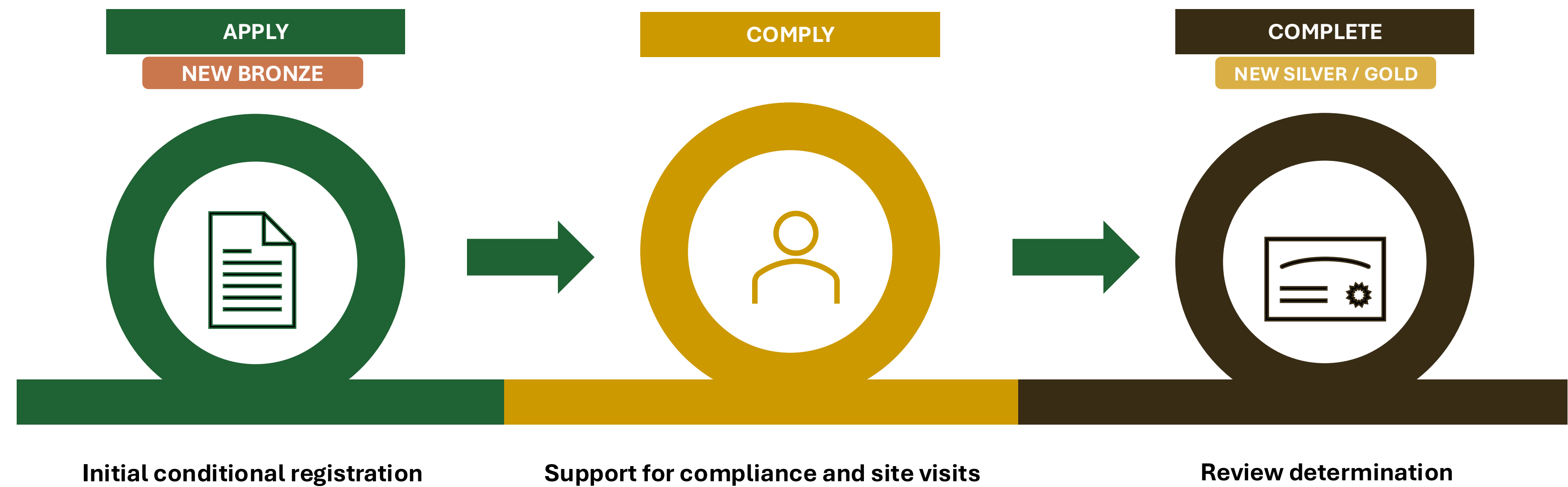


APPLICATION FOR SILVER/GOLD REGISTRATION

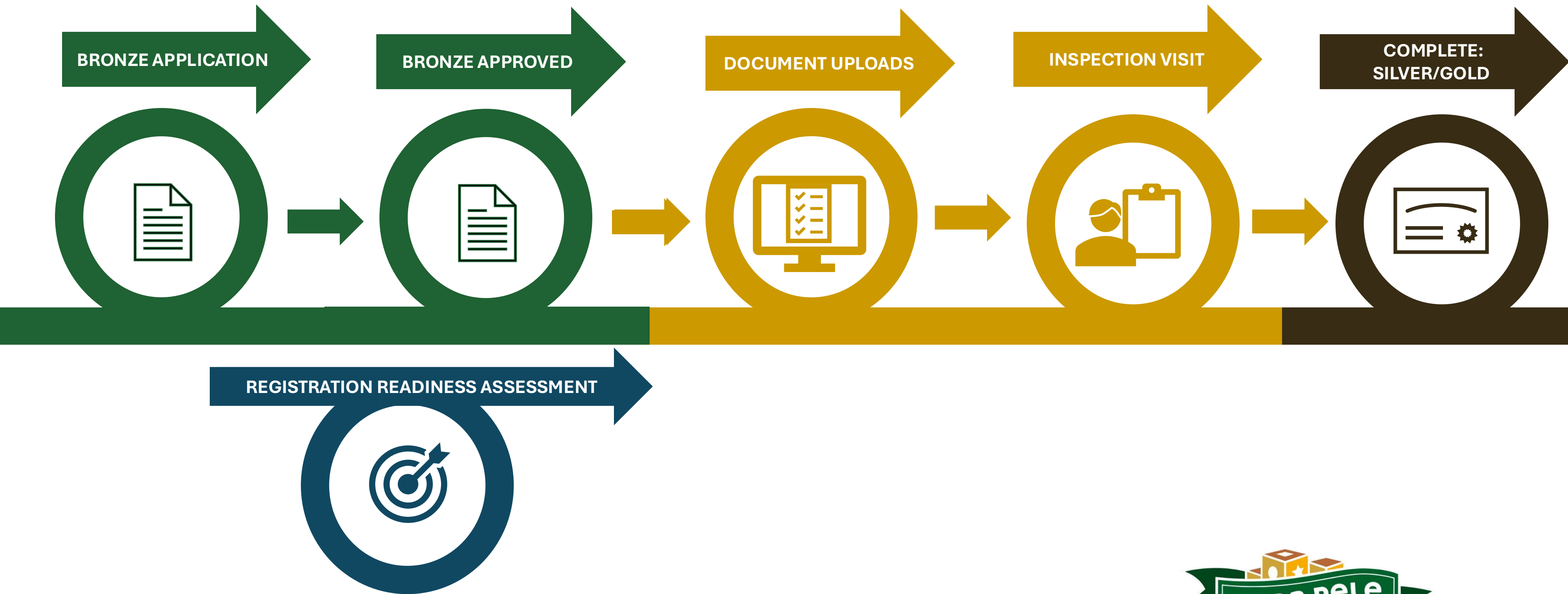
WHAT NEXT?



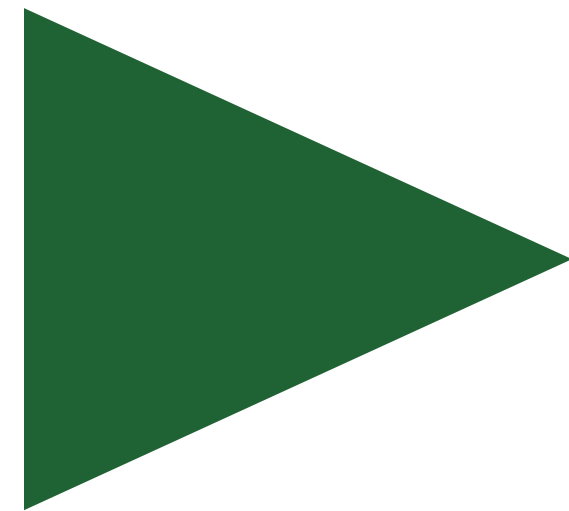
BANA PELE REGISTRATION PROCESS



COMPLY: SILVER PROCESS



YOU ARE BRONZE APPROVED - CONGRATULATIONS!



NEXT STEPS

YOU ARE REQUIRED TO SUBMIT AN APPLICATION FOR SILVER/GOLD:



WHY IS THE SUBMISSION OF THESE DOCUMENTS IMPORTANT?

- Required by Children's Act Regulations
- Aligned to norms and standards
- A key step in the silver process and to achieve registration requirements
- Can reduce some of the standards that need to be observed onsite by a social worker
- Provides a sense of how the ECD programmes is managed

SILVER/ GOLD APPLICATION SUBMISSION DOCUMENTS

CENTRE-
BASED

NON CENTRE
BASED

Business plan: ECD programme overview, Management Committee Structure, Fees and Finances, Daily Programme, Disciplinary Policy



Gold: Approved building plan,

Silver: Application for building plan approval OR Hand-drawn Site layout



Founding document (Constitution if registered as a legal entity)



Emergency plan

Health Report/Certificate



Implementation Plan



Qualifications: ECD Qualification NQF Level 1-6 of the supervisor or any staff member (Silver) ECD Qualifications NQF 1-6 of the applicant (gold) OR proof of 3 years experience (work contract or CV)



SILVER/GOLD SUBMISSION DOCUMENT TEMPLATES

Bronze

Silver / Gold

Applicant Archive

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

• Implementation Plan

• You will also need to provide your constitution or founding document (organization) or registered Trust or Company.

• Staff Qualification – please upload only 1 qualification of any staff member

Download Business Plan Template here

Download Site Layout Template here

Download Emergency 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 Document Checklist here

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

Download Full Guidelines and Templates here

← BACK

NEXT

← BACK

NEXT

DOWNLOAD DOCUMENTS HERE



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7

INSTRUCTIONS ON COMPLETING THE DOCUMENTS



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WHEN COMPLETING THE DOCUMENTS, REMEMDR:

- ECD identifier number that you will receive from eCares must be completed on every document where there is a space to include it
- These are document templates. You can make use of your own documents. However, remember, *documents must be aligned to the templates.*

BUSINESS PLAN: ECD PROGRAMME OVERVIEW

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

BUSINESS Plan

SI.1: ECD PROGRAMME BUSINESS PLAN - PROFILE

ECD PROGRAMME PROFILE

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, the reference number given to you when you started the BRONZE application.)

E

ECD PROGRAMME NAME

YEAR OF OPENING
(The year in which the ECD programme started operating.)

NAME AND SURNAME OF APPLICANT/OWNER
(Person applying on behalf of the ECD programme.)

PROVINCE

LOCAL MUNICIPALITY

PHYSICAL ADDRESS

STREET NUMBER

STREET NAME

POSTAL CODE

TOWN/CITY

TELEPHONE NUMBER

EMAIL ADDRESS

THE PROGRAMME IS OPEN DURING THE FOLLOWING TIMES:

Daily opening time:

Daily closing time:

NUMBER OF DAYS OPEN PER WEEK
(Tick number of days)

1

2

3

4

5

1

OVERVIEW OF ECD PROGRAMME

PROVIDE THE AIM OF THE PROGRAMME AND WHO IT TARGETS:

2

PLAN FOR CLASS GROUPS AND STAFF COMPOSITION

CLASS NAME/NUMBER	AGE RANGE	TARGET NUMBER OF CHILDREN	PLANNED NUMBER OF STAFF

ECD programme Overview:

Describes the programmes in detail and who it is aimed at

- Make sure you include the same information that was used to complete the bronze application, especially information linked to your profile
- **[1]** Overview of the ECD programme: Why does your programme exist and who does your programme benefit?
- **[2]** Class groups and composition: How many classes do you have and what is the planned number of children and staff you aim to meet.



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9



Bana Pele
ECD registration drive

10

BUSINESS PLAN: FEES AND FINANCES

S1.2: FINANCIAL OVERVIEW

ECD PROGRAMME PROFILE				
NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the BRONZE application)				
E				
ECD PROGRAMME NAME				
3	MONTHLY FEE STRUCTURE (Only fill in what is relevant to your fees at your programme)			
	AGE GROUP	FULL DAY FEE PER CHILD (Rand per month)	HALF DAY FEE PER CHILD (Rand per month)	
PARENTS AND GUARDIANS ARE CHARGED FEES AS FOLLOWS:				
4	MONTHLY INCOME (Money you receive from fees, donations, government subsidy and other sources)			
	Fees	R		
	Donations	R		
	Other:	R		
	Other:	R		
	Other:	R		
	TOTAL REVENUE	R		
5	MONTHLY EXPENSES (The things you need to spend money on to run your programme. This includes food, toys, rent, staff wages, fixing the structure or equipment, water, electricity, gas)			
	Water	R		
	Rent	R		
	Food expenses	R		
	Cleaning equipment and materials	R		
	Other:	R		
	Other:	R		
	Other:	R		
	Other:	R		
	Other:	R		
6	TOTAL OPERATING EXPENSES	R		
	PROFIT (Income minus operating expense)	R		

Shows how money is managed, including fees charged, income and monthly expenses

- [3] Monthly fee structure: Include fees charged per age group
- [4] Monthly income: Include where money is received and how much
- [5] Monthly expenses: Include the things money is spent on and how much to ensure the programme keeps running
- [6] Profit: Money the programme receives – money the programme spends



BUSINESS PLAN: MANAGEMENT COMMITTEE STRUCTURE

S1.3: MANAGEMENT STRUCTURE

ECD PROGRAMME PROFILE								
NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the bronze application)								
E								
ECD PROGRAMME NAME								

7

MANAGEMENT STRUCTURE		
DOES YOUR ECD PROGRAMME HAVE A MANAGEMENT COMMITTEE OR BOARD OR TRUSTEES?	YES	NO

If the answer is "YES", complete the table below If the answer is "NO", give the names of the responsible person/owner in the table below

8

MANAGEMENT COMMITTEE/ BOARD MEMBERS/ TRUSTEES/OR RESPONSIBLE OWNER/APPLICANT	NAME OF PERSON / MEMBER	POSITION

9

You may include the below proposed positions if they form part of your committee:

CHAIRPERSON: Runs the meetings and makes sure everyone follows the agenda	ORDINARY MEMBER: People who provide input on discussions concerning organisation
VICE CHAIRPERSON: Assists the chairperson and takes over their responsibilities when absent	You may include the below proposed positions if there is no management committee
TREASURER: Oversee finances of organisation	OWNER/RESPONSIBLE PERSON: Owns the ECD centre or is responsible for day-to-day running of the centre
SECRETARY: Takes minutes during meetings and makes sure records are in order	

People who run or are responsible for the programme.

- [7] Indicate whether the programme has a management committee or board
- [8] If your programme has a structure committee/board – add names of the board members to the table
- [8] If your programme does not structure committee/board – add names of responsible person
- [9] Examples of roles is provided

BUSINESS PLAN: DAILY PROGRAMME

SI.4: DAILY PROGRAMME

ECD PROGRAMME PROFILE								
NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the bronze application)								
E								
ECD PROGRAMME NAME								

10

DAILY PROGRAMME	
AGE GROUP	
TIME	ACTIVITY
AGE GROUP	
TIME	ACTIVITY

11

The length of time for each activity should be guided by how long each age group can concentrate for. You should have a daily program for each class or age group.

Programme must include **MEALS, SNACK TIMES, SLEEP/REST** (full time programmes).

Other activities can include:

SMALL GROUP TIMES:
Adult-led activities that support development in areas such as creativity, early literacy, numeracy, cognitive development, and fine motor skills.

FREE PLAY:
Extended time for children to play with adults providing support, ideas, and extension of learning

LARGE GROUP TIMES:
Adult-led activities that enable children to have fun and use movement and music to have fun and develop gross motor, language, and other skills.

STORY TIME:
Adults share books and stories with children, encouraging lots of conversation to support early language and literacy development.

Show what you do (activities) and when you do it

Its is important to provide a variety of different activities

- **[10]** Include the age group and the activities that are planned on a daily basis
- **[11]** Examples of the types of activities are listed
- Remember for full day programmes, its important to include rest times.
- Snack and meals times should be included for all programmes



BUSINESS PLAN: DISCIPLINARY POLICY

SI.5: DISCIPLINE POLICY

ECD PROGRAMME PROFILE								
NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you start the bronze application)								
E								
ECD PROGRAMME NAME								

The programme aims to create a place where staff and children are respectful and kind to one another. We commit to being an example to our children and showing them the behaviours that we want our children to learn through using positive discipline and not punishment. Positive discipline teaches children how to behave well, without hurting them, scaring them or making them feel small. These are values we want the children to learn, and we encourage parents to reinforce these values at home.

- We will support children to behave well by:
- Using positive guidance, distraction, and redirection to help manage children's behaviour.
 - Set reasonable rules for children's behaviour, tell them about the rules and ensure that the rules are applied consistently.
 - Seeing potential problems before they happen and preventing them from taking place (e.g. too few toys).
 - Helping children to understand the consequences of bad behaviour and when it is important to say sorry.
 - Be an example of behaviour that children sometimes find hard such as patience and sharing.

- Raising any concerns about a child's development or behaviour with the caregiver or parent in a private conversation.

Behaviour such as biting, hitting, kicking, pinching, and pushing is quite common among young children. For children at our programme to remain safe and enjoy their environment we will deal with this kind of behaviour firmly and promptly, using the methods described above, and encouraging them to speak to an adult when they feel frustrated.

- We commit to never:
- physically hit, smack, slap, kick or pinch a child
 - threaten to physically punish a child
 - use rude and unkind language towards a child

The safety of all children is a priority for us. We reserve the right to ask parents to remove their child from the programme if the child continues to behave aggressively and poses a risk to other children.

Tick below to confirm that you agree with this discipline policy:

12

☐

We have adopted the above Discipline Policy for our ECD Programme and have a printed copy on hand at our site.

Sets expectations of how children's behaviour is managed in a way that promotes positive guidance while avoiding harsh or physical punishment.

- **[12]** If this template will be used in your ECD programmes, adopt the policy by ticking the box

There should be a printed copy at the site that is accessible.

Own policies can be used, however, ensure that policies align with the content of the template

BUILDING PLANS/HAND-DRAWN SITE PLANS

GOLD: APPROVED BUILDING PLAN

- To **qualify** for gold registration an approved building plan is required
- Submit this document if you have it available

SILVER: APPLICATION FOR BUILDING PLAN APPROVAL

- Some ELP programmes may still be in the process of getting an approved building plan.
- In this case an application for approved building plan can be submitted – this would mean that the programme would **qualify** to meet silver requirements

OR

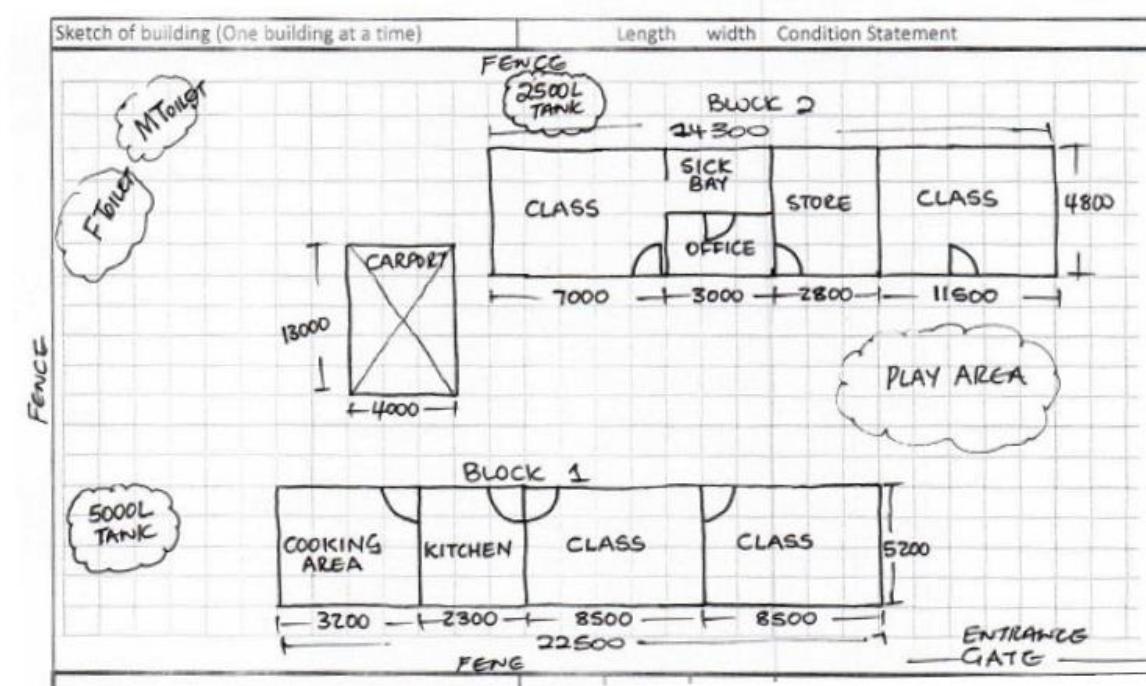
SILVER: HAND-DRAWN SITE LAYOUT

- For programmes can also submit a hand-drawn site plan
- **[13]** Draw your site plan using the instructions **[14]** provided. Show measurements in **cm or meters**

S2 HAND DRAWN SITE LAYOUT

ECD PROGRAMME NAME

13



14

PRETEND YOU ARE A BIRD FLYING OVER YOUR ECD CENTRE AND TRY TO DRAW OUT WHAT YOU WOULD SEE FROM ABOVE:

1. Measure out the boundaries of the site and draw them with measurements in metres, close to the edges of the space on the left.
2. Draw within the boundaries of the site and draw them with measurements in metres, close to the edges of the space on the left.
3. Write the measurements of the buildings (how long and wide they are) onto the drawing.
4. Mark out the different rooms within the buildings including measurements of the rooms.
5. Label what each of the spaces is used for e.g. classroom, kitchen, outdoor play area, toilet.
6. Draw shapes to show fixtures and large equipment and how many of them - such as toilets, basins, kitchens counters, cupboards and jungle gyms. Also show doors and windows.

EMERGENCY PLAN

S4 - EMERGENCY PLAN

FIRE

1. Make sure children are safe by evacuating them to the assembly point or safe area.
2. Call the fire department.
3. The fire extinguisher or bucket of sand should be used to put out fires that can be controlled.
4. If the fire is out of control, do not try and put the fire out yourself.
5. Close doors and windows as you leave to contain the fire.
6. Children must be accounted for at the assembly area.

GAS LEAK OR DANGEROUS MATERIAL SPILLS

1. Make sure the children are safe by evacuating them to a safe area.
2. Do not touch light switches or use your cell phone or electrical equipment in the area.
3. If the spill or leak is serious, call 112.

SUSPICIOUS, VIOLENT OR HARMFUL ACTS

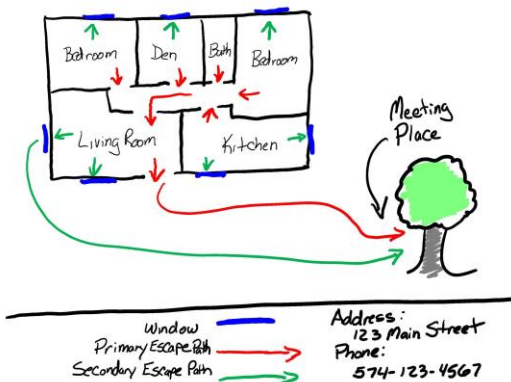
1. Do not open the door to see what is happening.
2. Do not confront the person.
3. Keep children inside and away from the windows.
4. If you hear shooting nearby, get all the children to lie on the floor.
5. Lock the door.
6. Call the police.
7. Do not leave the room until it is safe to do so.

ACCIDENTS AND INJURIES

1. Inform the family about any accident, injury, knocks to the head.
2. In a medical emergency stabilise and comfort the child.
3. Call ambulance service or the national cell phone emergency 112.
4. An adult must be with the child at all times including when transported to the hospital.

15

DRAW OR DESCRIBE YOUR EVACUATION PLAN HERE:



II HEALTH WARNING SIGNS IN CHILDREN II

If you notice these warning signs inform the parent and seek medical guidance:

- **COUGHING:** A child is coughing and breathing fast
- **FEVER:** A child's temperature is over 37° or their head is very hot to the touch, they are sweating, shivering and not hungry
- **VOMITING:** A child cannot keep food or liquids down
- **RUNNY TUMMY:** A child has a constant liquid diarrhoea and has swollen eyes



EMERGENCY
NUMBERS

16

POLICE STATION:

LOSEST CLINIC:

RE DEPARTMENT:

AMBULANCE SERVICE:



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Shows what to do in an emergency, where the exits and assembling points are.

Submitting own emergency plans are accepted, however ensure that it includes evacuation procedures, emergency numbers

- **[15]** Draw emergency plan and evacuation procedures
- **[16]** Add emergency numbers from your local community

An emergency plan must be displayed at the ECD programme. Ensure that the emergency plan is also displayed at the site.



FOUNDING DOCUMENT (CONSTITUTION IF REGISTERED AS A LEGAL ENTITY)

Programmes registered as legal entities are required to submit a constitution or a founding document. This only applies to:

- Voluntary association
- Non-profit organisation
- Trust
- For-profit company
- Partnership

Key sections to include in a constitution:

- Organisation's name and purpose
- How it is governed and the roles different people play
- Rules of decision-making and finances

IMPLEMENTATION PLAN

The implementation plan shows how the ECD programme has planned the year to learn key concepts or skills through themes and play-based learning. Refer to the NCF for ECD for skills and concepts appropriate to different ages.

S5 – IMPLEMENTATION PLAN GUIDE

Silver/Gold registration requires the submission of an Implementation plan. This plan shows that the ECD programme understands early childhood development, the objectives of learning activities, and how to achieve the desired outcomes.

An Implementation plan shows the broad learning and development areas/themes and concepts that would be covered in a year. The National Curriculum Framework suggests that activities should promote the following six early learning and development areas:

EARLY LEARNING AND DEVELOPMENT AREA	DESIRED RESULTS
Wellbeing	✓ Children are becoming more aware of themselves as individuals, developing a positive self-image and learning how to manage their own behaviour ✓ Children are demonstrating growing awareness of diversity and the need to respect and care for others. ✓ Children are beginning to demonstrate physical and motor abilities and an understanding of a healthy lifestyle.
Identity and belonging	✓ Children are becoming more aware of themselves as individuals, developing a positive self-image and learning how to manage their own behaviour. ✓ Children are demonstrating growing awareness of diversity and the need to respect and care for others.
Communication	✓ Children are learning how to think critically, solve problems and form concepts. ✓ Children are learning to communicate effectively and use language confidently. ✓ Children are learning about mathematical concepts.
Exploring mathematics	✓ Children are learning how to think critically, solve problems and form concepts. ✓ Children are learning to communicate effectively and use language confidently. ✓ Children are learning about mathematical concepts.
Creativity	Children are learning how to think critically, solve problems and form concepts. Children are becoming more aware of themselves as individuals, developing a positive self-image and learning how to manage their own behaviour. Children are learning to communicate effectively and use language confidently.
Knowledge and understanding of the world	Children are learning how to think critically, solve problems and form concepts. Children are demonstrating growing awareness of diversity and the need to respect and care for others. Children are learning about (mathematical) concepts.

Concepts refers to what exactly it is the children need to learn about. A concept may be something specific or a certain aspect of it, may be a behaviour or culture. For example, the concept of a tree: depending on the developmental age, children learn about how a tree grows, where it grows, body of a tree, and how it is looked after.

The Implementation plan will most likely differ depending on the age group since development goals, interests and curiosity vary according to children's ages.

IMPLEMENTATION PLAN

NATIONAL ECD IDENTIFIER NUMBER (A unique number that identifies an ECD Programme, given to you when you started the BRONZE application)

E

ECD PROGRAMME NAME

ANNUAL IMPLEMENTATION PLAN

Age group:

Months	Themes	Concepts (What the children need to learn)
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

QUALIFICATION or PROOF OF EXPERIENCE

Silver

- **Proof of an ECD qualification for any 1 member of staff is required.**
- **If no-one has an ECD qualification then proof of 3 years experience is required in the form of a CV or work contract or reference**

Gold

- **At Gold level it must be the applicant (ECD Owner/Supervisor/Committee Chair) who submits their proof of qualification or experience**

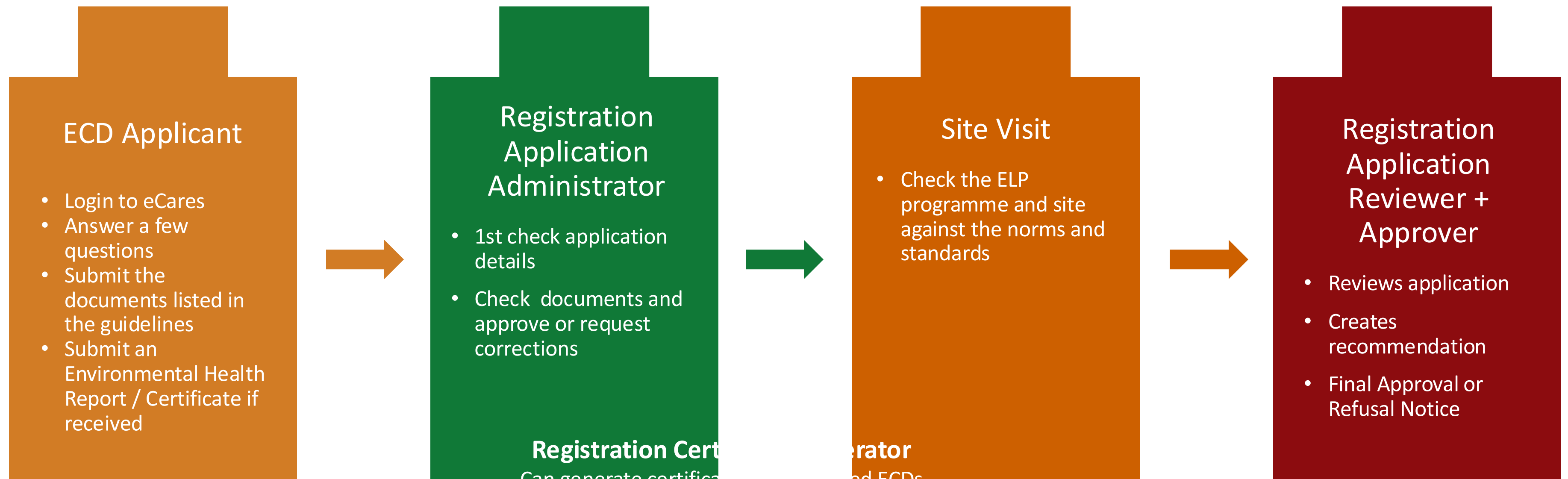
FEBRUARY 2025

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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eCares | Early Childhood
Administration &
Reporting System



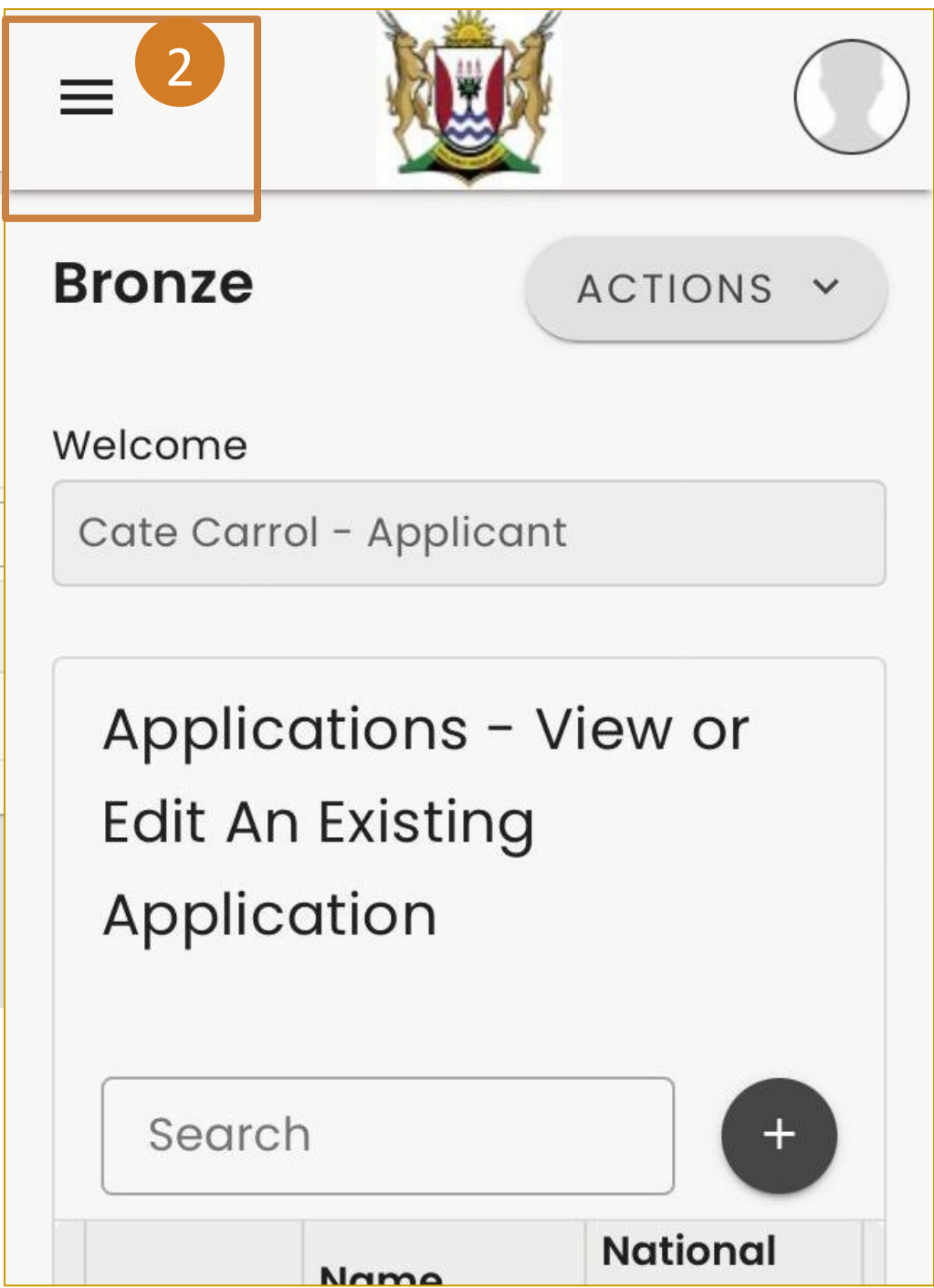
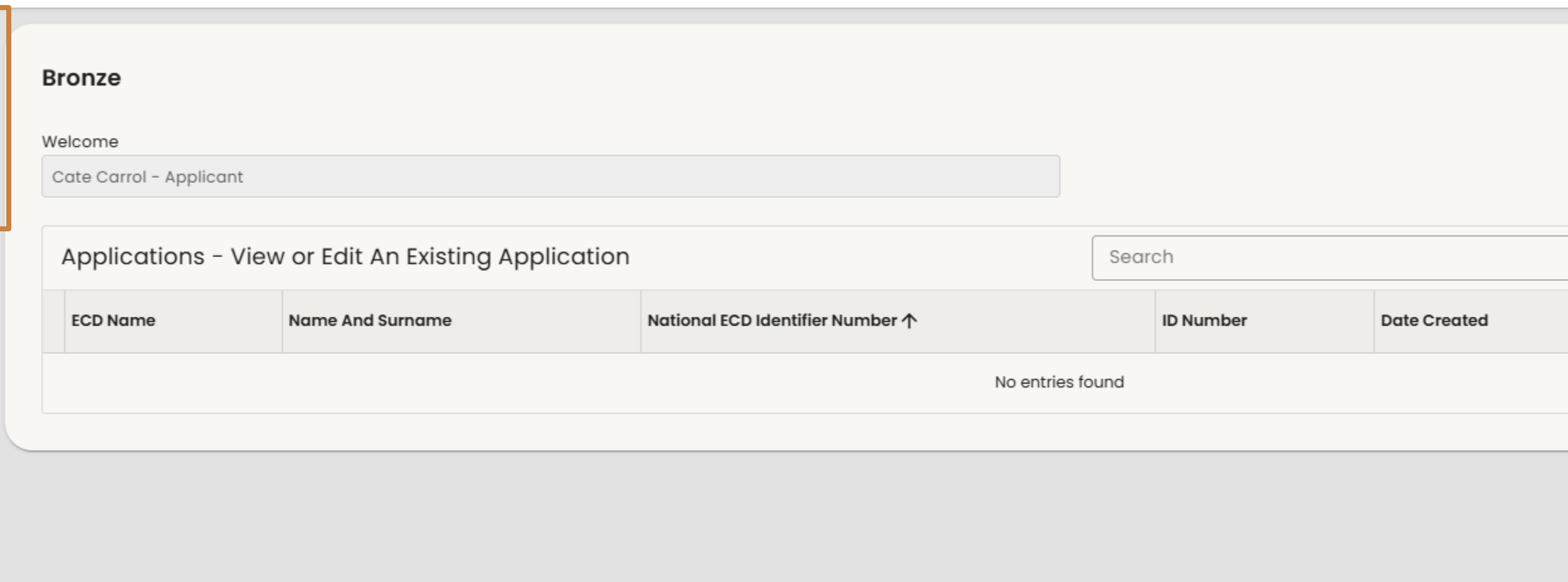
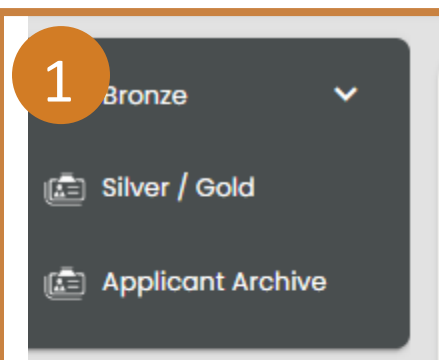
SUBMITTING REQUIRED DOCUMENTS AND INFORMATION FOR SILVER / GOLD REGISTRATION



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ECD REGISTRATION APPLICATIONS LANDING PAGE



On your first login, you'll be directed to the '**List of Bronze 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 displays two versions of the ECD Registration Applications Landing Page. The desktop version on the left features a sidebar menu with 'Bronze', 'Silver / Gold' (highlighted with a red box and '1'), and 'Applicant Archive'. The main content area shows a 'Silver/Gold' header, a welcome message for 'Cate Carrol - Applicant', and a table of ECD applications for further submission. The table has columns for ECD Name, Name And Surname, National ECD Identifier Number, ID Number, and Date Created. The first row is highlighted, and its 'EDIT' button is circled in red with a '3'. The mobile version on the right shows a top navigation bar with a WhatsApp icon, signal strength, time (10:03), and battery (90%). A hamburger menu icon (three horizontal lines) is highlighted with a red box and '2'. The mobile menu is open, showing 'Bronze', 'Silver / Gold' (highlighted with a red box and '2'), and 'Applicant Archive'.

Desktop View:

- 1. Silver / Gold (Sidebar Menu)
- 3. EDIT (Application Action)

Mobile View:

- 2. Hamburger Menu (Top Left)
- 2. Silver / Gold (Mobile Menu)

	ECD Name	Name And Surname	National ECD Identifier Number ↑	ID Number	Date Created
VIEW EDIT	Cate R2A Test 5	Cate Carrol	E10226700	66hhgg	2025-02-27 1
VIEW EDIT	R2A Cate Test	Cate Carrol	E10587335	55443266	2025-02-27 1
VIEW EDIT	Demo 2A	Cate Carrol	E13191761	12344009988743	2025-02-21 0

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]
3. Then select **Edit** [3] for the Bronze approved application that you want to begin Silver/Gold submission for

STARTING A SILVER/GOLD SUBMISSION

The screenshot shows a web application for Silver/Gold Submission. On the left is a dark sidebar with navigation links: Bronze Application, Certificate, ECD Profiles (with a dropdown arrow), Silver/Gold Application (highlighted), System, and Support. The main content area is titled 'Instructions for Silver/Gold Submission'. It contains several informational boxes and links. Callout 1 points to three links: 'Download Business Plan Template here', 'Download Building Plan Template here', and 'Download Emergency Plan Template here'. Callout 2 points to a link 'Download list and templates here'. Callout 3 points to a link 'Download Guidelines here'. Callout 4 points to 'BACK' and 'NEXT' buttons at the bottom. Callout 5 points to a 'CANCEL' button at the top right of the main content area. The footer includes the South African coat of arms and the text 'REPUBLIC OF SOUTH AFRICA'.

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 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](#)

1 [Download Building Plan Template here](#)

[Download Emergency 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.

2 [Download list and templates here](#)

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

3 [Download Guidelines here](#)

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

4 [Download Guidelines here](#)

5 [CANCEL](#)

← BACK NEXT

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- 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 a checklist for the documents that need to be submitted and prepared for 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**

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.



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.)

Yes

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

Not Specified

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

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

Not Specified

3. Emergency Plan

I have an Emergency Plan available on site:

Not Specified

4. Constitution/Founding Document (where applicable)

I have Constitution/Founding Document copies available on site:

Not Specified

← BACK

NEXT

STARTING A SILVER/GOLD SUBMISSION

- 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 that documents required will look different for non-centre based ECD programmes as per the checklist.**



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

Please upload the following required documents ↑		Document Status	Document Verification
1	S1 Business Plan – S1.1 Programme overview	Required	Await_Review
	S1 Business Plan – S1.2 Fees and Finances	Required	Await_Review
	S1 Business Plan – S1.3 Management Structure	Required	Await_Review
	S1 Business Plan – S1.4 Daily Programme	Required	Await_Review
	S1 Business Plan – S1.5 Discipline Policy	Required	Await_Review
	S2 Approved building plans / hand-drawn lay-out	Required	Await_Review
	S3 Constitution/Founding Document	Required	Await_Review
	S4 Emergency Plan	Required	Await_Review
	S5 Implementation Plan	Required	Await_Review
2			

- 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.
- **Note that documents required for Non-centre based ECD programmes will be reduced as per the checklist**

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

	Please upload the following required documents ↑
2 [UPLOAD] [VIEW] [DELETE]	1 S1 Business Plan – S1.1 Programme overview
[UPLOAD] [VIEW] [DELETE]	S1 Business Plan – S1.2 Fees
[UPLOAD] [VIEW] [DELETE]	S1 Business Plan – S1.3 Man
[UPLOAD] [VIEW] [DELETE]	S1 Business Plan – S1.4 Dail
[UPLOAD] [VIEW] [DELETE]	S1 Business Plan – S1.5 Disc
[UPLOAD] [VIEW] [DELETE]	S2 Approved building plan
[UPLOAD] [VIEW] [DELETE]	S2 Emergency Plan

3
[Upload Document]

5
[CANCEL] [SAVE]

[← BACK] [NEXT]

- 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 a library or file 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.

SILVER/GOLD DOCUMENT SUBMISSION-STAFF QUALIFICATION

Staff Qualification Upload :

Please upload only 1 staff qualification of any staff member. You do not need to upload for all staff members

Staff Qualification Status

Await Review

1  Upload Staff Qualification

2 **SAVE**

5 **← BACK** **NEXT →**

3 **Upload Document**

4 **Photo Library**

Take Photo or Video

Choose File

Security & Privacy Notice

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eCares | Early Childhood
Administration &
Reporting System

- A proof of ECD qualification or at least 3 years of experience needs to be uploaded for 1 member of staff or the application
- To upload the document click on the paper clip [1].
- Select the document you want to upload
- On your phone it will allow you to choose a library or file where your image or document is saved or to take a photo [3]
- When your image or document is uploaded click on **SAVE** [2]
- **Select Next to continue** [5]

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)?

The screenshot shows a mobile application interface for submitting an Environmental Health document. It includes a dropdown menu for the answer, a text input field for the document name, a 'SAVE' button, and 'BACK'/'NEXT' navigation buttons. A mobile phone mockup is overlaid on the right, showing the document upload process with a callout for the file selection menu.

1 Yes

2 Upload Environmental Health Report

4 SAVE

3 Photo Library
Take Photo or Video
Choose File

Page 1 of 1

Upload Document

Security & Privacy Notice

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- 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].
- **Note – check the document for its expiry date – only upload if still valid**

FURTHER INFORMATION 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

1

← BACK SAVE SUBMIT APPLICATION

- The final step is a set of questions that are not part of registration requirements but that will help us to understand the type of ECD organization you are.
- 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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