

**EARLY CHILDHOOD DEVELOPMENT POLICY
STELLENBOSCH MUNICIPALITY
DRAFT**

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1. ABBREVIATIONS

CBO:	Community-based organisations concerned with helping the community local to the Organisation. CBOs are not for profit organisations. Also see NGO.
CWDM	Cape Winelands District Municipality
DSD:	Department of Social Development
ECD:	Early Child Development Is the process of emotional, mental, spiritual, moral, physical and social development of children from birth to nine years.
GiA	Municipal Grant in Aid funding annual donations
NGO:	Non-Government Organization
NQF:	National Qualifications Framework
PHC:	Primary Health Care
SM:	Square metre
WC024:	Local municipal area of Stellenbosch Municipality, South Africa

2. GLOSSARY

“Baby/infant”: A child from 0-18 months old.

“Child”: A person under the age of 18 years.

“Child minder”: A person who provides care and early learning for up to six children, typically in their own homes. Also in some contexts referred to as “day mothers”.

“Collaboration”: Involves networking, cooperation and coordination, and also involves improving the capacity of partners for mutual benefit and attainment of a common purpose.

“Communicable disease”: A disease that can be passed on to others e.g. scabies, chickenpox, measles.

“Cooperation”: Includes the exchange of information for mutual benefit, aligning activities for a common purpose and sharing resources for mutual benefit.

“Coordination”: Involves information exchange and aligning activities to work.

“Department”: In this policy, “Department” refers to the Department of Social Development (DSD).

“Development appropriate”: This term is used to describe activities, equipment or programmes. It is a way of working with children that takes note of what is known about child development and also what is known or learnt about each child and his/her development.

“Director-General”: In this policy, Director-General refers to the Director-General of the National Department of Social Development.

“Early Childhood Development Centre”: Is a partial care facility that provides an early childhood programme with an early learning and development (ECD) focus for children from birth until the year before they enter Grade R/formal school.

“ECD Forums”: Is a structure that allows for communication between ECD Sector and government on issues related to ECD. The forum is open to individuals and organisations with an interest in promoting early childhood development. The membership of ECD forums can include civil society, representatives from government, higher education institutions, training providers, other forums and associations, businesses, and interested individuals. The underlying characteristic of a forum is that forum members are able to share decision making, resources and credit. ECD Forums emerge as spaces which enable active citizenry, broadly defined as participation in civil society, community and/or political life characterised by mutual respect and non-violence and in accordance with human rights and democracy.

“ECD Practitioner”: A person who provides early childhood development services through formal early childhood development programmes, family services, playgroups and training, as well as those providing management support services to these workers.

“ECD Programmes”: Programmes that provide one or more forms of daily care, development, early learning opportunities and support to children from birth until the year before they enter formal school. These programmes include, but are not limited to:

- Community-based play groups operating for specific hours;
- outreach and support programmes for young children and their families/caregivers, at a household level;

- parenting support and enrichment programmes;
- support for the psycho-social needs of young children and their families;
- ECD programmes provided at partial care facilities and at child and youth care facilities, as contemplated in section 93 (5) of the Children’s Act; and
- any other programme that focuses on the care, development and early learning of children from birth until the year before they enter formal school.

“ECD Services”: Services or support provided to infants and young children or to the child’s parents or caregiver by a government department or civil society organisation. The intention of ECD services are to promote children’s behavioural competencies and enable them to participate meaningfully in their homes and community environments.

“Environmental Health Officer”: (Also known as Public Health Inspectors or Environmental Health Practitioners) are responsible for carrying out measures to protect public health, including administering and enforcing legislation related to environmental health and providing support to minimize health and safety hazards. They are involved in a variety of activities, for example inspecting food facilities, ECD facilities, investigating public health nuisances, and implementing disease control. Environmental Health Officers are focused on prevention, consultation, investigation, and education of the community regarding health risks and maintaining a safe environment.

“Grant in Aid”: Stellenbosch Municipality annual Grant in Aid funding donations. Refer to Grant in Aid policy.

“Municipality”: Stellenbosch Municipality serving the community within the geographical area known as WC024.

“Non-Government Organization”: All non-governmental and non-profit organisations that are concerned with the betterment of society or the individual. NGOs are private, self-governing, voluntary organisations operating not for commercial purposes but in the public interest, for the promotion of social welfare and development, religious, charity, education, sports, arts and culture and research.

“Pre-school child”: A child under six years of age not yet attending formal school.

“Qualification”: means formal recognition of the achievement of the required number and type of credits and such other requirement at specific levels of the NQF as maybe determined by the relevant bodies registered for such purpose by the South African Qualifications Authority.

“The Act”: For the purpose of this policy it means the Children’s Care Act (38 of 2005).

“Vulnerability”: means a heightened or increased exposure to risk as a result of one’s circumstances.

3. EXECUTIVE SUMMARY

The population of Stellenbosch Municipality is estimated to be 155 733 according to the Stellenbosch Municipal IDP. Children between the ages of 0-4 years constitute 4.3% which is the second highest age category in the municipal area.

According to Department of Social Development, there are two hundred and twenty six (226) Early Childhood Centres operational in the WC024.

Of these only fifty eight (58) ECD's are registered with the Department of Social Development. Thirty (30) of the registered ECD's are funded by DSD. In a survey completed by the municipality in 2016 all ECD's were captured on the GIS database of these 134 ECD's were found to be active.

Approximately 37% of South African children aged 0–4 years attended ECD centres. However, ECD activities were not provided for at all these facilities. This means that most of the children do not have access to an ECD centre which provides proper stimulation and supports the case to plan for support to ECD centres as well as inclusion of these centres in future town planning.

The sensitivity of the brain in the early stages of development determines the functioning of the child's brain at a later stage. From a development perspective it is vulnerable to biological, social and environmental risk factors. The risk factors associated with children not attending ECD centres include the following:

- **Poverty:**
Poverty is widely recognised as “a root cause of poor child development”. Low socioeconomic status is a key predictor of poor early childhood development. Persistent, cumulative poverty and exposure to hardship in the first years of life has a detrimental effect on cognitive functioning, with the impact being stronger on verbal, compared to non-verbal skills.
- **Malnutrition:**
Poor infant and child nutrition, especially in the period between conception and the age of two years, can lead to irreversible stunting and delays in growth resulting in poor cognitive development, and ultimately lower educational and labour market performance. Poor maternal nutrition, such as lack of folic acid in the early antenatal period, can cause significant structural damage to the foetus in utero.
- **Stunting:**
Low height-for-age is one of the causes of chronic malnutrition which is, in turn, predictive of poor cognitive and language development. The impact of poor nutrition on the child's development is particularly pronounced in the first two years of life. Even if children catch up in terms of length, the impact of stunting on brain development in this critical early period may well endure. On average, children who are stunted by age 2 go on to complete fewer years schooling than peers, perform poorly at school and generally earn less as adults.

- **Low birth-weight:**
Infants with low birth-weight (< 2 500 grams) have a bigger lifetime risk for cardiovascular disease, diabetes and learning difficulties.
- **Infectious diseases in pregnant women, infants and children:**
Antenatal infections in pregnant women, such as syphilis and rubella, as well as diseases in infants and young children, such as measles, meningitis, middle ear infection, diarrhoea, parasitic infections and HIV, may negatively affect the young child's physical and cognitive development
- **Environmental toxins:**
Pre- and post-natal exposure to environmental toxins such as alcohol, drugs, chemicals and pesticides can cause irreversible damage to the developing brain and resultant cognitive, physical, emotional, and social development of the embryo (first trimester), foetuses (second and third trimester) and the baby.
- **Stress:**
In the absence of a supportive caregiver to buffer children against stress brought about by factors such as abuse and neglect, severe maternal depression, parental substance abuse, family violence and extreme poverty "tolerable stress" becomes "toxic stress".

Toxic stress can lead to cognitive damage, health-damaging behaviours and harmful adult lifestyles as well as greater susceptibility throughout childhood and later adult life to physical illnesses, such as cardiovascular diseases, obesity, diabetes and others, with probable accompanying mental health problems such as depression, anxiety disorders and substance abuse.

- **Exposure to violence:**
The social and emotional development of infants and young children, who are exposed to violence in their family circles and communities, and who do not enjoy the protective buffering of strong and supportive caregiving, is compromised particularly if corporal punishment is involved.

They are at a greater risk of insecure attachments and behavioural problems, reduced levels of pro-social behaviour, increased aggressive behaviour, and an inability to regulate their emotions.

- **Psychosocial risks:**
Maternal depression presents a significant risk to the cognitive, physical, social and emotional development of infants and young children. Maternal depression often leads to unresponsive caregiving. However, the relationship between 'maternal depression and compromised early child development is multilevel and cumulative' because poverty, low education, high stress, lack of empowerment and poor social support are also risk factors for poor child development.

- ***Disrupted caregiving - absent parents, ill parents, non-parent caregivers or abandonment:***

Disruptions of parental caregiving due to illness or death of the caregiver or abandonment of the child, and the assumption of the caregiving role by a non-parent caregiver, creates a risk of bullying, mental health problems, abuse as well as emotional and behavioural problems in infants and young children. Infants and young children living without their biological parents are especially at risk of being denied the care necessary for their physical and psychosocial well-being.

- ***Disabilities:***

Approximately 23% of children between birth and 9 years of age in low and middle-income countries are at risk for disabilities. Whilst this is indicative of their compromised development, children with disabilities are in addition, at risk of low access to early childhood development services and at an increased risk of poor quality care.

Services for children with disabilities:

Currently, there are no reliable national estimates of child disability, especially for children under 5 years of age. An estimated 474 000 children live with severe disabilities in South Africa. In addition, many more children may have mild to moderate disabilities.

Children in rural areas are slightly more likely to have some form of serious disability (2.7%) than children in urban areas (2.3%). An estimated 40 % of disabilities affecting children are due to preventable causes, i.e. birth asphyxia, infections, etc. A crucial starting point to ensure the development of children with disabilities is early identification to facilitate proper planning, targeting and provision of adequate resources and services. This is hampered by poor or absent screening at PHC pre-school child level. High-quality assessments by trained professionals are often required; however, there is a shortage of appropriately skilled staff and resources.

Once children are identified as being disabled, they require on-going support, intervention and referral, and may need rehabilitation services. Again, such services are not widely available. We currently only have one ECD facility that provides proper services to children with disabilities and many children are declined at ECD centres due to lack of specialisation of infrastructure and staff of the facilities. Currently there is only one known facility to deliver services to children with disabilities within Stellenbosch.

The current provision of early learning and development programmes, mainly provided through the NPO and private sectors, does not ensure environments conducive to learning by young children with disabilities. Shortcomings in services and support extend beyond the health sector.

Analysis of the profile of Care Dependency Grant (CDG) beneficiaries in 2006 found that only 24 per cent of children from birth to 6 years of age attended an early childhood development centre or child-minding group. Only a small proportion of children with disabilities (4 to 5%) are estimated to be attending early childhood development programmes offered at partial care facilities.

(It is noteworthy how some of the social and health risks above can be linked to problems within communities identified through the IDP process of Stellenbosch Municipality.)

Therefore this policy on early childhood development centres is premised on a distinction between registered and unregistered facilities as a means of reflecting and providing for the variations in demand for ECD facilities and services.

The Stellenbosch Municipality has to then ensure that ECD facilities, child care centres or play parks are part of Town Planning / New Housing Projects, in order to accommodate the children within the area. **It is therefore the responsibility of the Stellenbosch Municipality to identify land and erection of buildings.** The collaboration between the Stellenbosch Municipality and the local ECD forums has strengthened services to child care facilities. They have identified the importance of provision of services of the local municipality in their area.

The motivation for a standard policy for ECD centres for Stellenbosch Municipality arises from:

- The growth in the number of applications for ECD centres linked to the population growth.
- The growth in the number of informal facilities vs. formal facilities.
- The mushrooming phenomena of ECD facilities within the municipal area
- The lack of ignorance in terms of abiding by the Children's Act 38 of 2005 Chapter 5
- The need to ensure ECD's within WC024 are accessible to children with disabilities.
- The prevalence of issues pertaining to ECD centres; particularly the impact of noise and traffic.

This policy must provide a framework to assist officials in assessing applications for ECD centres as well as a guideline as to how matters relating to ECD centres should be dealt with collaboratively.

4. THE PURPOSE OF THIS POLICY

This policy will outline a guiding framework within which an integrated and holistic ECD service within Stellenbosch Municipality would be implemented to ensure sustainability and innovation.

The purpose of the Stellenbosch Municipality ECD Policy is to:

- 4.1. Ensure the sufficient availability of, and equitable access to, early childhood development services through an integrated system which is embedded within a coherent legal framework that identifies, enables and compels the fulfilment of early childhood development roles and responsibilities of relevant role players within the Stellenbosch municipal jurisdiction;
- 4.2. Establish the organisational and institutional arrangements necessary to lead, plan for, implement, coordinate and monitor the provision of early childhood development services and support;
- 4.3. Ensure the provision of adequate public funding amongst others through the annual municipal budget and infrastructure for sustainable availability of, and equitable access to, quality comprehensive early childhood development services; and

- 4.4. Establish appropriate monitoring, quality assurance and improvement systems to secure the provision of quality early childhood development services and outcomes for young children in Stellenbosch.

5. SCOPE AND APPLICATION

This policy is a guide for the assessment of proposals for the development or establishment of ECD centres in Stellenbosch and subsequent support to such centres after its establishment. It is applicable to the founding of ECD's in accordance with all different definitions of ECD centres; viz. aftercare centres; crèches; home childcare facilities; nursery schools; play groups; pre- schools; educare centres and/or similar facilities.

6. OBJECTIVES

The predominant objective of this policy is to increase the number of children to have access to registered ECD Centres compliant with health and safety requirements and satisfy the educational development needs of a child. To this end Stellenbosch Municipality aims to provide a firm educational foundation for children that enter the formal schooling system by:-

- 6.1. Increasing the number of registered ECD facilities by facilitating part of the registration process which falls within its ambit;
- 6.2. Improving the time taken for registration by internal and external collaboration of documented standardized processes;
- 6.3. Expanding and facilitating integrated ECD services through internal and external collaboration. This will be achieved through the municipal internal committee, ECD Forums and also working in partnerships with NGO's and governmental departments;
- 6.4. Improving awareness and training on ECD requirements for internal and external stakeholders.

7. LEGISLATIVE FRAMEWORK

The historical overview of legal and scientific foundations for the public provision of early childhood development services is based on international legal and developmental frameworks. Government ratified and/or endorsed a number of international and regional rights and development instruments, including, but not limited to, the following:

- 7.1. Constitution of South Africa, 1996 –
 - 7.1.1. Section 28 (1) of the Constitution of the Republic of South Africa specifies the rights of children including, the right
 - 7.1.1.1. To a name and a nationality from birth;
 - 7.1.1.2. To family care or parental care, or to appropriate alternative care when removed from the family environment;
 - 7.1.1.3. To basic nutrition, shelter, basic health care services and social services;
 - 7.1.1.4. To be protected from maltreatment, neglect, abuse or degradation;

- 7.1.2. Section 28 (2) also requires that a child's 'best interests' are of paramount importance in every matter concerning the child.
 - 7.1.3. Section 152(1) (b) compels local government to ensure the provision of services to communities in a sustainable manner.
 - 7.1.4. Section 153(1) of the Constitution provides that a municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community and participate in national and provincial development programmes.
 - 7.1.5. According to Schedule 4 Part B of the Constitution, municipalities are responsible for "Child care Facilities", to the extent set out in section 155 (6) (a) and (7) of the Constitution.
- 7.2. Children's Act, No 38 of 2005
- 7.2.1. The Children's Act forms the context for this policy and Stellenbosch Municipality's position on ECD matters. The aim of this Act includes provision for early childhood development, partial care of children, child and youth care centres and drop-in centres.
 - 7.2.1.1. Section 76: defines partial care as: "when a person, whether for or without reward, takes care of more than six children on behalf of their parents or care-givers during specific hours of the day or night, or for a temporary period, by agreement between the parents or care-givers and the provider of the service, but excludes the care of a child: -by a school as part of tuition, training and other activities provided by the school; as a boarder in a school hostel or other residential facility managed as part of a school; or -by a hospital or other medical facility as part of medical treatment provided to the child."
 - 7.2.1.2. Section 79: requires norms and standards for partial care (which include a safe environment for children), while Section 80 requires facilities to be registered with the Department of Social Development.
- 7.3. Local Government Municipal Systems (Act No 32 of 2000)
Section 4 (2) (j) of the Municipal Systems Act states that the council of the municipality, within the municipality's financial and administrative capacity and having regard to practical considerations, has the duty to contribute, together with other organs of state, to the progressive realisation of the fundamental rights contained in section 27 of the Constitution.
- 7.4. Local Government Municipal Financial Management (Act No 56 of 2003)
Chapter 8: 'General financial management functions' of the Municipal Finance Management Act states that "the accounting officer of a municipality is responsible for managing the financial administration of the municipality and for this purpose take all reasonable steps to ensure that "resources of the municipality are used effectively, efficiently and economically." In other words the local municipality has to ensure that there is funding/resources available to improve ECD services. This includes under-utilized facilities. The municipality also has to ensure that these resources and/or funding is being utilised effectively. Therefore capacity building and monitoring needs to implement these resources to be efficiently utilised.

- 7.5. The United Nations (UN) Convention on the Rights of the Child (CRC) (ratified in 1995)
- 7.6. The Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) (ratified in 1995)
- 7.7. The African Charter on the Rights and Welfare of the Child (ACRWC) (ratified in 2000)
- 7.8. The UN Convention on the Rights of Persons with Disabilities (CRPD) (ratified in 2006);
- 7.9. The UN Millennium Development Goals (MDGs) (adopted in 2000)
- 7.10. The UN Sustainable Development Goals (adopted 2015)
- 7.11. UNESCO Dakar Framework of Action for Attaining Education for All (EFA) (adopted in 2000);
- 7.12. The UN World Fit for Children (adopted in 2002)
- 7.13. UNESCO Moscow Framework of Action and Cooperation: Harnessing the Wealth of Nations (2010)
- 7.14. The Paris Declaration on Food Security and the Rome Declaration on Nutrition (November 2014)

8. POLICY PARAMETERS

- 8.1. This policy must be used to guide services for the registration of ECD centres and assessment of proposals for the development or establishment of ECD centres in the Stellenbosch Municipal Area, including subsequent operational management and support to such centres, as well as to provide guidance to existing centres.
- 8.2. This policy addresses all facets of ECD facilities, including those that operate in the less formal settlements but does not deal with facilities relating to formal schooling, with the only exception being aftercare services that operate within the ECD centres/facilities.
- 8.3. Transversal nature: This policy has transversal implications. It is thus essential for Stellenbosch Municipality (Planning and Economic Development, Human Settlements and Property Management, Community and Protection Services, Engineering Services and Finance), the Provincial Departments of Health and Social Development, the District Municipality and ECD Forums to work collaboratively in implementing the policy.

9. ROLE PLAYERS AND STAKEHOLDERS

The following role players are identified for the purpose of implementing the policy provisions:

9.1. Stellenbosch Municipality

9.1.1. Planning and Economic Development Directorate

9.1.1.1. **Land Use Management** Department is responsible for the affording of land use rights through zoning, re-zoning, temporary departures and consent use applications according to the Stellenbosch Municipal Zoning Scheme. Cost relating to these applications will be approved annually in the municipal tariffs with special dispensation for ECD applications. The department is represented on the municipal internal ECD committee and responsible to ensure that no new township establishments are approved without making provision for suitable ECD service delivery.

9.1.1.2. **Building Control** is responsible for the approval of building plans, inspection of completed works and issuing of occupation certificates.

9.1.1.3. **Community Development Department** is the lead department tasked with internal and external collaboration between all the role players and thus the driver of the municipal internal ECD committee. The department is also responsible for all approved ECD applications to be registered on the municipal GIS database for ECD centres and to provide support to the ECD sector and forums within the municipal area.

Further to the above, the Community Development Department is responsible:

- To ensure that the municipality align its services with the Children's Act in terms of registration and the Constitution in terms of the best interest of the child.
- To ensure that we give the ECD sector support and partnership in terms of providing efficient services such as capacity building: funding (Grant in Aid Funding) in order for them to provide efficient services within the Stellenbosch Municipal area.
- To provide support to the local ECD forums in terms of sustainability and dissemination of information to all bodies that provides ECD services in the municipal area.
- Parenting and family support programmes as envisaged through chapter 8 of The Act and the White Paper on Families (2012).

9.1.2. Human Settlements and Property Management

- 9.1.2.1. The **Property Management Department** is responsible for identification of possible land or underutilized facilities for ECD centres. The department in consultation with Legal Services is responsible to sign lease or facility management agreements between Stellenbosch Municipality and appointed registered ECD NGOs that operates from Council owned facilities.

The department can take responsibility for ECD infrastructure development on identified land or at existing municipal facilities.

- 9.1.2.2. The **New Housing Department** is responsible to ensure that no new housing development projects are approved without provisioning for suitable ECD service delivery.

9.1.3. Community and Protection Services

- 9.1.3.1. **Environment, Sport and Facilities** is responsible for the identification of new parks and the linkage between ECD locations and new and existing parks. Community parks in close approximation of ECD centres must receive priority attention regarding upgrading and maintenance. The department is also responsible to make community facilities available for implementation of children's activities such as the "come and play" programme. This will be done by implementing a fair tariff structure to recognise community based ECD centres and facilities. Community facilities which can also be used to implement ECD capacity building training sessions should be made available for this purpose. Where possible underutilized community facilities can be made available for the establishment of ECD centres after consultation with the community and in an open and fair tender process.

- 9.1.3.2. **Library Services** is responsible for the provision of well-resourced child-friendly libraries. A library service should investigate collaboration with specialized toy library services if they cannot operate a toy library services by themselves. Further support to ECD centres include holiday programmes, active reading and story-telling programmes as well as availing library halls to ECD centres for activities.

- 9.1.3.3. **Fire and Emergency Services** assess the ECD facility for its compliance with the national fire regulation and issues fire safety certificates. The department will be represented on the municipal internal ECD committee. Educational programmes for ECD centres on fire prevention will be conducted by the department.

- 9.1.3.4. **Disaster Management** will implement an educational programme aimed at prevention of disasters at ECD centres.

- 9.1.3.5. **Traffic Services** will conduct road safety education programmes at ECD centres. Centres in areas with high traffic volumes during the times when children are dropped off or picked up from the centre can apply for traffic calming measures to be implemented at their schools as well as point duty officers during peak times.

9.1.4. **Engineering Services Directorate**

- 9.1.4.1. Bulk Infrastructure (Electricity, Water, Sewage) in formal areas:
Water and Sewerage
Stellenbosch Municipality supplies potable water to the entire municipal area through existing bulk water infrastructure consisting of Water Treatment Plants, Reservoirs and bulk and network water distribution systems. Sewerage is being collected through a collector pipe network and outfall sewer system to be treated at various treatment works throughout Stellenbosch area. Water and Sewer Future plans and Master Plans are kept up to date to enable SM to plan, budget and implement enhancements to the existing infrastructure. All the formal households in the urban areas of Stellenbosch Municipality's Management Area are provided with water connections and waterborne sanitation facilities inside the houses (higher level of service).

- 9.1.4.2. Water, sewage and electricity in informal areas:
Water and Sewerage
Poverty reduction and improved water management are inextricably linked. Section 4B of the Constitution lists water and sanitation services, limited to potable water supply systems and domestic waste water and sewerage disposal systems, as a local government function. As a priority it is the responsibility of Stellenbosch Municipality to ensure that adequate and appropriate investments are made to ensure the progressive realisation of the rights of all people in its area of jurisdiction to receive at least a basic level of water and sanitation services. While the provision of basic water services is the most important and immediate priority, Water Services Authorities move to provide intermediate and higher levels of services (for example water on site) wherever it is practical possible. Stellenbosch Municipality works towards providing all households in the towns with a water connection inside the house and connecting all households to a waterborne sanitation system. Communal standpipes and ablution facilities are provided in the informal areas as a temporary emergency service and comply with the legal minimum requirements of service delivery to informal settlements.

Electrical Services: Stellenbosch municipality is responsible for the provision of electricity within the WCO24. However there are few areas within the WCO24 that are Eskom or Drakenstein areas of supply. These areas are: Wemmershoek, Pniel, James Town, Vlotenburg, Raithby, La Motte, Groendal, Klappmuts and Koelenhof.

All the areas in the WCO24 area of supply have access to electricity. It may happen that there aren't service connections to

the houses or structures, in which case an application is to be submitted to the municipality and necessary steps will be followed to realise connections.

- 9.1.4.3. Refuse removal: It is important that all residents and communities have access to refuse removal in order to maintain appropriate health and safety conditions in the area. Failure to do so can result in various diseases such as tetanus, Hepatitis B, diarrhoea, amongst others, where children are mainly at risk. It is critical that the importance of sound waste management practices be taught at an early age to prevent the exposure to harmful pathogens which could lead to an outbreak in the area.

ECD centres must have access to waste receptacles on provision that the ECD must conduct educational programmes on and implement waste minimisation initiatives to re-use, reduce and recycle waste streams in order to reduce waste that is destined for landfill sites. The Solid Waste Management Department can play an important role in providing the initial education and awareness training and promotional material to assist ECD centres.

In informal settlements, no new waste receptacle may be placed within 50m radius of an existing ECD and no new ECD may be approved within a radius of 50m of a waste receptacle.

9.1.5. Finance Directorate

- 9.1.5.1. **Income and Expenditure Department:** is responsible for availing budget for the development of ECD centres and play parks. Aligning ECD centres with their internal policies for any special tariffs and manage payments for leases of municipal property.

9.2. District Environmental and Regional Health Services

- 9.2.1. **Environmental Health (CWDM)** is responsible for the assessment of ECD Centres and issuing of Health Clearance Certificates.

- 9.2.2. **Primary Health Care** for pregnant women and children under 6 is provided by Regional Department of Health through a service level agreement with the Provincial Government of the Western Cape.

9.3. Department of Social Development

- 9.3.1. The Regional Office, Cape Winelands: Provide support and guidance to ECD services in the area.

- 9.3.2. Must register ECD Centres and keep an updated regional and provincial register of all registered early childhood development services.
- 9.3.3. Must register the ECD Programme.
- 9.3.4. Must perform inspections and cancel registration certificates due to non-compliance.

9.4. **ECD forums**

- 9.4.1. An ECD forum is a voluntary organization for local ECD centres which serves as a representative body for community ECD centres and is governed by its constitution. An ECD forum also co-ordinates the ECD sector at community level and manages this sector's inputs or comments on ECD policy matters. An ECD forum will be responsible for participation in the Integrated Development Planning process of Stellenbosch Municipality on behalf of its members. It is the responsibility of the forum to disseminate information among its members and to inform the municipality of any mushrooming occurring within its geographical area.

Stellenbosch Municipality shall partner with DSD to provide holistic and integrated ECD services and address backlogs and challenges related to the ECD registration processes.

10. REQUIREMENTS FOR ECD REGISTRATION COMPLIANCE

- 10.1. Initial Stage: Reporting to DSD ECD Social Worker
 - 10.1.1. The applicant/owner's initial contact must be made with the Social Worker at Department of Social Development that provides ECD services in the respective area.
 - 10.1.2. This will be an information session between the social worker and the applicant/owner of the facility.
 - 10.1.3. The social worker must obtain the organisation's details and will advise applicant/owner whether the applicant/owner may proceed with the process depending on the area the facility will operate.
 - 10.1.4. The social worker will determine whether the service is appropriate and whether the infrastructure that will be used is appropriate for ECD services, before any further steps are taken.
 - 10.1.5. If the applicant/owner proceeds, the social worker will complete Form 11 with the applicant which specifies what is needed in order to be registered.
 - 10.1.6. The social worker will refer the applicant/owner to the local municipality, in order to obtain the necessary certificates in order to be registered as a legal entity.
- 10.2. Assessing land use applications according to the appropriate Zoning Scheme
 - 10.2.1. Land use rights:
 - 10.2.1.1. A day care centre is defined as a place which is used, whether for profit or otherwise, for the care of children of all ages including schooling of pre-primary school children and after-school care and is the same as early childhood development centre (ECD), crèche, preschool, playgroup or aftercare. Day care centres can be operated as of right under Community and Education Zone.

- 10.2.1.2. A home day care means using a dwelling house, second dwelling and/or its outbuildings or a portion thereof to provide day care, crèche, after school care, early childhood development centre (ECD) or instruction for a limited number of infants or children, provided that:
- The scale of the dwelling house or second dwelling shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family; and
 - The primary use of the property shall remain a residence for the operator; and
 - The operator of the enterprise shall permanently reside on the property. A home day care centre may not accommodate more than six children (including any children of the resident family who also attend the facility).
- 10.2.1.3. Day care centres can also be permitted, in some Zones, as an additional use (which means an activity or use that is permitted in the zone additional to a primary right, provided provisions specified for such use are adhered to) and that only a Site Development Plan (SDP) needs to be submitted for consideration.

10.3. Small vs. Large Scale Centres

10.3.1. Small Scale centres would be regarded as home day care centres which can be mostly found in residential areas as they are limited to up to 6 children.

10.3.2. Large Scale centres (Day care centres), would be more located in non-residential zoned properties and can have more than 6 pupils.

10.4. Land Use Application Guide:

10.4.1. The following information should be included with a land use application (in conjunction with other requirements as per the Department's basic application submission checklist):

10.4.1.1. A proper written motivation which details:

- The number of children proposed to be accommodated;
- The type and nature of the proposed facility and services offered, including the type of structures and any proposed additions thereto;
- The number of people to be employed;
- The hours of operation and a daily timetable (including list of activities), including time allocated for outside play;
- A scaled and clearly dimensioned Site Development Plan indicating:
 - Cadastral boundaries on the subject property;
 - The areas of the dwelling/building(s) to be used;
 - Applicable building lines;
 - Play areas;
 - On-site parking for staff & visitors;
 - Drop off & pick up areas;

10.5. Criteria to be used in assessing land use applications for ECD centres

10.5.1. Locational Criteria:

10.5.1.1. Large scale ECD centres (day care) should be located close to public open spaces schools, churches, community facilities, clinics, sports fields and libraries etc. This clustering promotes

sharing of infrastructure; such as parking; maximises access and confines the traffic impact to a defined area.

10.5.1.2. Their proximity to public transport nodes is also to be taken into consideration.

10.5.1.3. The ECD centres should not be located next to a tavern; sports bar; adult centres; or any other facility that would not be of a positive influence.

10.5.2. Access and Parking Criteria:

10.5.2.1. Both pedestrian and vehicle access are to be provided.

10.5.2.2. A suitable, safe drop-off area is to be provided.

10.5.2.3. Adequate provision is to be made for on site visitors parking. Should this be limited the number of attendees should also be accordingly limited. The zoning scheme requires at least 1 parking bay per classroom or office.

10.5.3. Hours of operation

10.5.3.1. These are hours that the facility will operate on a daily basis.

10.5.4. Noise and Security

10.5.4.1. Noise and security considerations for ECD centres

10.6. Minimum health requirement standards as per District Municipality regulations.

The Cape Winelands District Municipality Environmental Health Officer is responsible to provide this service to registered ECD facilities and application for registration.

All ECD centres must comply with health requirements which include, but are not limited to the following:

10.6.1. An unobstructed indoor play area of at least 1.5 meter square per child must be provided;

10.6.2. An outdoor play area of at least 2 meter square per child must be provided;

10.6.3. If no outdoor space is available; add an extra 1 meter square per child indoor;

10.6.4. The learning indoor and outdoor play areas must be separated from the children and after play areas;

10.6.5. Where children are bottle-fed suitable facilities must be provided for cleaning of the bottles;

10.6.6. One potty for every 5 children must be provided;

10.6.7. The potties must be washed and disinfected after each usage and the waste of the potties must be disposed of hygienically in a toilet;

10.6.8. Storage facilities for soiled nappies must be provided.

10.6.9. Potties and nappies may not be cleaned near the food preparation and eating area;

10.6.10. Facilities for the washing of children [babies] must be provided;

10.6.11. Covered; safe; clean and waterproof mattresses and or cots must be provided;

10.6.12. Bedding should be provided and the blankets should be washed frequently;

10.6.13. A separate nappy changing area should be provided;

10.6.14. A separate nappy washing area should be provided and or disposable nappies should be stored and disposed in an approved manner.

10.7. Fire Safety Certification

- 10.7.1. One (1) portable fire extinguisher for every 200 square meters. (sm);
- 10.7.2. One (1) fire hose reel for every 500 sm if the building is bigger than 250 sm;
- 10.7.3. One (1) fire hydrant for every 1000 sm;
- 10.7.4. Exit signs - illuminated symbolic safety sign - above escape routes (doors);
- 10.7.5. Escape route signs;
- 10.7.6. If the building has only one escape route (door) not more than 25 persons are allowed inside
- 10.7.7. .The building's external walls must have a fire resistance of 120 minutes.

11. IMPLEMENTATION OF POLICY

Implementation date to be determined by Council after approval of policy.

12. MONITORING, EVALUATION AND REVIEW

In order to ensure effectiveness, relevance and efficiency of the ECD program, there will be an on-going monitoring of the implementation. Evaluation will be done in collaboration with other external stakeholders.

Review will encompass the results of monitoring and evaluation processes.

12.1. Monitoring

- 12.1.1. Monitoring the development and updating of unregistered and registered ECD centres database in the Municipal Area.
- 12.1.2. Monitoring of the implementation of capacity building programmes and number of attendees to training opportunities.
- 12.1.3. Monitoring of the ECD registration drive campaigns.
- 12.1.4. Monitoring of collaborative interventions and programmes between Municipality and Department of Social Development.
- 12.1.5. Monitor time taken to get an ECD centre registered.
- 12.1.6. Monitor number of children attending registered ECD Centres.
- 12.1.7. Monitor number of ECD registration per year.

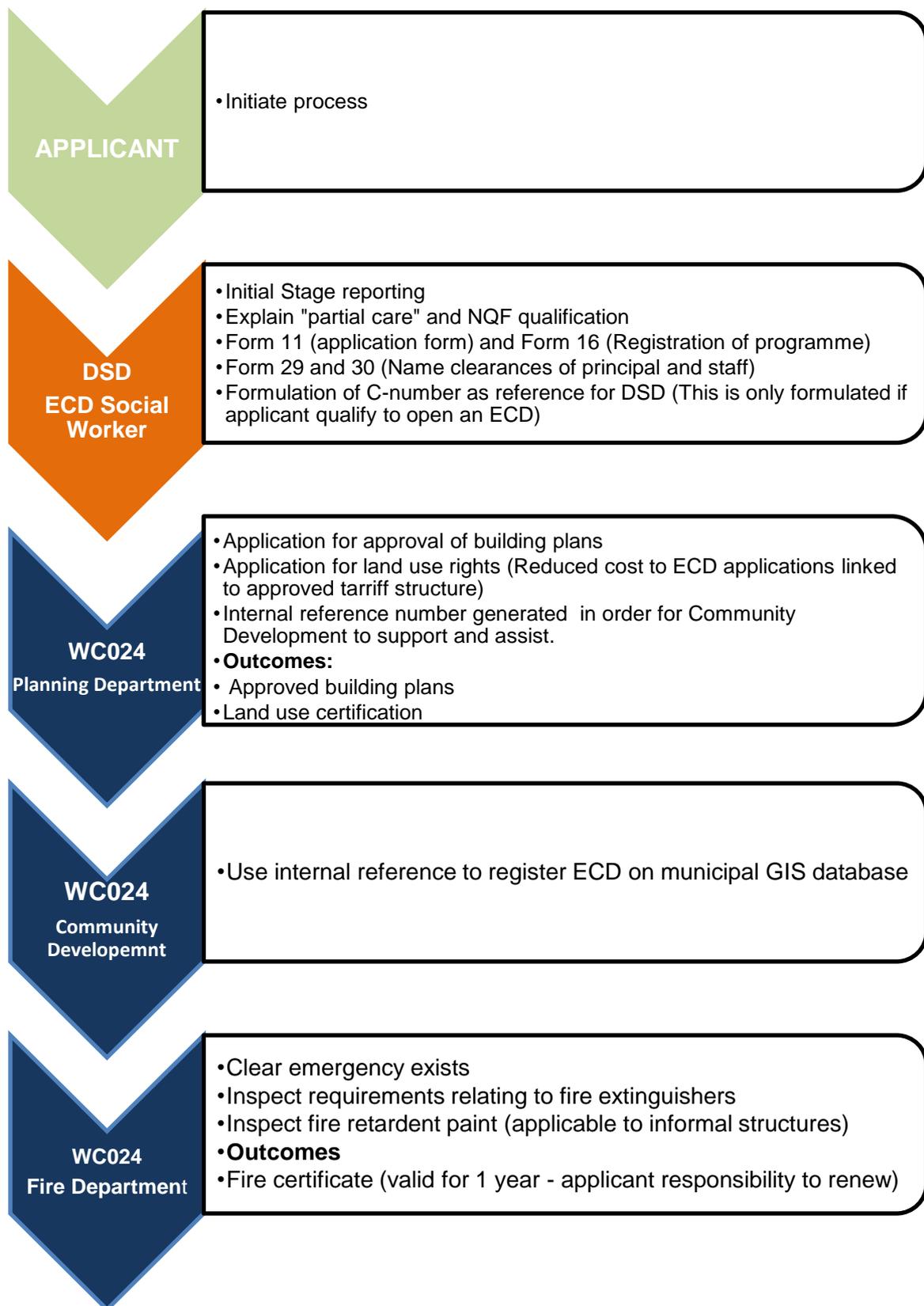
12.2. Evaluation:

- 12.2.1. Collaborate with external stakeholder to evaluate impact.

12.3. Review:

The ECD policy review will occur every 5 years, unless new legislation comes into force before then.

13. APPLICATION FOR REGISTRATION OF A PARTIAL CARE CENTRE (Flow chart)



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