

ANNEXURE A

**GUIDELINES FOR
REGISTRATION OF INDEPENDENT SCHOOLS
TO CATER FOR REGISTRATION OF
COMMUNITY BASED-SITES AS
ECD INDEPENDENT SCHOOLS**

GUIDELINES FOR CRITERIA FOR REGISTRATION OF COMMUNITY BASED SITES AS INDEPENDENT SCHOOLS

1. BACKGROUND

Paragraphs 254 to 256 of the National Norms and Standard for Grade R funding, states that Provincial Education Departments (PEDs) must amend their current registration criteria for independent schools so that community based ECD sites can apply to register as independent schools. The Department of Education (DoE) is required to provide PEDs with an amended template for registration of community based sites as independent schools.

PEDs must ensure that all community based-sites funded by the state are registered as independent schools (Par. 171 -174 of the National Norms and Standards for School Funding).

The registration of community-based sites must be in line with the guidelines for Early Childhood Development Service (2006).

2. CRITERION

Application for registration will be evaluated using the following criteria

The guidelines for Early Childhood Development (2006) require community-based sites to:

- (a) meet the minimum standards for registration;
- (b) be registered with the provincial Department of Social Development and Department of Health;

In addition to the above the following criteria must be met:

- (a) have appropriate premises and equipment - buildings should meet the prescribed requirements set out in the guidelines for Early Childhood Development Service (2006);
- (b) have qualified teachers/practitioners - the principal is a professional qualified educator or in possession of ECD NQF Level 5 with a minimum of FIVE years management experience and the Grade R practitioners

should at least have an ECD NQF Level 5 Core Unit Standard;

- (c) the curriculum for Grade R learners should be approved by the DoE;
- (d) have appropriate administrative systems and procedures;
- (e) have a functioning bank account;
- (f) have assessment and evaluation systems; and
- (g) have learner support systems.
- (h) must not be located within a 5 kilometer radius from the nearest Public School offering Grade R

The following documents should accompany the application form for registration.

- (a) Constitution
- (b) Admission policy
- (c) Curriculum
- (d) Lease contract / proof of ownership of buildings (site and floor plan showing learning / ablution and recreational facilities)
- (e) Qualifications of educators / Practitioners
- (f) Health certificate issued by the Health inspectors (Local Government)
- (g) Proof of registration with Department of Social Development (DSD)
- (h) Language of teaching or 1st language
- (i) Financial Statements
- (j) Governance structure

3. FOR FUNDING PURPOSES

The community based-site must satisfy the conditions of eligibility under Par. 176 of the National Norms and Standards for School Funding which states that an independent school may be considered for subsidy if it:

- (a)** is registered by the PED;
- (b)** has made an application to the PED in the prescribed manner;
- (c)** has been operational for **one full school year**;

- (d)** is a registered non-profit organization in terms of the non-profit organizations Act, Act No. 71 of 1997;
- (e)** is managed successfully according to a management checklist determined by the PED, as described in paragraph 179;
- (f)** agrees to unannounced inspection visits by officials of the PED or person duly authorized by the PED; and
- (g)** has not been established in direct competition with a nearby uncrowded public school of equivalent quality.



REGISTRATION OF A COMMUNITY BASED-SITE AS AN ECD INDEPENDENT SCHOOL


Name of site:	Mooi Uitsig, Betty's Bay	Physical Address:	Dyna's Corner, Mooi Uitsig, Betty's Bay
EMIS Number:		Postal Address:	PO Box 244 Kleinmond 7195
Tel:	073 572 8120 (Zaan Cilliers)	Fax:	086 512 0314

(Tick "yes" if the following has been submitted with the application form)

Documents submitted	Yes	No
1. Constitution		
2. Admission policy		
3. Curriculum		
4. Lease contract / proof of ownership of buildings		
5. Educators' qualifications		
6. Health certificate /report (Local Government)		
7. Proof of registration with Department of Social Development		
8. Language of teaching or 1 st language		
9. Examined Financial Statements		

10. Governance Structure	
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GENERAL PARTICULARS OF COMMUNITY BASED-SITES

 Western Cape Government Education		APPLICATION FORM FOR REGISTRATION OF A COMMUNITY BASED-SITE AS AN ECD INDEPENDENT SCHOOL	
Name of site:	Mooi Uitsig, Betty's Bay	Physical Address:	Dyna's Corner, Mooi Uitsig, Betty's Bay
EMIS Number:		Postal Address:	PO Box 244 Kleinmond 7195
Principal Name:	Zaan Cilliers	Tel:	073 572 8120
Circuit:		Fax:	086 512 0314
District:		Cell:	073 572 8120
Municipality:	Overstrand	Name of nearest Public Ordinary School	
Form of Ownership of Land:		Distance to Nearest Public Ordinary School offering Grade R (km)	

SECTION B

SCHOOL YEAR: _____

LEARNER ENROLMENT AND CURRICULUM

CURRENT ENROLMENT						
AGE GROUPS:	0 - 1 yr	1- 2 yrs	2 - 3 yrs	3 - 4 yrs	4 - 5 yrs	5 - 6yrs (Grade R)
NUMBER OF LEARNERS						
1. BOYS						
2. GIRLS						
TOTAL						

ESTIMATED ENROLMENT (for the following year)						
AGE GROUPS:	0 - 1 yr	1- 2 yrs	2 - 3 yrs	3 - 4 yrs	4 - 5 yrs	5 - 6yrs (Grade R)
NUMBER OF LEARNERS						
1. BOYS						
2. GIRLS						
TOTAL						

SECTION C

PRACTITIONERS' INFORMATION

Qualification of Principal:	
Number of Practitioners with NQF Level 1	
Number of Practitioners with NQF Level 4	
Number of Practitioners with NQF Level 5	
Total number of qualified ECD Practitioners (0-4 year olds):	
Number of Grade R Practitioners:	
Qualification(s) of Grade R Practitioners:	
Number of Non-Qualified Grade R Practitioners:	
Number of Practitioners that attended training in the current/previous year:	
Form of training attended:	

SECTION D

LANGUAGE OF TEACHING AND LEARNING

(Indicate the languages used for teaching)

Afrikaans	100%

Other Languages offered as 1st or 2nd Language

N/A	%

SECTION E

PREMISES AND EQUIPMENT

PREMISES		
Type of building (House, school. etc.)	School	
Size of the centre's premises		
Learning Space:		
Number of classrooms for centre	Two	
Number of Grade R classrooms	One	
Indicate the classroom size (m ²)		
Indicate the inside play space per child (m ²)		
Indicate the outside play space per child (m ²)		
	YES	NO
Does the centre have an outside play station (i.e. 2m ² per child)?	X	
EQUIPMENT		
	YES	NO
Is there enough learning equipment for each child?		

(Attach a list of Grade R learning equipment)

SECTION F

HEALTH AND SAFETY

	YES	NO
Does the centre have a security fence?	X	
Is the property clean (inside & outside)	X	
Are there sufficient toilets?	X	
Are all the toilets in good order?		
Are the buildings safe for children?	X	
Is the premises disability friendly?		
Is the play area enough?	X	
Is the learning equipment safe for children to use?	X	
Is the learning equipment clean?	X	

MONITORING AND EVALUATION

A community based-site may be registered provincially pending an assessment of premises, curriculum and learning equipments on the following aspects and if these aspects are not positively met, registration would be withdrawn.

Provincial Monitoring

	YES	NO
Does the community based-site agree to unexpected visits from the provincial education department?	X	
Is the curriculum for Grade R in line with curriculum prescribed by the DoE?		
Are premises in good condition?	X	
Are learning equipments in good condition?		

DECLARATION / VERKLARING

I, the undersigned, declare that
 Ek, die ondergetekende, verklaar dat

- ◆ the information provided in this application is in all respects true and complete
 die inligting voorsien in hierdie aansoek in alle opsigte waar en volledig is
- ◆ the required documents accompany this application
 die verlangde dokumente die aansoek vergesel
- ◆ there shall be no contravention of the registration conditions.
 daar geen oortreding van die registrasie vereistes is nie.

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SIGNATURE OF PRINCIPAL OR OWNER
DATE

HANDTEKENING VAN PRINSIPAAL OF EIENAAR
DATUM

APPROVAL OF APPLICATION

RECOMMENDATION BY THE IMG MANAGER

This is to certify that I, the
 IMG MANAGER of,
 support / do not support this application.

If supported please complete how provision in the estimate budget is made

Remarks:

.....

Items:	Financial year	Amount
LTSM		
Furniture		
Educator post(s)		
Support Staff		

RECOMMENDATION BY IMG ECD MANAGER

This is to certify that I, the
 IMG ECD MANAGER of,
 have checked on the
 correctness of the application and verified the need applied for. I therefore
 recommend/ do not recommend this application based on the following reasons.

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.....
IMG ECD MANAGER
(Initials and Surname)

.....
SIGNATURE

.....
DATE

SUPPORTED/NOT SUPPORTED
COMMENTS:

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.....
DISTRICT IMG HEAD
(Initials and Surname)

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SIGNATURE

.....
DATE

SUPPORTED/NOT SUPPORTED
COMMENTS:

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DISTRICT DIRECTOR
(Initials and Surname)

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SIGNATURE

.....
DATE

Supported/ not supported
Comments:

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CHIEF EDUCATION SPECIALIST
(ECD)/DIRECTOR IMGP
(Initials and Surname)

.....
SIGNATURE

.....
DATE