

REGISTRATION FRAMEWORK



CENTRE BASED/PARTIAL CARE STANDARDS

SILVER	GOLD	TIPS
SAFE ENVIRONMENT FOR KIDS		
Children appear to be comfortable and content, and there is no harsh discipline, (such as smacking).	Same as SILVER	★ Make sure the children feel safe and happy in your classroom. ★ Make sure you don't use harsh discipline methods such as shouting and smacking children. ★ Also, check that your discipline policy mentions no harsh discipline methods should be used.
The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).	Same as SILVER.	
There is no broken or dangerously unstable furniture or equipment which may harm children.	Same as SILVER.	
There is adult supervision at all times.	Same as SILVER.	Make sure your children are never left alone at your centre, even with limited staff (also include accompanying to toilets). You do not have to have a brick wall. Check that: ★ the walls do not lean. ★ the roof is secure. ★ there are no holes that could cause leaks. ★ windows are not broken.
The structure provides protection from rain, wind, and sun, and appears to be stable and not at risk of collapse.	Same as SILVER.	
Floors surfaces are safe and clean.	Floor surfaces are safe and clean, and water cannot seep through.	★ Floors that can be cleaned include tiles, wood, treated concrete, vinyl, or plastic. ★ Make sure the floors can be cleaned or washed easily. ★ Check that the floors are solid, without holes or sharp areas that could harm a child.
Children are protected from open fires, the cooking area and any hot surfaces, and cannot reach or touch electrical wires, plugs or fittings.	Children are protected from open fires, the cooking area and any hot surfaces, and cannot reach or touch electrical wires, plugs or fittings. There are no exposed electrical wires.	
No smoking is allowed at the site.	Same as SILVER.	



Children are protected from heights, stairs, deep excavations and open water that could pose a danger to them.



Same as SILVER.



This standard is about falling from heights or into deep excavations. You can protect children from these risks by using safety measures such as:

- ★ Protective barriers
- ★ Fences
- ★ Other ways to limit access to dangerous areas.

Bucket of sand should be a dedicated bucket of sand and should not be used for any other purposes.

If fire extinguisher is used, make sure it is serviced when required.

This standard only applies if your program provides transport for children.

There is fire control equipment - at minimum a bucket of sand.

There is approved fire control equipment which is serviced and up to date.

If the ECD programme arranges transport for children;

- (a) vehicles are safe and not overloaded;
- (b) transport providers comply with safety measures, including adherence to speed limits, and ensuring all passengers are seated;
- (c) children are not transported in open vehicles, or in the front seat or boot.

Transport operators 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 No. 22 of 2000), and other relevant national transport policies and regulations determined by the Department of Transport; where necessary, transport is accessible to children with disabilities and other special needs.

PROPER CARE FOR SICK CHILDREN

There is a designated space or room to care for sick children.

At ECD programmes with more than 50 children, there is a separate room or sick bay to care for ill children.

Having a separate room only applies at GOLD level to ECD programmes with more than 50 children.

ECD programmes with fewer than 50 children, still need to meet the silver requirement.

- ★ For silver, a designated space means a specific area for sick children to rest.
- ★ This could be a separate room or a quiet corner away from other children.
- ★ Examples include a spot in the principal's office or a quiet area in the playroom.

Remember, this does not apply to programmes where there is no connectivity.

Where there is connectivity there is easy access to a telephone for notifying a parent or caregiver when necessary, or for calling for assistance in an emergency.

Same as SILVER.

Written policies include procedures for identifying and dealing with the medical needs of children who become ill and of children with chronic illnesses.

Same as SILVER.

This can be covered by a written policy or could be displayed on a wall.



Staff can describe policies and processes for identifying and dealing with children who are ill. There are records of children's medical conditions, allergies, immunisation programme and Vitamin A schedule.

Same as SILVER.

There are records of health incidents and accidents that occur at the ECD programme.

Same as SILVER.

There is a basic first aid kit which includes adhesive bandages, scissors and soap.

There is a basic first aid kit include sterile gauzes, medical tape, liquid soap, instruction book and disposable gloves.

Where children have records of the Vitamin A schedules, the programme should keep a copy.

The programme should keep accident and incident register.

Keep a first aid kit with all the necessary items in a clearly marked container.

ADEQUATE SPACE AND VENTILATION

There are doors and windows that can be opened and closed to provide ventilation (fresh air). Staff and children can see to read and play inside.

Same as SILVER.

No requirement at SILVER

Areas for different functions (cooking, play, storage) are appropriately demarcated.

- ★ At SILVER, there is no specific requirement, but work towards meeting the Gold standard.
- ★ At Gold, check if activities are happening in the right spaces.
- ★ For example, children should not play in the food preparation area, and food should not be prepared in the playroom.

No requirement at SILVER

Where applicable, new buildings and alterations to buildings comply with the building standards as set out by the National Building Regulations and Building Standard Act, 1997 (Act No.103 of 1997).

- ★ At SILVER, there is no requirement for the programme to meet.
- ★ At GOLD, if you plan to make changes to your building structure, make sure you have approved building plans or a decision letter from the authorities.

There is sufficient indoor space for children to play freely (at least 1 square metre of unobstructed floor space per child, not including passageways, bathrooms or storage areas).

Same as SILVER.



SAFE DRINKING WATER

Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing, cleaning and cooking).	Same as SILVER.	Programme should not run out of water.
Water containers are covered at all times.	Same as SILVER.	

HYGIENIC AND ADEQUATE TOILET FACILITIES

There are handwashing facilities for children to wash their hands with fresh water. (At least one facility for every 30 children).	There is one washbasin or other suitable container for handwashing for every 20 children, provided that such container is cleaned and the water changed regularly.	Remember a handwashing facility can be a tippy tap.
There is: A. 1 toilet for every 30 children, with reduced pot size or height, OR with a seat adjuster and step; OR B. 1 potty for every 5 children.	For children up to the age of three years, there is: A. 1 toilet for every 20 children, with reduced pot size or height, OR with a seat adjuster and step; OR B. 1 potty for every child.	★ At SILVER, the standard applies to all ages. ★ At GOLD, this standard only applies if there are children aged 3 years or younger, or older. ★ You can use ventilated pit latrines as toilets if they are made safe for children. This means they should have a safe concrete foundation, a junior seat or seat converter, and stairs.
Waste from potties is disposed of hygienically.	Same as SILVER.	★ If potties are not used, this standard does not apply. ★ Solid waste should be thrown away in the toilet. ★ Toilets for disposal of waste can be ventilated pit latrines, trench latrines, regular toilets, or soakaway pits.
Potties are cleaned after use and disinfected in a properly demarcated area.	Same as SILVER.	★ If potties are not used, this standard does not apply. ★ You can disinfect potties by using water and cleaning detergent.
There is a safe and clean nappy changing area with a surface that can be easily cleaned, which is situated away from the food preparation area.	Same as SILVER.	★ If children do not wear nappies, this standard does not apply. ★ You can use a mattress with a cleanable plastic covering as a nappy-changing area.
No requirement at SILVER.	For children aged three years and older where sewage systems are available, there is 1 toilet and 1 hand washing basin for every 20 children.	★ At SILVER, the requirement is 1 toilet for every 30 children or 1 potty for every 5 children, for all ages. There is no other requirement to meet. ★ This question can be marked as N/A if there are no sewage facilities or no children 3 years and older.



No requirement at SILVER.



Where no sewage facilities are available, an appropriate toilet is available at the partial care facility or immediately adjacent to the partial care facility.



- ★ At SILVER, the requirement is 1 toilet for every 30 children or 1 potty for every 5 children, for all ages. There is no other requirement to meet.
- ★ A ventilation improved pit toilet can also be considered, if it is safe for children.
- ★ This question can be marked as N/A if there are sewage facilities or no children 3 years and older.

No requirement at SILVER.

Toilets have reduced pot size and height, or there is a seat converter and step.

All toilets must be safe and hygienic.

Same as SILVER.

Safe toilets may be a flush toilet, portable toilet or a ventilated improved pit latrine. All toilets should have a reduce pot size and height or have a seat converter with a step. Toilets should be clean and free of offensive smells.

SAFE STORAGE OF ANYTHING THAT MIGHT BE HARMFUL TO CHILDREN

Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.

Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, are kept in separate child-proof containers, which are clearly marked and cannot be reached by children.

- ★ At SILVER, dangerous items must be out of reach.
- ★ You should work towards the GOLD standard by storing them in child-proof containers that are labelled.

No requirement at SILVER.

Cleaning agents are kept in clearly marked containers and cannot be reached by children.

- ★ At SILVER, there is no specific requirement for programmes to meet.
- ★ You should work towards meeting the GOLD standard.
- ★ Make sure all locally bought detergents are clearly labelled and kept out of reach.

ACCESS TO REFUSE DISPOSAL SERVICES OR TO ADEQUATE MEANS OF DISPOSAL OF REFUSE GENERATED AT THE PARTIAL CARE FACILITY

Where there are no municipal waste collections, waste is disposed of in a refuse pit or using other hygienic disposal methods which are not accessible to children. Waste bins are kept covered.

Same as SILVER.

Same as SILVER.

This standard only applies if there is no municipal waste collection at the ECD programme.

No requirement at SILVER.

The waste bins and waste disposal areas are cleaned and disinfected regularly.

At SILVER, there is no requirement for programmes to meet, work towards the gold standard.



A HYGIENIC AREA FOR THE FOOD PREPARATION OF FOOD FOR CHILDREN

There is a separate, clean and safe area for preparing food and for cleaning up afterwards. No requirement at SILVER.	Same as SILVER.	This question can be marked as N/A if the programme does not prepare meals.
	There are cooling facilities for perishable foods and prepared bottles.	★ At SILVER, there is no requirement for programmes to meet. ★ You should work towards meeting the GOLD standard if your programme buys fresh food every day or uses prepared bottles. ★ A cooling facility could be a fridge or another cooling device.

MEASURES FOR THE SEPARATION OF CHILDREN OF DIFFERENT AGE GROUPS

No requirement at SILVER.	Where possible, children are separated into the following age categories in separate rooms or spaces: (i) Children under the age of 18 months; (ii) children between the ages of 18 and 36 months; (iii) children between the ages of 3 and 4 years; and (iv) children between the ages of 4 and 6 years.	"Where possible" means when there is enough space for different groups or classes.
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THE DRAWING UP OF ACTION PLANS FOR EMERGENCIES

There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers. No requirement at SILVER.	Same as SILVER.	
	Staff and children are aware of procedures to follow in the case of an emergency.	

THE DRAWING UP OF POLICIES AND PROCEDURES REGARDING HEALTH CARE AT THE PARTIAL CARE FACILITY

Written policies include practices aimed at preventing the spread of infectious diseases (such as handwashing and ensuring bed linen/blankets and towels are washed regularly).	Same as SILVER.	★ This can be covered by a written policy or could be displayed on a wall. ★ A template for the Health and Hygiene Policy is in the document pack available to all ECD programmes.
Written policies cover cleaning routines and standards.	Same as SILVER.	★ Policies should cover how the space is cleaned for example how often the toilet facilities are cleaned. ★ A template for the Health and Hygiene Policy is in the document pack available to all ECD programmes.





No requirement at SILVER.

No requirement at SILVER.

Written policies cover confidentiality of health-related information.



At least one staff member is trained in first aid.

There is a register for administering medicines.

Same as SILVER.

- ★ Your HIV policy may cover confidentiality.
- ★ Keep policies in a file or display them on the wall; a template is available in the document pack.

REGULATIONS

Check:

- ★ Attendance register
 - ★ Child admission form
 - ★ Accident and incident register
- No requirement at SILVER

Same as SILVER.

A partial care facility or the provider of a partial care service must keep a separate file in respect of each child in which the following information must be filed:

- (a) all documents relating to the child received at the time of admission;
- (b) any documented correspondence relating to the child;
- (c) reports and notes by the provider of a programme within a partial care facility on any developmental delay or disability of the child with particular reference to any possible deviation from the normal development of the child in regard to his or her age;
- (d) reports and notes by the provider of a programme within a partial care facility on any irregular behavioural pattern of the child; and
- (e) reports and notes on any injury or bruise observed during the daily care of the child, including any observations which may relate to the possible abuse of the child.

Templates are included in a document pack available to all ECD programmes.

This is a requirement for GOLD

Keep a separate file for each child with the following:

- ★ All documents received at admission.
- ★ Any documents or letters about the child.
- ★ Reports on developmental delays or disabilities.
- ★ Reports on irregular behaviour.
- ★ Reports on any injury or bruise, including possible abuse.
- ★ You may not keep individual files, but you may use plastic sleeves, file dividers or a concertina file.

No requirement at SILVER.

A file must be kept of each staff member employed at a partial care facility including any period of absence from the partial care facility.

At GOLD, keep a file for each staff member, including details of any time away from work.



No requirement at SILVER



Any register or file kept in terms of this regulation must be kept for a period of at least three years after the date of termination of the partial care service in respect of a child at a partial care facility.



GOLD Requirement: Keep any register or file for at least three years after a child leaves the partial care facility.

THE PROVISION OF APPROPRIATE DEVELOPMENTAL OPPORTUNITIES

Programmes-

(a) are appropriate to the developmental needs and stages of the children attending (there are toys and activities appropriate for children of different ages).

Same as SILVER.

- ★ Check if the activities and toys you are using are suitable for the children's age and abilities.

Some examples include

- ★ For children under 1 year: rattles and soft toys.
- ★ For children aged 1-3 years: stacking toys, shape sorters, or large-piece puzzles.
- ★ For children aged 3-6 years: building blocks, pretend play sets, and more challenging puzzles.
- ★ You may want to use shorter group times with younger children, as they cannot focus for long.
- ★ Free play is when children have the freedom to play in whatever way they want (indoors and out).
- ★ Make sure there is at least one session of free play in the daily programme.
- ★ Free play allows children to explore and engage freely with materials, activities, and interest areas.

Check Daily Programme includes free play.

Same as SILVER.

Check Daily Programme includes varied activities, such as play, arts, singing and story-sharing.

Same as SILVER.

PROGRAMMES AIMED AT HELPING CHILDREN TO REALISE THEIR FULL POTENTIAL

Check Daily Programme includes rest time.

Same as SILVER.

- ★ Make sure your Daily Programme includes time for sleep/nap if the programme runs a full day.
- ★ If the programme closes earlier, children may rest at home, so you can select N/A.

Programmes support children to develop language and communication skills, through plenty of talk and interaction between practitioner and children and amongst children.

Same as SILVER.

- ★ Make sure you are doing activities like story time, book-sharing, singing, or reading to the children.
 - ★ Include activities that develop language, such as extending conversations, listening activities, and having lots of reading materials (e.g. books, posters, pamphlets).
- Ask yourself:
- ★ Are you interacting with the children?
 - ★ Are the children interacting with each other?
 - ★ Do you encourage interaction?





CARING FOR CHILDREN IN A CONSTRUCTIVE MANNER AND PROVIDING SUPPORT AND SECURITY

Check Discipline Policy submitted as part of Business Plan.

Same as SILVER.

- ★ Make sure your discipline policy does not allow harsh or physical punishments.
- ★ A template for a Discipline Policy is included in the document pack available to all ECD programmes.

Full-day programmes ensure that children receive at least one meal and one snack per day. (The meal or snack can be provided by the parent or caregiver.)

Same as SILVER.

Meals and snacks provided by the programme reflect good nutritional standards.

Same as SILVER.

Make sure the daily menu includes a mix of protein (like lentils, beans, or meat), fruits, and vegetables.

Mark this question as N/A if the programme does not provide meals.

The staff-to-child ratio must:

(a) For children between 0-18 months – 1:6

(b) For children between 18 months and 5 years – 1:20

The staff-to-child ratio must:

(a) for children between the ages one month and 18 months be, 1:6;

(b) for children between the ages 18 months and three years be 1:12;

(c) for children between the ages three and four years be 1:20; and

(d) for children between the ages five and six years, 1:30; and

(e) for every staff member stipulated above, there must be an assistant.

★ For children between 1 month and 18 months, the ratio is 1 staff member for every 6 children.

RESPECT FOR AND NURTURING OF THE CULTURE, SPIRIT, DIGNITY, INDIVIDUALITY, LANGUAGE AND DEVELOPMENT OF EACH CHILD

Educators utilise one medium of instruction in class and use translations wherever possible to ensure all children can understand.

Same as SILVER.

You should use one language in class and translate when needed to help all children understand.

Children are allowed to communicate in the language of their choice and preference, and all opportunities are taken to foster their mother tongue.

Same as SILVER.

When children speak in their mother tongue, they should be allowed to fully express themselves.

MEETING THE EMOTIONAL, COGNITIVE, SENSORY, SPIRITUAL, MORAL, PHYSICAL, SOCIAL AND COMMUNICATION DEVELOPMENT NEEDS OF CHILDREN

Programmes communicate regularly with parents and caregivers, and alert them to any concerns regarding the development and wellbeing of their child.

Same as SILVER.



The programme provides opportunities for children to handle small objects and use utensils, and to practice larger co-ordinated movements.



Same as SILVER.



- ★ Make sure the children have activities that help them use their small muscles, like drawing, painting, threading, and cutting.
- ★ Plan activities that involve large movements, like running and playing outside.
- ★ Use outdoor play for large muscle activities. If there is no outdoor space, find ways for the children to use their large muscles indoors, such as by setting up spaces for standing or building.

REGULATIONS

The Supervisor or lead practitioner has either basic training in ECD or one year of experience of working with children.

An applicant for registration of an early childhood development programme must possess the following qualifications, skills and training:

- a) (i) The National Certificate in Early Childhood Development at National Qualification Framework (NQF) Level 1-6 of the South African Qualifications Authority;
 - (ii) an appropriate early childhood development qualification; or
 - (iii) a minimum of 3 years' experience of working in the early childhood development field;
- (b) appropriate knowledge about early childhood development;
- (c) the ability to identify, record and report on the progress and developmental needs of the child to inform early childhood development opportunities and interventions.

SILVER requirement: Basic ECD training does not have to be accredited training.

GOLD requirement: you need to have a qualification or 3 years experience.

