

## **ELRU PROCESS FOR NEW REGISTRATIONS/EXISTING ECD CENTRES**

### **STEP 1**

- Welcoming them to ELRU
- Registration Officer induct the client to the Children's Act, Norms and Standards, applications for the various municipal clearances which is health, fire, food acceptability and land use applications
- The client is also being inducted with regards to the guidelines/outline for the ECD learning programme
- The client are also inducted with regards to all centre policies required

### **STEP 2**

- The client then completes a Form 11 with ELRU which is the application to register a partial care facility
- The client is requested to complete the land use management application, they have an option if they would want assistance from Administrative staff or they can complete it on their own.
- Once they receive a Reference number from land use we are able to open a P.O.E (Portfolio of Evidence). The centre can only operate once an application to land use has been made.
  
- The client complete the application for environmental health By Law No 13333 P.G.E NO 6041 Dated 30 June 2003 as well as the application for a Certificate of Acceptability for Food Premises and it is the responsibility of the client to ensure the Environmental Health Manager receive both applications , both Applications needs to be taken to your nearest Health Department.
- The application for Fire & Rescue Service is solely the responsibility of the client. If no Reference number was given by Land use fire Application CANNOT be made.

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### **STEP 3**

- Once ELRU has opened a Portfolio Of Evidence the client is then responsible to ensure that the following documentation are compiled this can be done throughout the application process
  1. **Business plan that covers the following:** Daily activity plan, fee structure, hours of operation, staff composition and qualification of staff and disciplinary policy
  2. Lease agreement/rental agreement or deed of transfer
  3. Constitution /NPO Certificate
  4. Approved building plans (once receive from land use management)
  5. Emergency plan with Sketch included
  6. Zoning certificate (once receive from land use management)
  7. Clearance certificate for all staff against the National Child Protection Register (Form 29 and form 30 to be completed by principal and staff) A Copy of the slip and filled out forms needs to be given to ELRU as prove that form 29 & 30 has been submitted to Pretoria
  8. Fire & Safety certificate
  9. Environmental Health Clearance certificate
  10. Food premises certificate
  11. ECD registration programme certificate ( Form 16 to be completed)
  12. Previously registration certificate ( If applicable/ existing ECD registered centres)
  13. HIV/AIDS policy
  14. Admission policy
  15. Children with disability policy
  16. Child protection policy
  17. Health policy
  18. Qualifications of all staff/ and certified identity documents
  19. Personnel recruitment criteria ( Job Description for Staff)
  20. Menu
  21. Consent Forms ( to be filled in and signed by each practioner & principal)

#### **STEP 4**

- ELRU do a follow up with the client with regards to any progress on the application of the clearances
- Once the portfolio of evidence is compiled with all the necessary documentation- policies and all required clearances ELRU DSD Registration Co-ordinator quality assure the portfolio of evidence
- ELRU Social Auxiliary Worker/ Social Worker , Registration Officer and or DSD Registration Project Co-Ordinator do a verification site visit to ensure that the partial care facility complies with the norms and standards and do the recommendation for registration

#### **STEP 5**

- The DSD Registration Project Co-ordinator write up the final recommendation report and this is being signed off by the Social Auxiliary Worker/ Social Worker
- The completed portfolio of evidence is being hand delivered to the DSD Head Office to the respective Policy Developers of the specific service delivery area
- DSD will respond within 2 to 3 months by issuing the partial care facility registration certificate to ELRU and it is the responsibility of ELRU to ensure that the owner of the partial care facility receive their registration certificate

#### **STEP 6**

- ELRU Social Auxiliary Worker/Social Worker or Registration Officer to monitor the ECD centre to ensure that the prescribed norms and standards are adhered to. This would be conducted once or twice a year.