these areas may be provided separately.
54. Sufficient toilet and hand washing facilities must be provided where more than 20 children are accommodated.

GENERAL

55. All refuse must be stored in such a manner so as not to cause a nuisance pending removal.
56. An adequate number of approved refuse receptacles with close-fitting lids must be provided.
57. Insects and vermin must be effectively combated without posing a danger to children.
58. If pets are kept on the premises, they must be tame, clean, safe, healthy and well cared for, but must be kept separately from the children.
59. A first aid box with the basic essentials must be provided and stored out of reach of children. At least one staff member must have a valid First Aid Certificate at all times.
60. The owner must ensure that staff members are receiving appropriate and regular training on how to use the contents of the first aid box and how to deal with accidents.
61. Adequate supply of toilet paper must be provided.
62. Adequate measures must be taken to prevent the spread of infectious diseases.
63. The owner must ensure that staff members are receiving health education on TB and Diarrhoea, by focussing on personal hygiene, hand washing, advising regarding the availability of pamphlets, where testing can take place and where free treatment can be received.
64. The owner / principal must ensure that staff with infections and illnesses, must refrain from working with children and food. (This does not necessarily mean the termination of services.)
65. Owner to ensure that no person shall smoke or use any tobacco products in the presence of children in terms of the Tobacco Products Control Act No. 83 of 1993 (as amended) and all related Regulations.

ANNEXURE 3: REQUIREMENTS FOR CLEARANCE FROM THE FIRE DEPARTMENT

1. Application for clearance will not be processed by the Fire Department unless the property is zoned correctly (Zoning certificate to be provided).
2. All buildings must be erected and approved in terms of the National Building Regulations and Standards Act (if applicable) (approved building plans may be called for). If there are no approved plans, the building/structure will be deemed as unauthorised and therefore fire clearance cannot be issued. Change of occupancy classification (e.g., using a garage, house, wendy house as a crèche) may require plan submission and approval.
3. Where the population (total population – children + teachers) exceeds 25 persons, an alternate means of escape (open in direction of emergency travel) is to be provided. The width of the escape is determined by the number of occupants.
4. Only approved locking devices (push bar panic bolt) are permitted on emergency escape doors.
5. Fire extinguishers (1 x 4,5kg per 200 square metres) are to be provided.
6. Fire hose reels may be called for where the floor area exceeds 250 square metres or the building exceeds a single storey in height.
7. Positions of escapes and fire fighting equipment are to be clearly identified by SANS 1186/5 approved symbolic safety signage.
8. All fire points are to be kept clear at all times.
9. Fire blanket may be called for in kitchen should food preparation/cooking take place.
10. Emergency action plan is to be formulated (written document) and tested once every 6 months.

ANNEXURE 4: BUILDING REGULATIONS

1. Although the different types of build-up areas and socio-economic situations in the City are acknowledged, it is the position that all ECD facilities (and their building plans) should comply with the minimum requirements as per the National Building Regulations and Standards Act.
2. This compliments the City's viewpoint that there should not be a differentiation between health and safety requirements for different areas and to ensure a quality environment for all children to develop equally.
3. Where buildings do not comply, a combination of enforcement and support programmes should be used to encourage and assist such centres to move towards compliance.
4. Notwithstanding the above, the use of shipping containers and prefabricated structures is acceptable in principle but more detailed information is required before a proper assessment can be made, to this end a rational design prepared by a professionally registered person or persons will need to be submitted in the planning phases (a rational design is a process whereby compliance with the National Building Regulations is demonstrated by means of calculation and reasoning).
5. The rational design must indicate how Part B: Structural Design and Part T: Fire Protection of the National Building Regulations is complied with. The maintenance of fire safety distances is of particular importance in this regard. The rational design must also demonstrate that the structures meet the thermal performance criteria for the Western Cape. Poorly insulated buildings promote mould growth in the cold and wet winters and which leads to unhealthy living conditions.
6. The provision of water and sanitary facilities must be in terms of the National Building Regulations and the City's Environmental Health requirements. The rational design can be based on a population density of 1.5m² per person.