



IS MY ECD PROGRAMME CENTRE-BASED OR NON-CENTRE BASED?



WHICH DOCUMENTS DO I NEED TO SUBMIT BASED ON THIS?

KNOW WHICH KIND OF ECD PROGRAMME YOU RUN

Before you get started, know which kind of ECD programme you run because there are different registration rules for the different programmes.

ARE YOU CENTRE BASED?

Examples: ECD centres, creches, educare

YES, if you tick BOTH of these:

- More than 6 children aged 0-5 years old.
- Children attend for more than 16 hours per week.

ARE YOU NON-CENTRE BASED?

Examples: Childminders, playgroups, toy libraries, mobile programmes

YES, if you tick ONE of these:

- 6 children or less.
- Children attend for 2-4 hours a day and no more than 16 hours a week in total.

Helpful information

FOR ALL IMPORTANT SILVER AND SITE VISIT DOCUMENTS

[CLICK HERE](#)



| DOCUMENT CHECKLIST | CENTRE BASED | NON-CENTRE BASED |
|--|--------------|------------------|
| FOR UPLOADING ON E-CARES | | |
| Health certificate/Health Inspection report | ✓ | ✗ |
| Business plan | ✓ | ✓ |
| - ECD programme overview | ✓ | ✓ |
| - Management Committee Structure | ✓ | ✓ |
| - Fees and Finances | ✓ | ✓ |
| - Daily programme | ✓ | ✓ |
| - Disciplinary policy | ✓ | ✓ |
| Gold Qualifications: Approved building plan, Silver Qualifications: Application for building plan approval OR Hand-drawn site layout | ✓ | |
| Founding document (Constitution if voluntary association) | ✓ | ✗ |
| Emergency Plan | ✓ | ✓ |
| Implementation Plan | ✓ | ✓ |
| Silver Qualifications: ECD qualification NQF Level 1–6, or an appropriate ECD qualification or accredited short course (e.g. EDTP SETA, QCTO, SACE), or proof of at least 3 years' experience (work contract or CV) for the supervisor or any staff member. Gold Qualifications: ECD qualification NQF Level 1–6, or proof of at least 3 years' experience (work contract or CV) for the applicant. | ✓ | ✓ |
| FOR SOCIAL WORKER SITE VISIT | | |
| Medicine Register | ✓ | ✗ |
| Discipline Register | ✓ | ✗ |
| Structural disaster and emergency procedures (Gold only) | ✓ | ✗ |
| Approved building plan/application for building plan/hand-drawn site plan | ✓ | ✗ |
| Emergency plan | ✓ | ✓ |
| Discipline policy | ✓ | ✓ |
| Daily programme | ✓ | ✓ |
| Accident and incident register | ✓ | ✗ |
| Health, illness and hygiene policy | ✓ | ✓ |
| Attendance Register | ✓ | ✗ |
| Child admission form | ✓ | ✗ |