S1 – BUSINESS PLAN

S1.1: ECD PROGRAMME BUSINESS PLAN - PROFILE

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER *(A unique number that identifies an ECD Programme, the reference number given to you when you started the BRONZE application.)*

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ECD PROGRAMME NAME

YEAR OF OPENING
(The year in which the ECD programme started operating.)

NAME AND SURNAME OF APPLICANT/OWNER
(Person applying on behalf of the ECD programme.)

PROVINCE

LOCAL MUNICIPALITY

PHYSICAL ADDRESS	STREET NUMBER	STREET NAME
	POSTAL CODE	TOWN/CITY

TELEPHONE NUMBER

EMAIL ADDRESS

THE PROGRAMME IS OPEN DURING THE FOLLOWING TIMES:	*Daily opening time:*
	Daily closing time:

NUMBER OF DAYS OPEN PER WEEK *(Tick number of days)*	1	2	3	4	5

OVERVIEW OF ECD PROGRAMME

PROVIDE THE AIM OF THE PROGRAMME AND WHO IT TARGETS:

PLAN FOR CLASS GROUPS AND STAFF COMPOSITION

CLASS NAME/NUMBER	AGE RANGE	TARGET NUMBER OF CHILDREN	PLANNED NUMBER OF STAFF

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ECD PROGRAMME PROFILE

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E									

ECD PROGRAMME NAME

MONTHLY FEE STRUCTURE
(Only fill in what is relevant to your fees at your programme)

	AGE GROUP	FULL DAY FEE PER CHILD *(Rand per month)*	HALF DAY FEE PER CHILD *(Rand per month)*
PARENTS AND GUARDIANS ARE CHARGED FEES AS FOLLOWS:			

MONTHLY INCOME
(Money you receive from fees, donations, government subsidy and other sources)

Fees	R
Donations	R
Other:	R
Other:	R
Other:	R
TOTAL REVENUE	R

MONTHLY EXPENSES
(The things you need to spend money on to run your programme. This includes food, toys, rent, staff wages, fixing the structure or equipment, water, electricity, gas)

Water	R
Rent	R
Food expenses	R
Cleaning equipment and materials	R
Other:	R
Other:	R
Other:	R
Other:	R
Other:	R
TOTAL OPERATING EXPENSES	R
PROFIT *(Income minus operating expense)*	R

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S1.3: MANAGEMENT STRUCTURE

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER *(A unique number that identifies an ECD Programme, given to you when you start the bronze application)*

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ECD PROGRAMME NAME

MANAGEMENT STRUCTURE

DOES YOUR ECD PROGRAMME HAVE A MANAGEMENT COMMITTEE OR BOARD OR TRUSTEES?	YES	NO

If the answer is **"YES"**, complete the table below

If the answer is **"NO"**, give the names of the responsible person/owner in the table below

	NAME OF PERSON / MEMBER	POSITION
MANAGEMENT COMMITTEE/ BOARD MEMBERS/ TRUSTEES/OR RESPONSIBLE OWNER/APPLICANT		

You may include the below proposed positions if they form part of your committee:

CHAIRPERSON: Runs the meetings and makes sure everyone follows the agenda

VICE CHAIRPERSON: Assists the chairperson and takes over their responsibilities when absent

TREASURER: Oversee finances of organisation

SECRETARY: Takes minutes during meetings and makes sure records are in order

ORDINARY MEMBER: People who provide input on discussions concerning organisation

You may include the below proposed positions if there is no management committee

OWNER/RESPONSIBLE PERSON: Owns the ECD centre or is responsible for day-to-day running of the centre

S1.4: DAILY PROGRAMME

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER *(A unique number that identifies an ECD Programme, given to you when you start the bronze application)*

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ECD PROGRAMME NAME

DAILY PROGRAMME

AGE GROUP	
TIME	**ACTIVITY**

AGE GROUP	
TIME	**ACTIVITY**

TIP: The length of time for each activity should be guided by how long each age group can concentrate for. You should have a daily program for each class or age group.

Programme must include **MEALS, SNACK TIMES, SLEEP/REST** (full time programmes).

Other activities can include:

SMALL GROUP TIMES:
Adult-led activities that support development in areas such as creativity, early literacy, numeracy, cognitive development, and fine motor skills.

FREE PLAY:
Extended time for children to play with adults providing support, ideas, and extension of learning

LARGE GROUP TIMES:
Adult-led activities that enable children to have fun and use movement and music to have fun and develop gross motor, language, and other skills.

STORY TIME:
Adults share books and stories with children, encouraging lots of conversation to support early language and literacy development.

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S1.5: DISCIPLINE POLICY

ECD PROGRAMME PROFILE

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ECD PROGRAMME NAME

The programme aims to create a place where staff and children are respectful and kind to one another. We commit to being an example to our children and showing them the behaviours that we want our children to learn through using positive discipline and not punishment. Positive discipline teaches children how to behave well, without hurting them, scaring them or making them feel small. These are values we want the children to learn, and we encourage parents to reinforce these values at home.

We will support children to behave well by:
• Using positive guidance, distraction, and redirection to help manage children's behaviour.
• Set reasonable rules for children's behaviour, tell them about the rules and ensure that the rules are applied consistently.
• Seeing potential problems before they happen and preventing them from taking place (e.g. too few toys).
• Helping children to understand the consequences of bad behaviour and when it is important to say sorry.
• Be an example of behaviour that children sometimes find hard such as patience and sharing.

• Raising any concerns about a child's development or behaviour with the caregiver or parent in a private conversation.

Behaviour such as biting, hitting, kicking, pinching, and pushing is quite common among young children. For children at our programme to remain safe and enjoy their environment we will deal with this kind of behaviour firmly and promptly, using the methods described above, and encouraging them to speak to an adult when they feel frustrated.

We commit to never:
• physically hit, smack, slap, kick or pinch a child
• threaten to physically punish a child
• use rude and unkind language towards a child

The safety of all children is a priority for us. We reserve the right to ask parents to remove their child from the programme if the child continues to behave aggressively and poses a risk to other children.

Tick below to confirm that you agree with this discipline policy:

We have adopted the above Discipline Policy for our ECD Programme and have a printed copy on hand at our site.