

PROCEDURE GUIDELINE
APPLICATION TO OPERATE A CRÈCHE OR AFTER CARE CENTRE

Application as a place of care is only necessary where 6 or more children are to be cared for.

1. The applicant must approach the relevant Administration's Town Planning Department to clarify land use, zoning conditions, etc.
2. In certain instances the applicant may well have to apply for special consent or rezoning of the property in question. Such application carries a specified fee.
3. The Town Planning Department will inform the surrounding property owners of the applicant's intentions via registered post.
4. Objections are referred to the Urban Planning and Development Committee for consideration.
5. Should no objections be received the application is approved and a copy of the approval is sent to the City Health Directorate.
6. After Town Planning has approved the application, the applicant has then to approach the Department of Social Services and apply for registration as a place of care in terms of the Child Care Act.
7. Such application is forwarded to the relevant Environmental Health office, via the relevant Administration, for a report on the suitability of the premises as a place of care.
8. In instances where a place of care requires subsidisation, the Department of Social Services also deals with such aspect.
9. The Environmental Health Practitioner (EHP) submits a report, via his Sub-District, to the Department of Social Services.
10. Said department then notifies applicant in writing of the health requirements as well as any other requirements it may wish to stipulate.
11. Applicants are given a reasonable time within which to comply with all requirements specified.
12. The Department of Social Services normally notifies the EHP when requirements are due for follow-up.
13. Such follow-up inspection is duly performed and a further follow-up report is submitted to the Department of Social Services stating compliance or non-compliance.
14. Once all requirements have been complied with the Department of Social Services issues a registration certificate to the applicant.
15. Such registration certificate contains an endorsement stating the number of children for which the premises is suitable, as well as the hours of operation.
16. Once the crèche has been registered it is subjected to regular routine inspections by the district EHP.
17. Should an applicant at any stage wish to increase the number of children cared for, application for registration must again be made to the Department of Social Services.
18. It is important to note that some Administrations place a limit on the number of children that may be cared for at residential premises.

APPLICATION FOR CHILDCARE FACILITIES AS PRESCRIBED IN TERMS OF THE CITY OF CAPE TOWN: ENVIRONMENTAL HEALTH BY – LAW NO. 13333, P.G.E. NO. 6041, DATED 30 JUNE 2003
(PART 4)

Name of applicant:

Trading as:

Address of premises: Erf No.:

Type of childcare Facilities? Crèche or Full Day Care
Mornina Care Centre
Pre-primarv School
Post School Centre

Are meals provided?

Is a kitchen provided?

Is a sickbay provided?

Is a first aid kit available?

Does at least one staff member have a valid first aid certificate?

Are sandoits provided?

Has application been made for Land-use planning approval with Council's Land-use planners?

Has application been made with the PGWC Dept of Social Services for registration in terms of the

YES	NO

Has application been made with the PGWC Dept of Education for Registration in terms of the Schools Act? (Applicable to Pre – schools and School based after Care facilities): ..

Has fire clearance been obtained? ..

Has staff undergone pre – employment chest X – rays detection of TB? ..

	Age Group	Number of children
Number of children and age group?	0 –2 years	
	2 – 6 years	
	6 – 18 years	

Type of toilets available?	Potty's	Flush	Chemical	Plt	Buckets
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	CRECHE OR DAYCARE CENTRE		MORNING CARE	AFTER CARE
	UNDER 2 YEARS	2 TO 6 YEARS	3 TO 6 YEARS	SCHOOL AGE
Indoor Play Space m ²				
Outdoor Play Space m ²				
Number of Toilets				
Number of W/hand basins				
Number of Potties		N/A	N/A	N/A

SIGNATURE OF APPLICANT ..

DATE

STANDARD HEALTH REQUIREMENTS FOR CRECHES & AFTERCARE

STAFF FACILITIES:

An adequately lighted and ventilated office must be provided. The office may either double as a staffroom and sickbay, or these may be provided separately.

CHILDREN'S SECTION (2 - 6 YEARS):

1. An indoor play area of at least 1.5m² per child must be provided. Not more than one third of the indoor play area may be an enclosed verandah.
2. An outdoor play area of at least 1m² per child for the first 30 children must be provided. Children may be divided into groups and be taken outside one group at a time. If no outdoor space is available, add an extra 1m² per child.
3. Water closets and wash hand basins must be provided in the ratio of one for every 20 children or part thereof, irrespective of sex. Plastic buckets/basins may be used in place of porcelain wash hand basins.
4. 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 the children. Such platforms must be of an impervious material.
5. The hot water supply to the wash hand basins used by the children must be thermostatically controlled at a suitable temperature, alternatively, only cold water need be provided.

INFANTS SECTION (0 - 2 YEARS):

6. An indoor play area of at least 2m² per child must be provided.
7. A wash hand basin must be provided in the nursery (unless one is close-at-hand).
8. The following items must be provided in sufficient numbers:
 - a. Potties - one potty for every 5 children.
 - b. Racks for the storage of potties.
 - c. Baby baths - one baby bath for every 15 children.
 - d. Storage facilities for soiled nappies.

AFTERCARE:

9. An indoor play area of at least 1,8m² per child must be provided. Such area must be separate from the pre-school age groups.
10. An outdoor play area of at least 2m² per child must be provided. Such area must be separate from the pre-school age groups.
11. Water closets and wash hand basins, separate for sexes, must be provided in the ratio of one for every 20 children or part thereof.

KITCHEN:

12. No recommended size, but must be kept in a clean and hygienic condition at all times.
13. Usual health requirements apply, and for larger crèches the following may be required:

The kitchen must be provided with:

- a. A wash hand basin.
- b. A double bowl, double drainage board, stainless steel sink. At least one of the bowls must be of the deep pot-washing type.
- c. Adequate cooking and refrigeration facilities.

A hood and flue with an extraction fan and removable grease filters must be provided over all cooking apparatus. The flue must extend to at least 1 metre above roof height and the average catchment velocity measured over the face of the canopy must not be less than 0.5 m/s.

14. The entrance of the kitchen must be adequately protected to prevent children from gaining free access thereto.

15. A separate space (not necessarily a separate room) for the preparation of baby food must be provided.

INDOOR PLAY AREA:

16. The indoor play areas must be:
- a. Provided with an insulating floor covering.
 - b. Kept free of private furniture and suitably equipped for crèche purposes.

OUTDOOR PLAY AREA:

17. The outdoor play area:
- a. Must be provided with a fence with a height of at least 1,8m (if deemed necessary).
 - b. Must be free of dangerous articles, poisonous plants, obstacles, steps or excavations.
 - c. Should be provided with shady areas.
18. The swimming pool must be provided with a safety net.
19. All access gates to the outdoor play area and swimming pool area must be fitted with self-closing devices and childproof latches affixed at a high level.
20. The sandpit must be provided with a suitable cover to prevent the fouling of the sand, or alternatively the sand must be sanitized regularly and replaced with fresh sand at suitable intervals.

REFUSE YARD:

21. All refuse must be stored in a satisfactory manner pending removal, and for the larger crèches, a refuse yard of at least 9m² must be provided to serve the kitchen. Such yard must be:
- a. Suitably enclosed, cement-paved, and grade and drained to the storm water system.
 - b. Provided with a curbed area of 1m², graded to a gulley which is connected to the main drain line for the washing of refuse receptacles.
 - c. Provided with a piped water supply to facilitate cleansing.
22. An adequate supply of washable refuse receptacles with close-fitting lids must be provided.

GENERAL:

23. All windows higher than 0,76 m above outside ground level must be adequately protected to prevent children from falling out.
24. All low level glazed areas must be of safety glass.
25. The wall areas behind all sinks and wash hand basins must be tiled or suitably clad to a height of at least 300mm.
26. All internal walls must be painted with a light coloured, washable, lead-free paint.
27. All power points must be suitably protected.
28. The premises must be rodent proofed in accordance with the Government Rodent proofing Regulations.
29. A first aid box with the basic essentials must be provided, (A list of the recommended basic essentials is attached).
30. The use of these premises for the purposes of a crèche is subject to:
- a. The approval of the Area Urban Planner, and
 - b. application for registration as a place of care in terms of the Child Care Act, 1983 (Act 74 of 1983) with the: **Regional Director
Provincial Administration: Western Cape
Department of Social Services**

APPLICATION OF THE MINIMUM PHYSICAL STANDARDS FOR THE REGISTRATION OF ECD PROGRAMMES IN THE WESTERN CAPE AS ACCEPTED BY THE STAKEHOLDERS MEETING ON 06/11/00

Legend: SS = Social Services
 EH = Environmental Health
 PS = Personal Services

HEALTH SAFETY AND NUTRITION		
ITEM	DESCRIPTION	APPLIED BY
Staff and children's illnesses, accidents	Should establish contact with local clinic/health resource re accidents and illnesses. Staff should be able to identify and refer handicapped children.	SS
Fencing	Not required if no danger. A child should not be able to climb over if a fence is needed. It must be without risk to the child and have a safety gate. (Usually 1.8m high)	EH
Safety equipment, drills, precautions	Emergency procedure must be established. A lockable and out of reach storage space for hazardous items and poisons. The keys must be kept safely. A fire extinguishing mechanism must be provided. In the installation of fire equipment/mechanisms the local authority expert must be asked for advice. Education should be done on basic safety.	EH to liaise with Fire Services
Medicine, first aid	Staff must be trained and skilled in 1 st aid. Must be a first aid kit. Contents must be checked monthly and replaced. Stored out of reach of children. Staff should teach children good health and first aid.	PS
Animals, plants, pest control	No poisonous or dangerous plants. A list (from Red Cross) with pictures should be provided. Staff and children should be educated. If pets are kept they must be kept hygienic and out of reach of children. Sandpits must be covered after hours. Should be treated with salt. Pest control should be done routinely.	EH
Health documents, clinic contact	Must be contact with local clinic/health resource where the centre is visited at least four times a year (the visitor should be knowledgeable in identifying and supporting children with disabilities).	PS
Food	Staff must be trained to give educational talks on nutrition to children as part of their daily program. Balanced menu compiled and served. At least two meals per day, preferably also two snacks. Menu to be displayed.	SS
Water	Clean water for drinking and washing must be available at all times in, at least, clean covered containers. Water must be accessible. There should be a safe way of disposal of dirty water, like a French drain. The water should not be a threat to the child in any way.	

PREMISES		
Toilets	<p>The sanitation of the community in which the creche is situated should be used as the standard. If running water is available flush toilets should be used. Use step-up and adapter seat if normal toilet. Toilets must be disinfected regularly</p> <p>Ratios:</p> <ul style="list-style-type: none"> • 1 commode/pottie : 5 children • 1 toilet : 20 children <p>For Babies: Bucket with lid for sterilising and soaking nappies. The nappies must be washed daily and the bucket cleaned. There should be a place to change nappies. Separate facilities for washing of potties.</p> <p>After School Facilities: Separate facilities for boys and girls.</p> <p>Creches must work towards:</p> <ul style="list-style-type: none"> • separate facilities for all boys and girls. • a potty per child. • a separate staff facility. 	EH
Washbasins	<p>1 hand basin : 20 children</p> <p>Use step-ups if there are fixed washbasins. Water must be changed regularly. Soap and drying cloth must be available. The drying cloth must be changed daily and be accessible to the children. A plastic bucket/container (rather only 10 per bucket) may be used but no water must be left in it after use. Disinfectant should be used in the water. A way of waste disposal is needed - French drain.</p>	EH
Kitchen	<p>Separated from play area by at least a partition. No recommended size. No free access to children, but should be escorted when entering the kitchen. Must be kept clean, hygienic (light washable paint). Equipment should be stored in safe containers. Should be equipped with a table, sink, cooking utensils, crockery and cutlery, cleaning materials. Some means of cooking food, approved refuse removal and cooling facilities. If using gas or paraffin it should be stored outside safely. Washable floor cover. Big enough for utensils and equipment. Not a storage place for toys etc. Separate space (not room) for preparation of baby food. Facilities to boil water for sterilisation.</p>	EH
Indoor space	<p>Indoor play area after cupboards and other furniture has been taken into account:</p> <ul style="list-style-type: none"> • 2m² per baby • 1.5m² per toddler 	EH
Outdoor space	<p>Outdoor play area:</p> <ul style="list-style-type: none"> • 1m² per child at least for the first 30 children. Children can then be divided into groups and taken outside one group at a time. Always under supervision. <p>No open fires in outdoor play are. Public parks may be used as long as it is safe for the children. If no outdoor space add 1m² per child to indoor space.</p>	EH
Office/staff/sickbay/ isolation rooms	<p>A sickbay is a quiet space away from other children even in the same room. If there is an office, the sickbay should be in the office. If possible a space for staff to rest should also be provided.</p>	SS
Walls, floors, ceilings, windows	<p>Should be adequate space for movement of doors and windows. Wall should be clean and bright. Floors should be solid covered and clean. Walls and floors splinter free. Should be enough windows to ensure adequate ventilation and light. Ceiling (roof) should be clean and waterproof. All surfaces should be washable. If using cardboard it must be clean and the glue used must be non-toxic. If using paint, it must be non-toxic. Low level windows must be safe. Loose mats must be made safe (non-slip).</p>	EH

EQUIPMENT		
Furniture	Tables and chairs must be safe for children. Mats, mattresses with covers, blankets must be provided. Wedge, bean bags, pillows for handicapped.	SS
Indoor apparatus & toys	Educational apparatus which is suitable for the age group of the children. Improvised toys.	SS
Outdoor apparatus & toys	Improvised equipment (safe, suitable for stimulation and development) e.g. improvised sand tray.	SS
Personal equipment	Each child must have his own facecloth, toothbrush and toothpaste. Adequate soap, toilet paper. All adequately stored.	SS
Storage	Boxes can be used for toys and equipment. Zinc trunks/trommels can be put in a dry place. Boxes and cupboards should be on a stone base to prevent damp. Storage of equipment should be organised, neat and labeled. Must be table for admin. work. Use cupboards and open racks. There should be a place for children's belongings, which is neat, organised and identifiable.	SS
General	Access to telephone vital (depending on availability of cables). All equipment must be safe for children.	SS

STAFFING		
Age	18 - 60, depends on health of person and context of centre. Combination of mature and younger persons.	SS
Attributes & skills	Patience, loving nature, high standard of cleanliness, ability to work in a team. Understanding of, and ability to work with, young children. Supervisor should have knowledge of admin., management skills and financial skills.	SS
Health	Staff appointed must be medically examined before being employed.	PS
	Staff with infections, illnesses, must refrain from working with children and food (this does not necessarily mean termination of services).	EH
Culture	Knowledge and respect of culture of children.	SS
Training & experience	All staff should be completing or have completed a basic level training course from a recognised agency covering health, safety, nutrition, child development, admin. Skills including job description and crisis management. Supervisors/person in charge should have at least a standard 8 or equivalent (and have an understanding of working with adults). Staff development programs are important. In-service training is important.	SS
Language	Mother tongue of child. Knowledge of other languages in an area to introduce to the children.	SS
Staff/child ratios	<ul style="list-style-type: none"> • House (mixed age groups) 1 : 6 • House with additional structures on residential property, daycare centre or hall: 0 - 18 months: 1 : 6 19 months - 3 years: 1 : 15 3 years 1 month - 6 years: 1 - 25 After school centre: 1 : 35 Ratios assessed according to space as laid out in the premises category of this document. 	SS
Service conditions	Annual assessment of staff within the project. Records of attendance and doctor's certificates for days sick must be kept. Set number of days for sick leave and absenteeism must be listed in contract. 40 Hours working week. Pension age 60. Work towards a structured disciplinary/grievance procedure.	SS

ADMINISTRATION AND DAILY PROGRAM		
Controlling body	Unless a business, a management committee/monitoring structure must be elected from the parents and interested people, and be approved by the parent body. Committee should work with staff to ensure effective operation and development of centre. The management committee is the controlling body. Members of the management committee receive no remuneration.	SS
Fees	Fees and payment to be determined by management/owner.	SS
Registers, files, documentation, and finance	<p>All records should be done by a staff member assisted by a committee member and kept in a safe place, and should be ratified by the committee. Should include:</p> <ul style="list-style-type: none"> • monthly financial records and statement (cash book) • budgeting • attendance register (children and staff) • daily incidence book • daily program • menus • teacher preparation book • health records (including disability records if applicable) and personal records of children • minutes of all PTA/committee meetings and general meetings • staff details • receipt book for fees • inventory <p>Note: Flexibility is important.</p>	SS
Daily program	Program must include stimulation play activities suitable for each group. The use of improvised and indigenous play equipment should be encouraged. Outings should be part of the program.	SS

NOTE: If a community wants to raise their standards they may do so, this document sets the minimum standards accepted by the community of the Western Cape.