

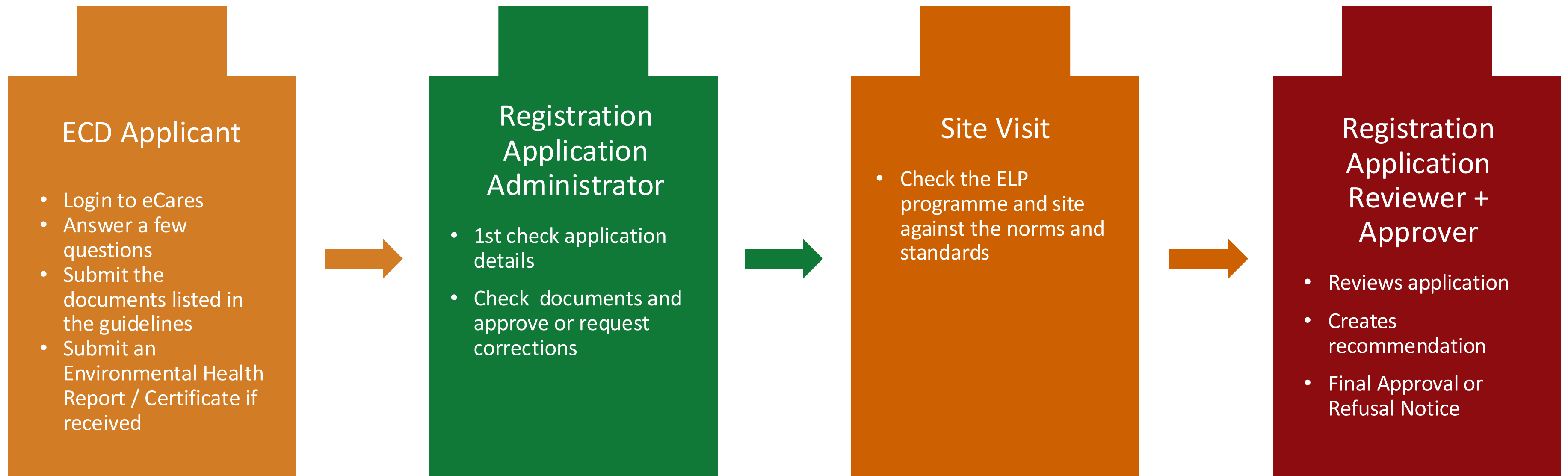
FEBRUARY 2025

# SUBMITTING AN APPLICATION FOR SILVER/GOLD REGISTRATION IN ECARES

## INSTRUCTIONS FOR BRONZE REGISTERED ECDS AND NGOS SUPPORTING REGISTRATION



# YOU HAVE RECEIVED BRONZE REGISTRATION – WHAT HAPPENS NEXT?



# ACCESSING ECARES – LOGIN AND PASSWORD RESETS



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# ECD APPLICANT – LOGGING IN TO YOUR ECARES PROFILE



## ECD Programme



Register an ECD programme here

LOGIN

[Register as a new user](#)

## DBE Official



Select province ▼

- Access the eCares portal using a laptop or tablet or phone at:

<https://dbecares.dbe.gov.za>

- Choose **LOGIN** as an ECD Programme



# ECD APPLICANT – LOGGING IN ON ECARES



Sign in

Mobile number

Password

SIGN IN

Recover your password

- Sign in using your mobile/cell phone number and your eCares password.
- Remember to start your number with 27 and remove the 0.
- If you forget your password click on **Recover your password** and complete the details – you will be sent a new one-time pin and need to enter a new password.

# ECD APPLICANT – CHANGING A PASSWORD

## Change Password



**Your password was reset**

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

CHANGE PASSWORD

- The system will prompt you to change the password to your desired one. It must be **at least 6 characters long**.
- Enter your new password, confirm it, and click on **'Change Password'**.



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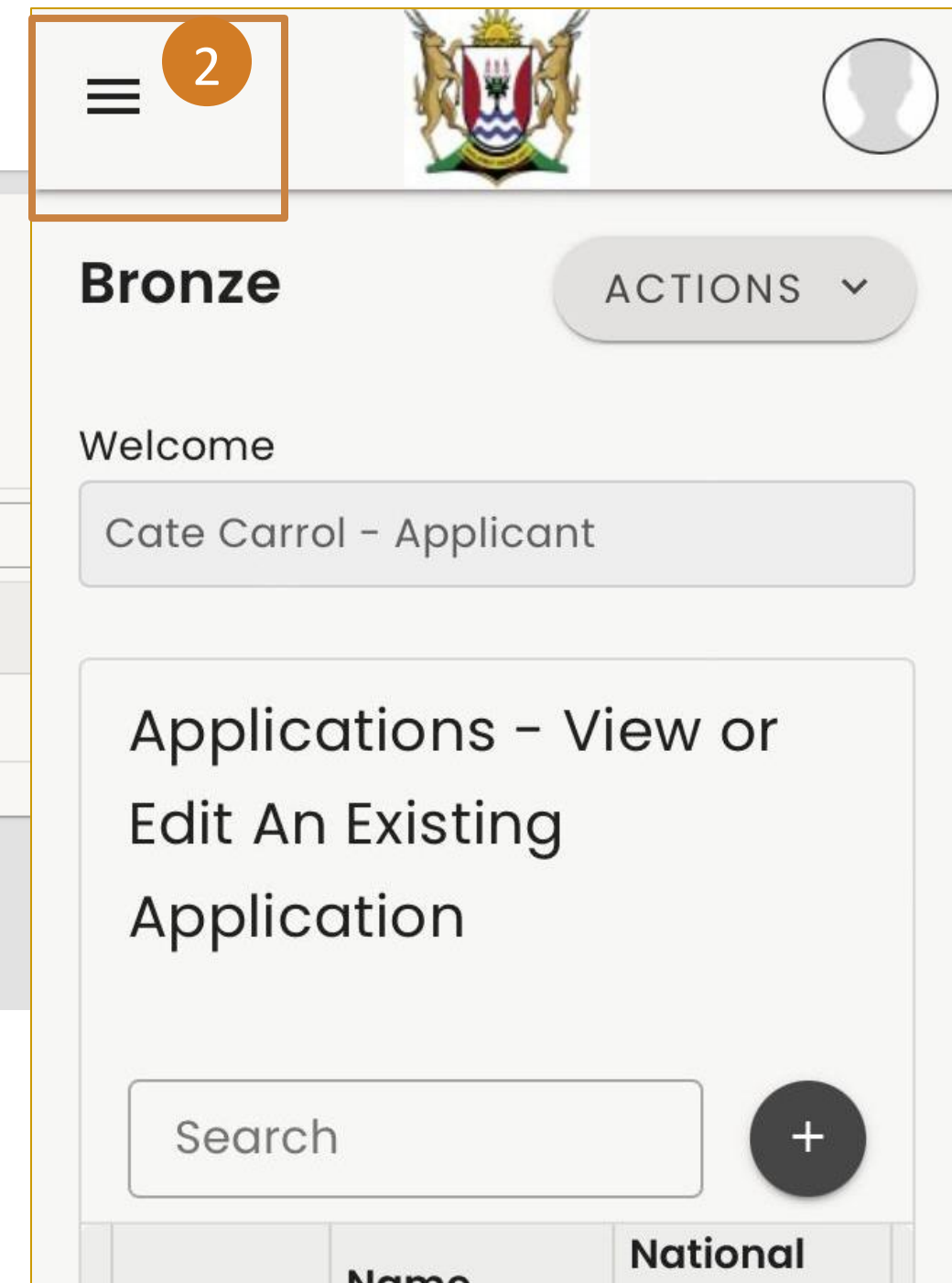
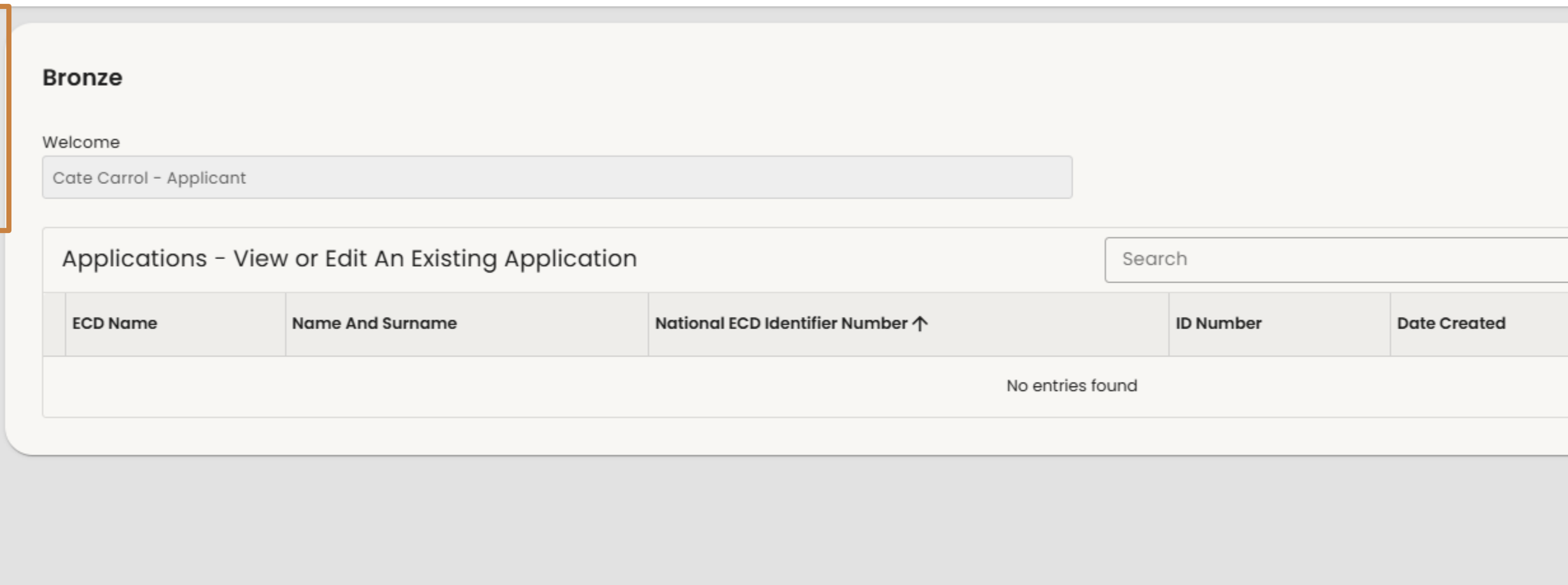
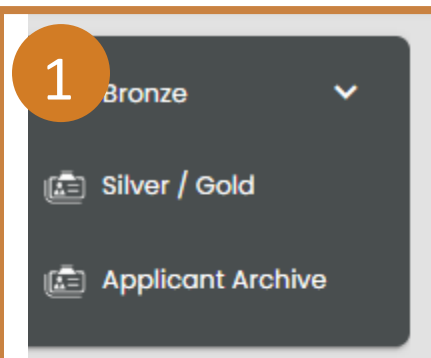
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# SUBMITTING REQUIRED DOCUMENTS AND INFORMATION FOR SILVER / GOLD REGISTRATION



# ECD REGISTRATION APPLICATIONS LANDING PAGE



On your first login, you'll be directed to the '**List of Applications**'

1. If you are using a laptop or tablet your menu will be down the left-hand side – [1]
2. If you are on your phone you need to click on the three stripes on the top left of the screen to see your menu [2]

# ECD REGISTRATION APPLICATIONS LANDING PAGE

The image shows two views of the ECD Registration Applications Landing Page. The top view is a laptop screen showing a sidebar menu on the left with three items: 'Bronze', 'Silver / Gold' (highlighted with an orange box and a red circle with the number 1), and 'Applicant Archive'. The main content area is titled 'Bronze' and shows a 'Welcome' message for 'Cate Carrol - Applicant'. Below this is a section titled 'Applications - View or Edit An Existing Application' with a search bar and a table. The table has columns for 'ECD Name', 'Name And Surname', 'National ECD Identifier Number ↑', 'ID Number', and 'Date Cre'. The table is currently empty, showing 'No entries found'. The bottom view is a mobile phone screen showing a top navigation bar with a WhatsApp icon, signal strength, Wi-Fi, time (10:03), and battery (90%). Below the bar is a header with the South African coat of arms and a user profile icon. A hamburger menu icon (three horizontal lines) is highlighted with an orange box and a red circle with the number 2. A dropdown menu is open, showing three items: 'Bronze', 'Silver / Gold' (highlighted with an orange box and a red circle with the number 2), and 'Applicant Archive'.

Select **Silver/Gold** to see your approved Bronze application that is ready for Silver/Gold submission

1. If you are using a laptop or tablet your menu will be down the left-hand side – [1]
2. If you are on your phone you need to click on the three stripes on the top left of your screen to see your menu and then select **Silver/Gold** [2]

# STARTING A SILVER/GOLD SUBMISSION

## Instructions for Silver/Gold Submission

Well done on achieving Bronze registration under the Children's Act.

To reach Silver or Gold registration, you need to agree to some programme standards and submit more documents and have a site visit.

### INSTRUCTIONS:

You will need to confirm that your ECD (Early Childhood Development) program meets certain programme standards.

### You will need to prepare these documents:

- Business Plan
- Building Plan
- Emergency Plan
- You will also need to provide your constitution or founding document if you are an NPO (non-profit organization) or registered Trust or Company.

[Download Business Plan Template here](#)

[Download Building Plan Template here](#)

You can use your own documents rather than the templates as long as they include all the requirements.

You can upload the individual pages as photos or scanned documents in the next steps.

You will also need to prepare other documents to have ready on site for your site visit

[Download list and templates here](#)

For more guidelines on how to complete these documents and prepare for your visit click below.

[Download Guidelines here](#)

5

CANCEL

- In the first step you will see instructions for what needs to be submitted
- You can download individual templates for documents needed for submission [1] and documents that need to be prepared for your site visit [2]
- Otherwise, you can download the full set of templates with guidelines [3]
- Remember you can use your own documents if they have all the information shown in the templates
- Press **BACK** or **NEXT** [4] to move through the application.
- Press **CANCEL** [5] at any time to close the application – you can continue with it at any time by selecting **EDIT**
- **Note – the Site Layout Plan is not required for non-centre based ECDs**

← BACK

NEXT →

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# STARTING A SILVER/GOLD SUBMISSION

## Declarations

Please confirm whether you agree with these statements about how you operate your ECD programme/s

I believe all children deserve to reach their full potential.

Confirmed

Confirmed

Confirmed

Practitioners at my ECD programme support children to develop self-control (such as by being patient and keeping trying and to practise an appropriate level of independence (such as through making choices), and to interact positively with other adults and children.

Confirmed

Practitioners at my ECD programme encourage and model respect for different genders, languages, religions and cultures, and create opportunities to learn about diversity

Confirmed

Adults at my ECD programme never discriminate against any children or parents.

Confirmed

Practitioners at my ECD programme support children's emotional needs and create a safe environment for them to express their feelings and needs.



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- The next step contains a number of statements that must be confirmed to show that you are meeting the standards for an ECD programme.
- These standards are difficult to assess in a site visit so your confirmation provides assurance that they are met.
- Please read these carefully and make sure you agree with them before confirming. These are all very important standards for child safety, well-being and development
- Click on the **arrow icon** [1] under each statement to select that you confirm.



# STARTING A SILVER/GOLD SUBMISSION

## Confirm Document Readiness

Please confirm whether you have the following documents completed and copies available on site. You can use either the templates we provided or your own documents, as long as they follow the format of the templates

After confirming you have the documents ready - you can either upload them in the next step (which will make processing quicker) or wait for them to be collected on site visit

Please answer the following questions:

Are you formally set up as a type of organisation?

This means that you are set up as a voluntary association, a non-profit company, a trust, or a for-profit company - with a management committee or board of directors or trustees, and a constitution or other founding document.)

No

1

I have the following documents ready to upload and with copies available on site:

1. Business Plan

(including programme overview; fees and finances; management structure; daily programme; discipline policy)

I have a Business Plan copy available on site

Yes

2. Approved Building Plan / hand-drawn lay-out

I have a Building Plan copy / hand-drawn lay-out available on site:

Yes

- The next step checks what documents you need and allows you to confirm whether you have them ready on site.
- Please answer the questions honestly so that your registration process is not delayed.
- Click on the **down arrow** [1] to choose your answer
- You will not be able to proceed with submission until you have confirmed that all your documents are ready.
- Once you have confirmed document readiness a site visit can happen at any time.
- NOTE – Non-centre based ECDs will see fewer document requirements



# SILVER/GOLD DOCUMENT SUBMISSION

Document Upload

Upload images or scans of the following completed documents for your ECD program. You can use either the business plan templates we provided or your own documents, as long as they follow the format of the templates.

Upload Required Documents

1

Please upload the following required documents ↑

|        |      |        |                                                 |
|--------|------|--------|-------------------------------------------------|
| UPLOAD | VIEW | DELETE | S1 Business Plan – S1.1 Programme overview      |
| UPLOAD | VIEW | DELETE | S1 Business Plan – S1.2 Fees and Finances       |
| UPLOAD | VIEW | DELETE | S1 Business Plan – S1.3 Management Structure    |
| UPLOAD | VIEW | DELETE | S1 Business Plan – S1.4 Daily Programme         |
| UPLOAD | VIEW | DELETE | S1 Business Plan – S1.5 Discipline Policy       |
| UPLOAD | VIEW | DELETE | S2 Approved building plans / hand-drawn lay-out |
| UPLOAD | VIEW | DELETE | S2 Emergency Plan                               |

2

| Document Status | Document Verification |
|-----------------|-----------------------|
| Uploaded        | Await_Review          |
| Uploaded        | Await_Review          |
| Uploaded        | Await_Review          |
| Uploaded        | Await_Review          |
| Uploaded        | Await_Review          |
| Required        | Await_Review          |
| Required        | Await_Review          |

← BACK

NEXT →

- The next step is for submission of all your Silver/Gold documents.
- You will see the list of documents you need to upload [1]. Note S1 are all sections of the business plan – please upload each section as a separate picture or pdf.
- The document status [2] shows which documents are uploaded and which are still required.
- You will not be able to proceed with submission until you have confirmed that all your documents are ready.
- Once you have confirmed document readiness a site visit can happen at any time.

# SILVER/GOLD DOCUMENT SUBMISSION

## Document Upload

Upload images or scans of the following completed documents for your ECD program. You can use either the business plan templates we provided or your own documents, as long as they follow the format of the templates.

### Upload Required Documents

1 Please upload the following required documents ↑

S1 Business Plan - S1.1 Programme overview

S1 Business Plan - S1.2 Fees and Finances

S1 Business Plan - S1.3 Management

S1 Business Plan - S1.4 Daily Program

S1 Business Plan - S1.5 Discipline Policy

S2 Approved building plans / hand-c

S3 Constitution/Founding Document

S4 Emergency Plan

2 UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

UPLOAD VIEW DELETE

3

5

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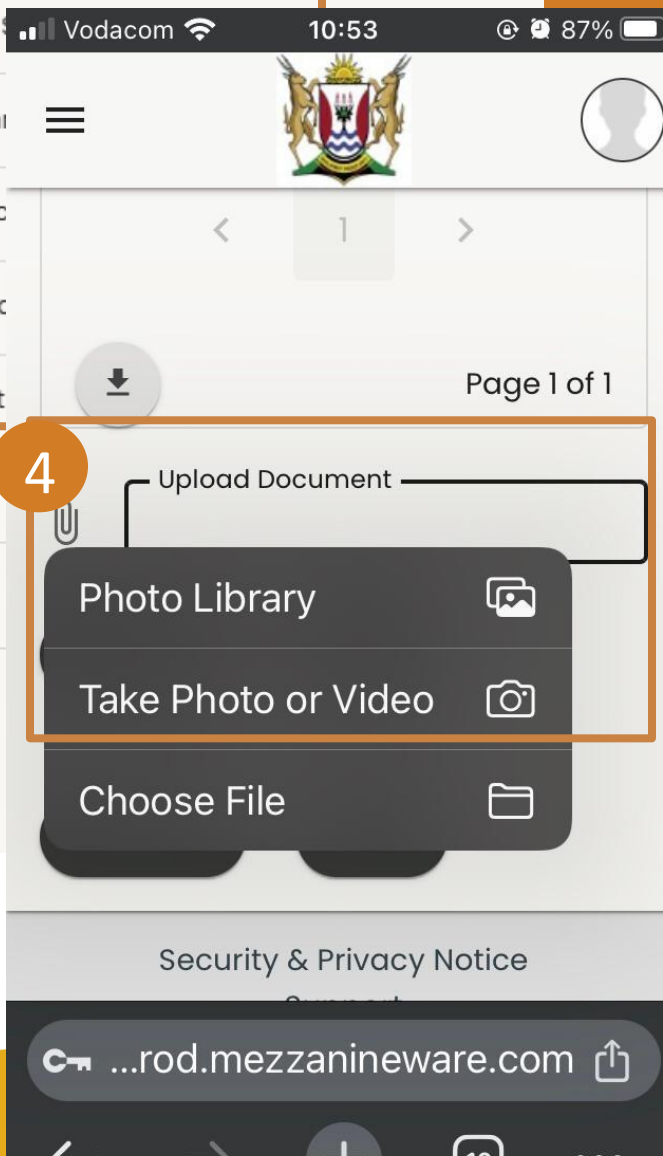
NEXT →



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- To upload documents first choose the document name you want to upload and make sure you have the right document ready [1].
- Click/select **UPLOAD** [2]
- Go to the bottom of the page and use the paper clip icon to choose a document [3]
- On your phone it will allow you to choose where your image or document is saved or to take a photo [4]
- When your image or document is uploaded click on **SAVE** [5]
- Do the same for all your documents until all the statuses show uploaded.

# ENVIRONMENTAL HEALTH DOCUMENT SUBMISSION

## Environmental Health Report/Certificate/Notice from Municipality

Have you received a Health Certificate; Health Report or Enforcement Notice from a Municipal Environmental Health Practitioner (EHP)?

1 Yes

2 Upload Environmental Health Report

4 SAVE

3 Photo Library  
Take Photo or Video  
Choose File

← BACK NEXT

Security & Privacy Notice

...rod.mezzanineware.com

- If you are a centre-based programme you will be asked if you have received a document after an Environmental Health visit from the municipality.
- Answer 'Yes' or 'No' [1] (please only answer yes if the document has not expired.)
- If you have answered 'Yes' it will ask you to upload the document.
- Click on the paper clip icon [2] to choose to upload.
- On your phone it will allow you to choose where your image or document is saved or to take a photo [3].
- When your image or document is uploaded click on **SAVE** [4].

# SUPPORT TARGETING QUESTIONS

**Optional Questions**

Please answer these optional questions to help us to target and plan the right kind of support for your ECD programme

What year did you open your ECD programme?

YYYY  
1985

Do you offer a Grade R class?

Yes

Is your ECD programme a non-profit organisation? This means your ECD programme is officially set up as a voluntary organisation, a nonpro...

No

Is your ECD programme part of a government school?

No

Are you registered as a (Pty) Ltd; Ltd or Business Trust?

No

← BACK SAVE **1** SUBMIT APPLICATION

- The final step is a set of questions that are not part of registration requirements but that will help us to target the right kind of support to you.
- The questions asked will change depending on your answers to previous questions so please consider your selections carefully.
- When you are done select **SUBMIT [1]**
- You can now check the status of your Silver/Gold submission back on the Silver/Gold menu.
- Look out for a message about any corrections required and prepare for your site visit

# THANK YOU.



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ECD registration drive