

May 2026

eCares USER TRAINING MANUAL

PROVINCIAL AND DISTRICT EDUCATION OFFICIALS

Linking ECD owners to their profile on eCares for previously
migrated ECDS

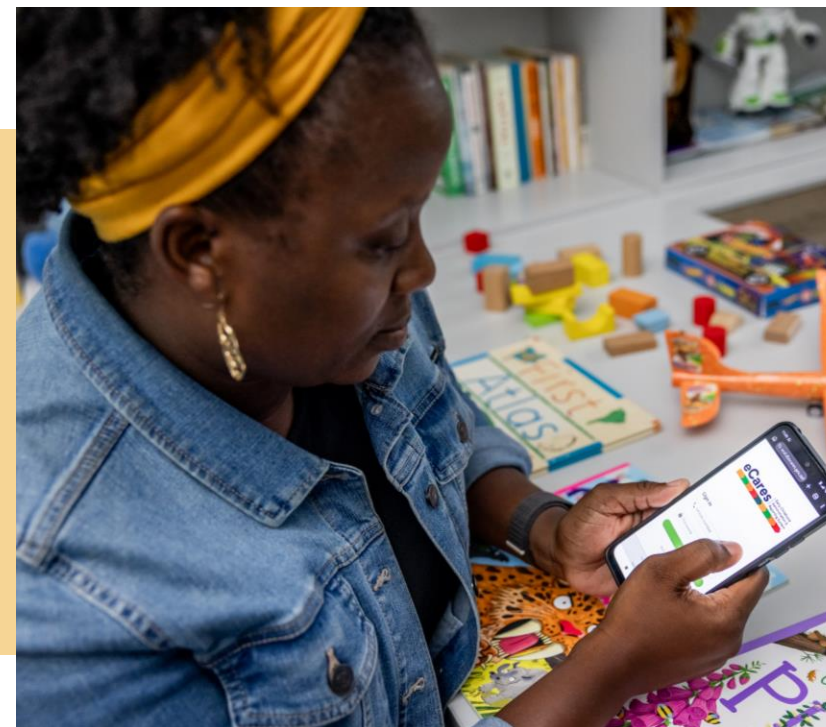


INTRODUCTION



LINKING USERS TO MIGRATED ECDs

This manual explains how to link migrated ECD profiles from provincial Master Lists to their responsible users. The user will typically be the ECD's owner, supervisor, or principal.



WHY DO WE NEED TO LINK MIGRATED ECDs TO USERS?

There are two types of ECD profiles on the eCares platform:

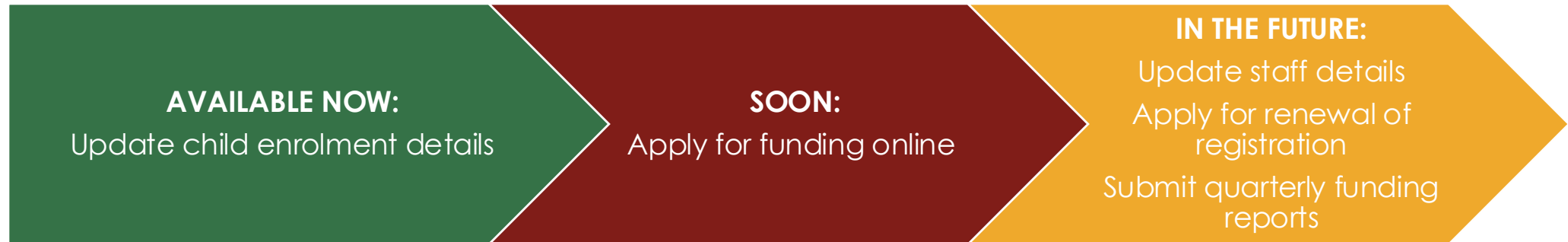
1. ECD profiles created by users as part of Bana Pele. These profiles are linked to users with a username and password.
2. ECDs profiles created from records migrated from Provincial Master lists. These profiles are **not linked to any user and no one from the ECD has login details to eCares. These are the profiles this training module deals with.**

Provincial and district officials need to link each migrated ECD profile to a user - the ECDs' owner/principal/supervisor. These ECDs cannot register themselves because a profile for their ECD already exists; creating a duplicate would occur.

Once each ECD profile is linked to a user, the user **will receive a username and password to eCares**. They need to have logins so they can upload their child enrolment details, apply for registration renewal and funding and submit reporting to DBE on the platform.

EVERY SINGLE ECD MUST BE ABLE TO LOG IN TO eCARES

All major ECD administration and reporting processes will end up on eCares.



In preparation, let's make sure that all ECDs can log in and use eCares.

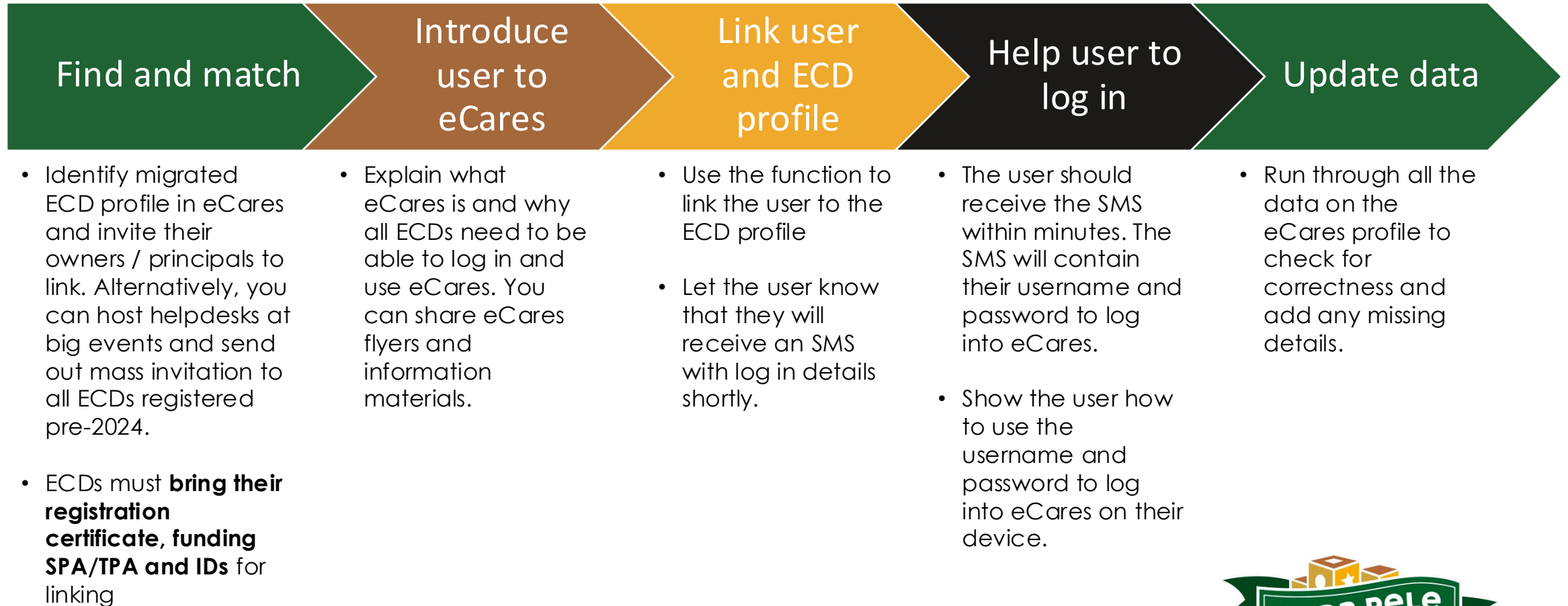
HOW TO LINK A USER TO A MIGRATED ECD



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LINKING ECD PROFILES: PROCESS FLOW



FIND AND MATCH: BEFORE YOU START

You will need to keep track of the ECDs that you link, and their details, on an **Excel spreadsheet**. Before you start finding and matching ECDs, **create a spreadsheet with the column names indicated below** and save it on your computer for easy access.

ECD Reference Number	ECD Name	Applicant First Name	Applicant Last Name	Phone Number	Email Address	Matched by	Verified Using

FIND AND MATCH: HOW TO START

Here are a few ways to find and match migrated ECD profiles on eCares to actual ECD principals/owners (the users):

- Review migrated ECD profiles (how to do this is explained on the next slide) and phone the ECDs if you know them. Invite them to come in or even do the linking over the phone.
- Host a “linking” helpdesk at registration or funding clinics.
- Host a “linking” day and invite all ECDs you know that were previously registered (not through Bana Pele) to come to be set up in eCares.
- Link users ad hoc when the ECD representatives come into the office to submit documents.



IMPORTANT!

Ask ECDs to bring a copy of their registration certificate, funding SLA/TPA, and ID documents when they come to be linked.

FIND AND MATCH: HOW TO LOCATE MIGRATED ECDs

- Bronze Application
- ECD Profile Management
- ECD Profiles
- Silver/Gold Application
- EMIS
- System
- Support

RESET

Applications - View or Edit An Existing Application

Search

	ECD Name	National ECD Identifier Number	EMIS Number	External Reference	Education District	District Municipality	Province	Registration Level				
EDIT	Octavia And Khazi'S Brain Wave Creche	E10830937	700902644	ffb8fa98-b87c-49d5-a730-50a6b3459b1b	Sedibeng West	Sedibeng	Gauteng	Silver				
EDIT	Bopang Kgotso Day Care	E18279106	700902980	ffa80b8-d3c8-4480-ab87-113185716d68	Ekurhuleni South	Ekurhuleni	Gauteng	Silver				
EDIT	Reddam House Bedfordview	E95518992	700902832	ff6182b2-62b9-482c-bb75-3da54bedc6d0	Ekurhuleni North	Ekurhuleni	Gauteng	Silver				
EDIT	Junction Pre-School	E27672399	700902984	fef5ee9f-5d3a-498e-92b7-869daa758625	Gauteng West	West Rand	Gauteng	Silver	Conditionally registered	Conditionally registered	2028-01-31	
EDIT	Carterpillar Clubhouse Pre-School And After Care	E22448946	700903103	fd0848f8-87f6-400d-a0e3-cc51ae32ad23	Johannesburg West	City of Johannesburg	Gauteng	Silver	Conditionally registered	Conditionally registered	2028-05-31	
EDIT	Mokgotsi Day & After Care Centre	E25850096	700902909	fcea520c-808f-47cc-8f35-788cdf9c1c3c	Johannesburg South	City of Johannesburg	Gauteng	Silver	Conditionally registered	Conditionally registered	2028-01-31	
EDIT	Trendy Early Learning Centre	E75675437	700902807	fc959a4a-6038-4495-ab79-0aeff44a3aea	Ekurhuleni South	Ekurhuleni	Gauteng	Silver	Conditionally registered	Conditionally registered	2027-10-31	
EDIT	Little Angela Day Care	E94164621	700903139	fc84418c-612b-4719-8694-	Sedibeng West	Sedibeng	Gauteng	Silver	Conditionally registered	Conditionally registered	2028-06-30	

- Use the **ECD Profile Management – ECD Programme Editor/viewer Role**.
- Look at the field called **“External Reference”**.
- All records with text in this field are migrated and will need a user linked.

FIND AND MATCH: MATCH A SPECIFIC ECD IN ECARES Step1/4

Applications - View or Edit An Existing Application

Search

1

+

🔍

Match

2

any

of the criteria

ECD Name

contains

3

Search

bee

-

+

UPDATE RESULTS

	ECD Name	National ECD Identifier Number	EMIS Number	External Reference	Education District	District Municipality	Province	Registration Level	PCR Registration
EDIT	BEE LEAF CRECHE	E33527864		cl378zt79cwqg0830mfnulli9i	Overberg	Overberg	Western Cape	Silver	Conditionally registered
EDIT	BEE'S DAYCARE CENTRE	E26801636		cl37985qrf3zd0830i9gr9gci	Metro South	City of Cape Town	Western Cape	Silver	Conditionally registered
EDIT	BELLA BEE PLAYSCHOOL	E59617257		cm16w4pyv2ry20850b30jk3p5	Metro East	City of Cape Town	Western Cape	Gold	Fully registered
EDIT	BUSY BEES	E25281070		cl379fe3sgyov0830laf6c1p	Metro East	City of Cape Town	Western Cape	Gold	Fully registered
EDIT	BUSY BEES EDUCARE	E76385035		cl379jj8wi0ta0830uqurr9f5	Metro South	City of Cape Town	Western Cape	Silver	Conditionally registered
4 EDIT	BUSY BEES PRE-PRIMARY & DAYCARE	E24799291		cl378w5l3bxmn0830txaivnjg	Cape Winelands	Cape Winelands	Western Cape	Silver	Conditionally registered
EDIT	BUSY BEES PRE PRIMARY & NURSERY SCHOOL	E36219120		cl37942hqeljb0830q76dlvj	Metro North	City of Cape Town	Western Cape	Silver	Conditionally registered
EDIT	Busy Bee Educare Centre	E10410576		cm16w4vhl2seb0850ub56idu1	Metro South	City of Cape Town	Western Cape	Silver	Conditionally registered

1. Click the **PLUS** button next to "Search".
2. Select "**Match any ECD Name**" that "**contains**".
3. In the search bar, type a **part of the name** that is unlikely to be misspelled and click "**UPDATE RESULTS**".
4. Find the most likely ECD match and click "**EDIT**" to check the details

FIND AND MATCH: MATCH A SPECIFIC ECD 2/4 (CONT.)

1

Profile Details

2

LOCATION & CONTACT DETAILS

3

Address and Postal Code

4

Profile Details

GENERAL LOCATION & CONTACT DETAILS COORDINATES LEGAL AND REGISTRATION STATUS

Location

Province
Western Cape

Local Municipality Area/City

Suburb/Village Ward ID

District Municipality Education District

Education Circuit Priority Area

Address and Postal Code

Name of Building

Primary Contact First Name
NURAAN

Street Number
6

Primary Contact Last Name
FREDERICKS

Street Name
FORTE STREET, GROENHEUWEL, PAARL

Type of Nearest well-known building / Point of Interest

Contact Details

Organisational Profile Details – BUSY BEES PRE-PRIMARY & DAYCARE

ECD Centre Name
BUSY BEES PRE-PRIMARY & DAYCARE

Programme Type
ECD Centre/ Partial Care Facility

National ECD Identifier
E24799291

Education District
Cape Winelands

Local Municipality
Drakenstein Local Municipality

External Reference
cl378w5l3bxmn0830txaivnjg

ECD Programme Category
Centre-based

Province
Western Cape

District Municipality
Cape Winelands

Education Circuit

You can match the ECD using **address details**:

1. Select “**Programme Details**” from the Profiles Menu
2. Select “**Location & Contact Details**”
3. Confirm it is the correct ECD by reviewing the “**Address and Postal Code**” and “**Contact Details**”.
4. Once you have confirmed that this is the same ECD – go to (4) **Profile details** on the menu and note the centre's details and reference number on your Excel spreadsheet.

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FIND AND MATCH: MATCH A SPECIFIC ECD 3/4 (CONT.)

Programme Details - BUSY BEES PRE-PRIMARY & PRIMARY

GENERAL LOCATION & CONTACT DETAILS GPS COORDINATES **LEGAL AND REGISTRATION STATUS**

Legal Registration

Legal Entity

National EMIS number

NGO Supporting Registration

Registered Capacity

Network / NGO Support provided to the ECD Programme: Other

Paarl Edc Forum

DBE Registration

PCR Status: Conditionally registered

PCR Issue Date: 2021-05-21

PCR Expiry Date: 2025-12-31

PCR Level: Silver

ECD Programme Status: Not registered

ECD Programme Registration Issue Date

ECD Programme Registration Expiry Date

ECD Programme Registration Level

You can match the ECD, **using registration details** (if the person has a registration certificate with them):

1. Select "**Programme Details**" from the Profiles Menu.
2. Select "**Legal and Registration Status**"
3. Match the ECD by checking the **National EMIS Number** and the
4. **DBE Registration** details.
5. Once you have confirmed that this is the same ECD – go to **Profile details** on the menu and note the reference number on your Excel spreadsheet (if you have not done so already).

If you are certain it is the right one – you could complete any missing details

FIND AND MATCH: MATCH A SPECIFIC ECD 4/4 (CONT.)

1 Profile Details

2 LOCATION & CONTACT DETAILS

3 Contact Details

Location

Province
Gauteng

Local Municipality
Emfuleni

Area/City
Sebokeng

Suburb/Village
Sebokeng Unit 10

Ward ID
31

District Municipality
Sedibeng

Education District
Sedibeng West

Education Circuit
Sw Circuit 02

Address and Postal Code

Name of Building
Little Bees day care center

Primary Contact First Name
Rose Ntombi

Street Number
372

Primary Contact Last Name
Mbatha

Street Name
Musi street

Mobile Number
2 [REDACTED]

Type of Nearest well-known building / Point of Interest
Church

Name of Nearest well-known building
Rock of ages

Matching an ECD without knowing the responsible user:

1. Select “**Programme Details**”.
2. Select **Location & Contact Details**”.
3. Phone any of the numbers listed under “**Contact details**” or check on other Provincial data records like master-lists, funding files or registration files for the contact numbers. Call the person to confirm that they are still the right contact or get updated details.

You will need the:

- Phone number,
- First Name and last name
- email if available

NB: Note these details down carefully with the eCares reference number for the ECD in your Excel spreadsheet

TAKE STOCK OF ALL MATCHED ECDs BEFORE LINKING

ECD Reference Number	ECD Name	Applicant First Name	Applicant Last Name	Phone Number	Email Address	Matched by	Verified Using
E24798291	Busy Bees Pre-Primary	Cate	Carroll	2772XXXXXX		Your name	Registration Certificate

Options for Verification:

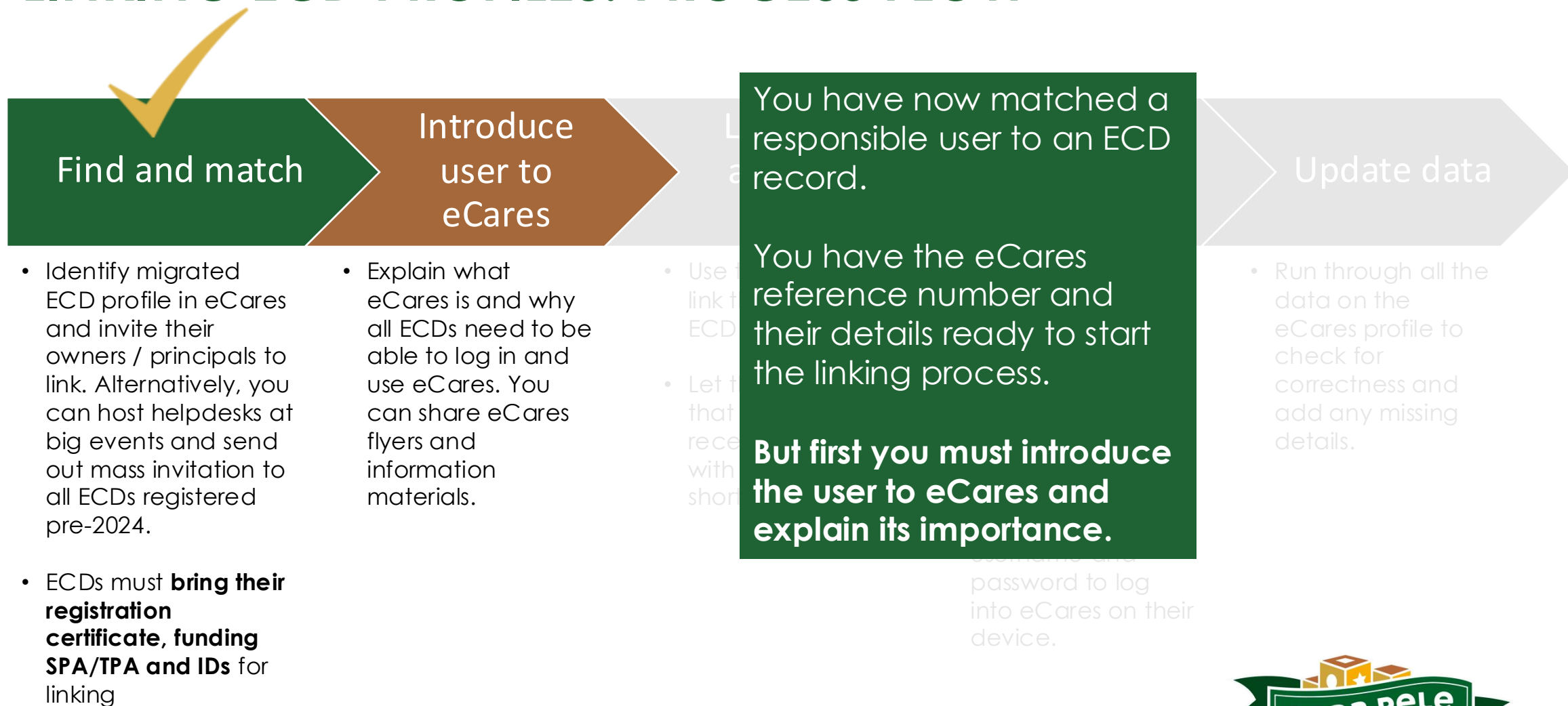
- Registration Certificate – name and registration date match
- Registration certificate – EMIS number matches
- Registration certificate / verbal match of street address
- Registration Certificate – name matches, district matches and no other ECDs with similar name listed
- SLA – name and address match
- SLA – EMIS number matches

Before you can start linking you will need this information recorded on your Excel sheet.

Email address is very helpful but not compulsory



LINKING ECD PROFILES: PROCESS FLOW



INTRODUCE THE USER TO ECARES

The goal is for the user to understand that all ECD administration will eventually be on eCares and that it's important they are comfortable using it.

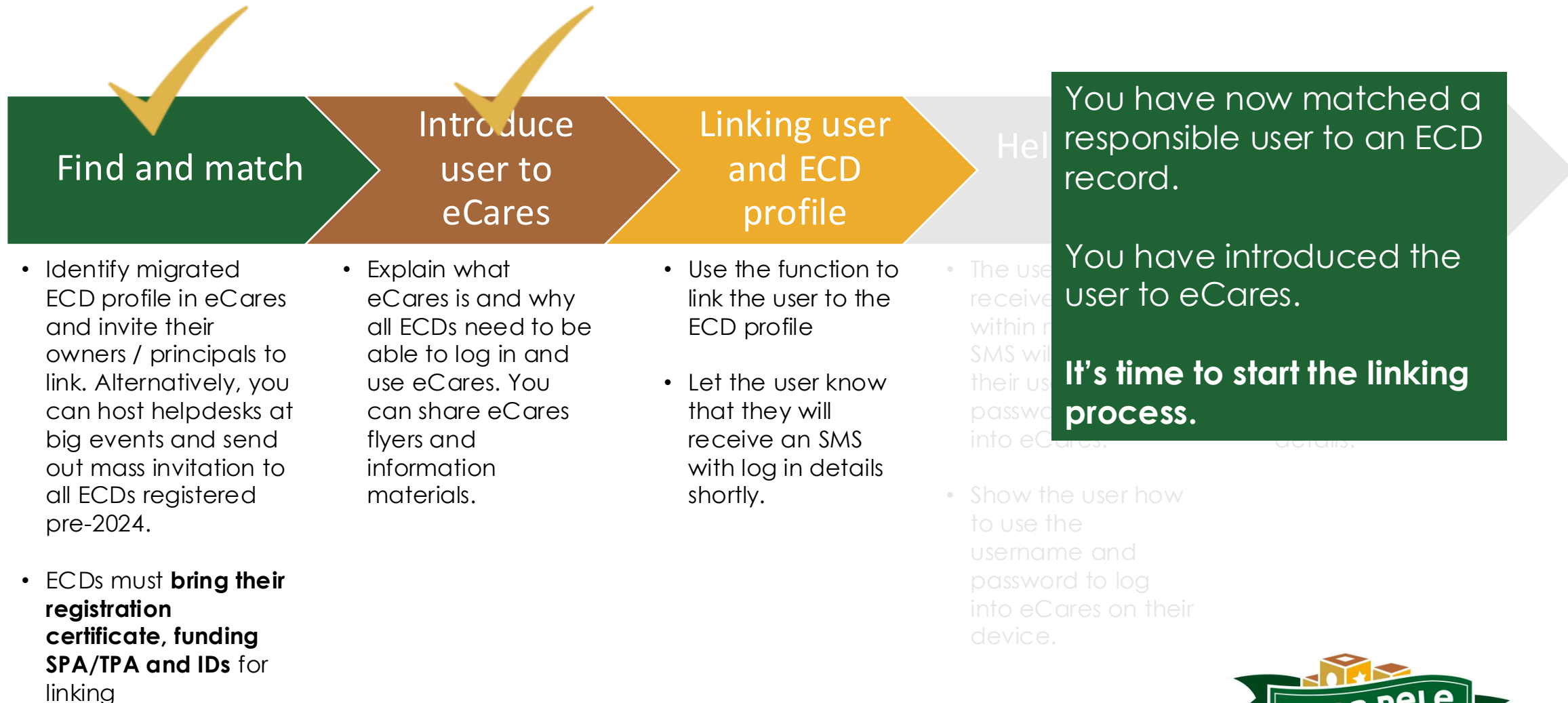
If the user is with you in person:

- Share the ELP eCares flyer. ([Link](#))
- Explain that they can update the child enrolment numbers.
- Explain that they will be able to use it to apply for funding in future ([Link: Preparing for funding guide](#)).

If you are communicating via phone do the same but:

- WhatsApp the flyer and guide

LINKING ECD PROFILES: PROCESS FLOW



LINKING: SELECT ECD PROGRAMME MANAGER ROLE



ECD Profile Management

ECD Profiles

Silver/Gold Application

EMIS

Funding

System

Support

1

OPEN	Admin User Management
2	ECD Programme Manager
OPEN	Invite Web User
OPEN	Readiness Assessment Upload
OPEN	Registered Web Users
OPEN	Registered Web Users
OPEN	Support Tool - Registered Web users

1. Select **SUPPORT** from the sidebar Menu.
2. Select the **ECD Programme Manager** role.



LINKING: VIEW ALL UNLINKED ECDs

ECD Programme Manager

VIEW ACTIVE

VIEW ARCHIVED

VIEW UNLINKED

GO LOCATION APPLICATIONS

HOME

Programmes – Add New or Archive or Link An Existing Programme

Search

	ECD Name	Education District	Municipality	Ward	National ECD Identifier Number	PCR Level	ID Number	Date Created	Latest Updated	Status
LINK	RIN TIN TIN PLAYGROUP	Eden and Central Karoo	Kannaland Local Municipality	3	E10103156	Silver	None	2021-12-01 00:00:00	2026-03-16 08:35:13	Funding Pending
LINK	REPELSTEELTJIE ECD CENTRE	West Coast	Saldanha Bay Local Municipality		E10104380	Gold		2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	TRAPPIES DAYCARE CENTRE	Cape Winelands	Witzenberg Local Municipality	8	E10104683	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	ARK ANGELS EDUCARE	Metro South	City of Cape Town Local Municipality	45	E10106178	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	JAYDINE'S DAYCARE	Eden and Central Karoo	Knysna Local Municipality	4	E10108756	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	SONNEBLOM CRECHE	Eden and Central Karoo	George Local Municipality	5	E10113547	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	SIYAKHUTHAZA EDUCARE AND AFTERCARE	Cape Winelands	Langeberg Local Municipality	2	E10116544	Gold	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	SALVATION ARMY/ DINOMITES EDUCARE	Metro South	City of Cape Town Local Municipality	78	E10118795	Gold	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	BABBELS EN KRABBELS	Eden and Central Karoo	Oudtshoorn Local Municipality	6	E10124833	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved
LINK	THE KENSINGTON EDUCARE CENTRE	Metro North	City of Cape Town Local Municipality	56	E10129372	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved

< 1 2 ... 199 >

10 Page 1 of 199

1. Go to the **Link ELP** Function
2. Select “**VIEW UNLINKED**” from the top menu buttons.
3. These are all the ECD programs that do not have a responsible user with a username and password yet.

LINKING: LOCATE SPECIFIC ECD TO LINK

Bronze Application

Certificate

ECD Profile Management

ECD Profiles

Silver/Gold Application

EMIS

Funding

System

Support

ECD Programme Manager

ACTIVEVIEW ARCHIVEDVIEW UNLINKEDNO LOCATION APPLICATIONSHOME

Programmes - Activate or Archive or Link An Existing Programme

1

Search
E24799291

	ECD Name	Education District	Municipality	Ward	National ECD Identifier Number	PCR Level	ID Number	Date Created	Latest Updated	Status
2	BUSY BEES PRE-PRIMARY & DAYCARE	Cape Winelands	Drakenstein Local Municipality	13	E24799291	Silver	None	2021-12-01 00:00:00	2021-12-01 00:00:00	SG Approved

LINK

Page 1 of 1

Refer back to your Excel spreadsheet for the details of the ECDs you want to link.

1. Paste the reference number in the “**Search**” bar. Make **CERTAIN** it is the right ECD.
2. Click on **LINK**

LINKING: STEP 1

1

ECD Programme Manager

VIEW ACTIVE

VIEW ARCHIVED

ECD Name

BUSY BEES PRE-PRIMARY & DAYCARE

How to link Web User?

Not Specified

Link by creating new web user

Link existing web user

Programmes - Activate or Archive or Link An Existing Programme

Search

E24799291

	ECD Name	Education District	Municipality	Ward	National ECD Identifier Number	PCR Level
LINK	BUSY BEES PRE-PRIMARY & DAYCARE	Cape Winelands	Drakenstein Local Municipality	13	E24799291	Silver

<

1

>

1. In the dropdown “**How to link Web User?**”, select **Link by creating a new web user**.

Note: A web user is the system name for someone outside the DBE/PED who has login details to eCares. Bronze applications are web users. We are creating new web users for already registered ECDs

LINKING: STEP 2

ECD Programme Manager

VIEW ACTIVE

VIEW ARCHIVED

VIEW UNLINKED

ECD Name

BUSY BEES PRE-PRIMARY & DAYCARE

How to link Web User?

Link by creating new web user

1

First Name

Cate

Surname

Carroll

Email

Mobile

27720007200

SAVE

CANCEL

2

Programmes - Activate or Archive or Link An Existing Programme

Search

E24799291

	ECD Name	Education District	Municipality	Ward	National ECD Identifier Number	PCR Level	ID Number	
LINK	BUSY BEES PRE-PRIMARY & DAYCARE	Cape Winelands	Drakenstein Local Municipality	13	E24799291	Silver	None	2000

<

1

>

1. Complete the details for the responsible user:

- First name
- Surname
- Email (not compulsory)
- Mobile – **remember to start with 27**

2. Press **SAVE**

The logo for 'Bana Pele' ECD registration drive. It features a green banner with the text 'Bana Pele' in white, and 'ECD registration drive' in smaller text below it. Above the banner are three colorful blocks (yellow, orange, and red).



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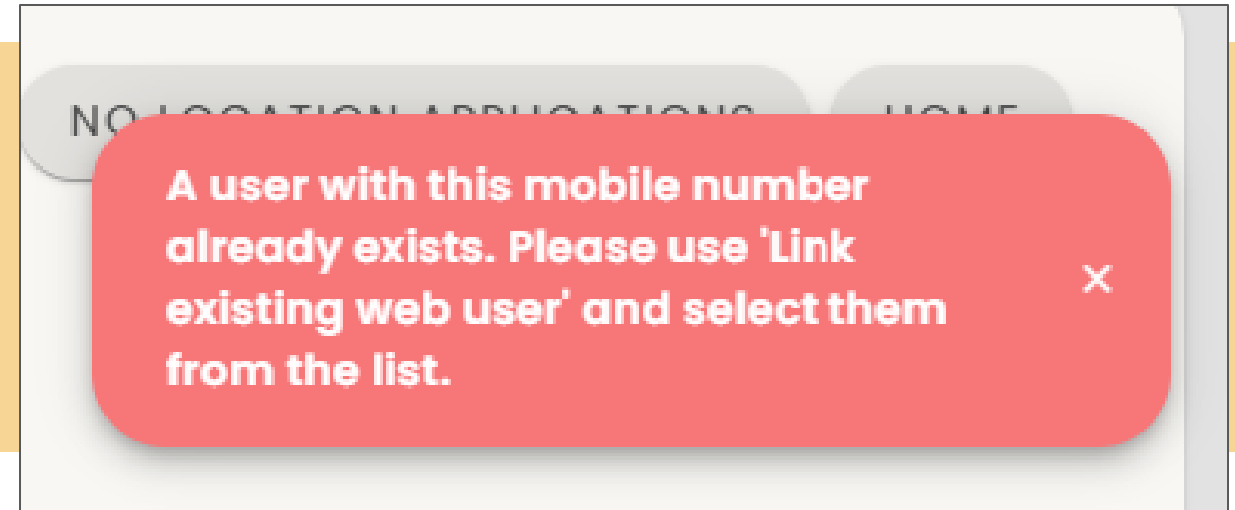
eCares

Early Childhood
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LINKING: ERROR

If you have tried to link by creating a new web user and have seen the error alongside, this means that the user has already registered on eCares. The next slide shows how to resolve the error.



LINKING: RESOLVING ERROR “A USER WITH THIS MOBILE NUMBER ALREADY EXISTS ”

ECD Programme Manager

ECD Name
BUSY BEES PRE-PRIMARY & DAYCARE

How to link Web User?
Not Specified

Link by creating new web user

1 Link existing web user

Programmes - Activate or Archive or Link An Existing

	ECD Name	Education District	Municipality
LINK	BUSY BEES PRE-PRIMARY & DAYCARE	Cape Winelands	Drakenstein Municipality



ECD Programme Manager

ECD Name
Busy Bees day care centre

How to link Web User?
Link existing web user

2 All Web Users
Not Specified

Joandri Vermeulen

John Vorster

John Wanye

3 Julian Goldman

Kayleigh Irwin

Khanyisa

ECD Programme Manager

ECD Name
Busy Bees day care centre

How to link Web User?
Link existing web user

All Web Users
Cate Carroll

4 **SAVE** **CANCEL**

1. Select “**Link existing web user**” in the drop down from “**How to link Web User?**”
2. eCares will automatically generate a drop down list of all web users. Start typing the name or use the slider to scroll down.
3. Click on the correct person.
4. Press **SAVE**



LINKING: USERS WITH MULTIPLE OR DUPLICATE ECDs

ECD Programme Manager

ECD Name

Busy Bees day care centre

How to link Web User?

Link by creating new web user

VIEW ACTIVE

VIEW ARCHIVED

VIEW UNLINKED

NO LOCATION APPLICATIONS

HOME

ECD Programme Manager

Programmes - Activate or Archive or Link An Existing Programme

Search

2782317

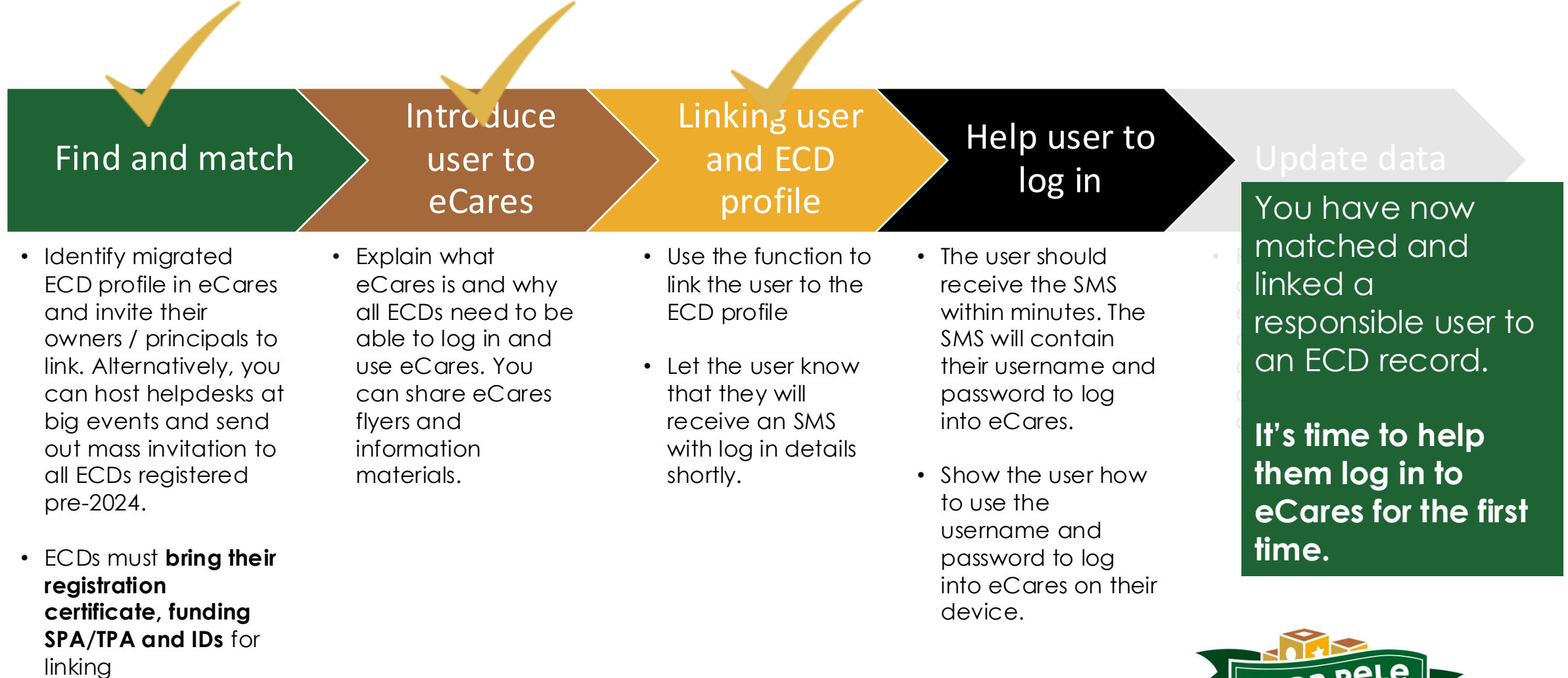
	ECD Name	Name And Surname	Education District	Municipality	Ward	National ECD Identifier Number	PCR Level	ID Number	Applicant Contact Number	Date Created	Latest Updated	Status
ARCHIVE	Louisa 001	Louisa Venter	Eden and Central Karoo	Beaufort West	1	E53388049	Bronze	782319312	27XXXXXXXXXX	2025-12-08 07:35:48	2026-04-17 04:00:16	SG Application Submitted
ARCHIVE	Louisa 003	Louisa Venter	Eden and Central Karoo	Beaufort West	2	E68470236	Bronze Incomplete	9112170310084	27XXXXXXXXXX	2025-12-08 08:58:03	2025-12-15 04:00:12	Review Pending
ARCHIVE	Louisa 002	Louisa Venter	Eden and Central Karoo	Beaufort West	1	E79861468	Gold	123089123	27XXXXXXXXXX	2025-12-08 07:55:38	2026-01-15 08:36:41	Funding Review In Progress

1. Select **VIEW ACTIVE**
2. Type the phone number into the **SEARCH** bar in 27XXXXXXXXXX format.
3. Review all ECD records linked to this number.
4. Archive duplicate ECDs.

NOTE: Remember that one user may be linked to more than one ECDs. Only **duplicate** records need to be archived.

ECD registration and linking

LINKING ECD PROFILES: PROCESS FLOW



LOGGING IN: USER WILL RECEIVE AN SMS

The image shows a sequence of steps for logging in. Step 1 is an SMS message from +2782007005822... to 27724286783. The message says: "Dear 27724286783 you have been registered on the eCares. To login, please go to <https://ecares.mezzanineware.com>, enter 27724286783 as your username and password 970141". Step 2 is a red box around the link in the SMS. An arrow points from the link to the sign-in page. Step 3 is the "Sign in" header. Step 4 is a red box around the "Mobile number" and "Password" input fields. Step 5 is a red box around the "SIGN IN" button. The sign-in page also has a "Recover your password" link and the mezzanine logo.

1. The user will receive an **SMS** to the number in eCares confirming registration within minutes of linking. The SMS will contain a temporary login and a temporary password.
2. The **link** in the SMS will take them to the sign-in page.
3. Enter the mobile number used to register, starting with 27 (RSA dialing code), followed by the rest of the cell number.
4. Enter the password received via SMS.
5. Click on '**SIGN IN**' in to continue.



LOGGING IN: RESETTNG PASSWORD

1 Change Password



Your password was reset

Please select a password that conforms to password policy level 1:
Minimum of six characters.

2

1. Once logged in for the first time, eCares will prompt the user to change their temporary password to one they will remember easily. It must be at least 6 characters long.
2. Enter the new password, confirm it, and click on 'Change Password'.
3. The user can now log in properly with their new password.

NB: Remind the user to make sure they remember and write down their password.

LINKING ECD PROFILES: PROCESS FLOW



- Identify migrated ECD profile in eCares and invite their owners / principals to link. Alternatively, you can host helpdesks at big events and send out mass invitation to all ECDs registered pre-2024.

- ECDs must **bring their registration certificate, funding SPA/TPA and IDs** for linking

- Explain what eCares is and why all ECDs need to be able to log in and use eCares. You can share eCares flyers and information materials.

- Use the function to link the user to the ECD profile
- Let the user know that they will receive an SMS with log in details shortly.

- The user should receive the SMS within minutes. The SMS will contain their username and password to log into eCares.
- Show the user how to use the username and password to log into eCares on their device.

- Run through all the data on the eCares profile to check for correctness and add any missing details.

You have now matched and linked a responsible user to an ECD record, and helped them log in.

Lets use this opportunity to update as much missing data on the ECD as possible.

UPDATING DATA: LOCATION AND CONTACTS

GENERAL **LOCATION & CONTACT DETAILS** GPS COORDINATES LEGAL AND REGISTRATION STATUS

Location

Province
Western Cape

Local Municipality Area/City

Suburb/Village Ward ID

District Municipality Education District

Priority Area

Address and Postal Code **Contact Details**

Name of Building Primary Contact First Name
NURAAN

Street Number Primary Contact Last Name
6 FREDERICKS

Street Name Mobile Number
FORTE STREET, GROENHEUWEL, PAARL 27700000000

Type of Nearest well-known building / Point of Interest Name of Nearest well-known building/Point
Empty

Use the opportunity while the responsible person is with you to make sure any missing key data is updated.

1. Return to **ECD Profile Management** in the menu and **ECD Programme Editor Role**
2. First check Location details down to suburb level – allows for zoning and funding targeting
3. Also check address details and contact details and alternates so that you can find them again.



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UPDATING DATA: LEGAL AND REGISTRATION DETAILS

Programme Details – BUSY BEES PRE-PRIMARY & DAYCARE

GENERAL LOCATION & CONTACT DETAILS GPS COORDINATES **LEGAL AND REGISTRATION STATUS**

Legal Registration

Legal Entity

National EMIS number

NGO Supporting Registration

Registered Capacity

Network / NGO Support provided to the ECD Programme: Other

DBE Registration

PCR Status

PCR Issue Date

PCR Expiry Date

PCR Level

ECD Programme Status

ECD Programme Registration Issue Date

ECD Programme Registration Expiry Date

ECD Programme Registration Level

If they brought a registration certificate with them update

- Registration details including expiry dates
- Capacity
- EMIS Number

These are important for funding eligibility and renewals



UPDATING DATA: FINANCES AND FUNDING

DBE Funding

DBE subsidy funding approved?

Priority Area

Total Enrolment Summary Total Enrolment Actual

Funded Children - Equitable Share Monthly Budget - Equitable Share

Funded Children - Conditional Grant Monthly Budget - Conditional Grant

Number of children - Top-Up CG

Programme Finances

Minimum monthly Fee per child Maximum monthly Fee per child

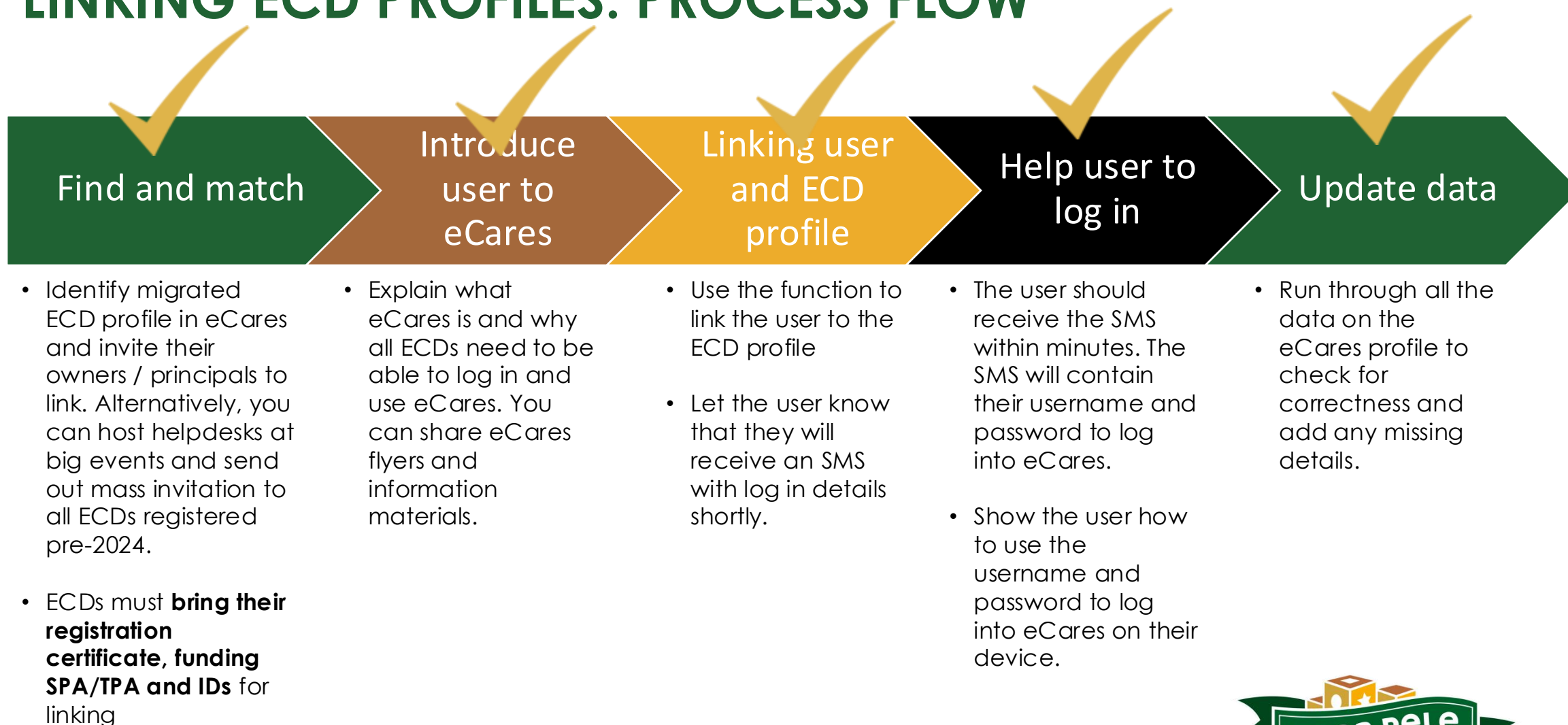
Charges Fees? Main funding source

Has bank account in name of ECD Programme?

Check the Funding Master List or Provincial Approved Funding list or SLA and update the CG and ES funding fields

NB! Do not ask the ECD for this information – it must come from an official source like an approved list or signed SLA.

LINKING ECD PROFILES: PROCESS FLOW



THANK YOU



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

