

S1: BUSINESS PLAN

UNDERSTAND WHAT A BUSINESS PLAN IS AND HOW TO COMPLETE IT.

Your business plan provides an overall picture of your programme and helps the Department of Basic Education (DBE) understand how you run your programme.



Document	How to Complete it:
S1.1: Programme Overview	Describe your ECD programme in detail and who it is aimed at.
S1.2: Financial Overview	Explain how you manage your money including the fees you charge, your income, and monthly expenses.
S1.3: Management Structure	List the names of the people who run or are responsible for the programme. For a Non-Profit Organisation (NPO), this would be your management committee.
S1.4: Daily Programme	Show what you do and when you do it including activities like play, meals, rest, and learning.
S1.5: Discipline Policy:	Explain how you manage children's behaviour using positive guidance and avoid harsh or physical punishment.

Click here for access to the Business Plan Template to be completed

BUSINESS PLAN TEMPLATE