

File no.: 28/3/4  
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Early Childhood Development Minute: 0001/2024

To: Directors (district offices), Principals of ordinary public schools, special schools, registered independent Early Childhood Development centres and independent schools

**Subject: Reissuing of Grade R registration certificates to schools**

1. All ordinary public schools, special schools, independent Early Childhood Development (ECD) centres and independent schools currently registered with the Western Cape Education Department (WCED) to offer Grade R are requested to complete the link which will be provided via their email address on the WCED master list. The following fields must be completed using the link:
  - Email address of person completing the information
  - Name of institution
  - District
  - Sector
  - Circuit
  - Contact number
  - Physical address
  - Email address of institution
  - Name and surname of principal
  - Declaration
2. The following documents must be submitted to the district office by the date indicated in the time frames. Schools must ensure that ALL documents are also kept on file at the school/centre.
  - School constitution, vision and mission
  - Admission Policy (Grade R learner age included)
  - Language Policy
  - Curriculum as per the Curriculum Assessment Policy Statements

- Qualifications of practitioners/educators
- South African Council for Educators registration
- Curriculum vitae (practitioners/educators)
- Certified copy of health certificate (independent schools/ECD centres only)
- Zoning certificate
- Police clearance certificate of practitioners/educators
- Site plan/copy of building plan
- Proof of registration with the WCED for birth to 4 year old children (independent schools/ECD centres only)
- Lease contract/proof of ownership of building (independent schools/ECD centres only)
- Latest, signed, audited financial statements
- Stamped copy of latest three months bank statements
- Governance structure
- Minutes of the last three governing body meetings
- Proof of contribution to South African Revenue Service/Department of Labour
- Signed employment contract/s

3. Schools must ensure that all policies pertain to Grade R.

#### 4. Time frames

Date	Action
15 November 2024	Schools complete the link and submit documents to district offices.
22 November 2024	District offices check and verify documents received from schools.
29 November 2024	District offices submit a list of compliant schools to the Head Office.
06 December 2024	Head Office generates a certificate of registration to district offices for distribution to schools.

5. Institutions will be visited to check compliance to this minute. The registration certificate must be displayed permanently in the foyer/within sight.

#### 6. Contact numbers for enquiries

District	Responsible official	Telephone	Email address
Metro Central	Zaahier Jacobs	021 514 6946	<a href="mailto:Zaahier.Jacobs@westerncape.gov.za">Zaahier.Jacobs@westerncape.gov.za</a>
Metro North	Kaydy Cheng	021 938 3174	<a href="mailto:Kaydy.Cheng@westerncape.gov.za">Kaydy.Cheng@westerncape.gov.za</a>
Metro South	Andrea Bianchi	021 374 4107	<a href="mailto:Andrea.Bianchi@westerncape.gov.za">Andrea.Bianchi@westerncape.gov.za</a>
Metro East	Michelle Liedemann	021 900 7221	<a href="mailto:Michelle.Liedemann@westerncape.gov.za">Michelle.Liedemann@westerncape.gov.za</a>

[wcedonline.westerncape.gov.za](http://wcedonline.westerncape.gov.za)

Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47

Western Cape Education Department

West Coast	Sally Meyer	021 860 1201	<a href="mailto:Sally.Meyer@westerncape.gov.za">Sally.Meyer@westerncape.gov.za</a>
Cape Winelands	Sophia Karriem	023 348 4611	<a href="mailto:Sophia.Karriem@westerncape.gov.za">Sophia.Karriem@westerncape.gov.za</a>
Overberg	Simon Speelman	028 214 7335	<a href="mailto:Simon.Speelman@westerncape.gov.za">Simon.Speelman@westerncape.gov.za</a>
Eden and Central Karoo	Lucretia Roux	044 803 8335	<a href="mailto:Lucretia.Roux@westerncape.gov.za">Lucretia.Roux@westerncape.gov.za</a>

7. Please bring the content of this minute to the attention of all ECD stakeholders and staff.

**SIGNED:** AJE MEYER

**DEPUTY DIRECTOR GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2024-11-05