



COMMUNITY SERVICES AND HEALTH DIRECTORATE
Community, Arts and Culture Development Department
ECD MODERNISATION ASSESSMENT – CHECKLIST



NB: Supporting documentation MUST be attached to this checklist if a process is ticked off as complete.

DETAILS OF THE ECD	
Name of ECD centre	
Physical address	
Erf number	
Ward	
Subcouncil	
Business partner number	

✓ = Complete X = Incomplete

Process	Status (✓/X)	Status (✓/X)	Quarter 1 – Progress	Quarter 2 – Progress	Quarter 3 – Progress	Quarter 4 – Progress
1. Zoning certificate/Extract/Report						
2. Copy of Latest Approved Building Plan OR Proposed ECD plan (if no approval in place yet)						
3. LUM Final notification letter OR Zoning extract/ certificate (only if the property falls within the recognised informal settlements areas)						
4. Health clearance certificate/food compliance certificate						
5. Fire clearance certificate/fire safety plan						
6. Copy of the NPO registration certificate						
7. Copy of the NPO constitution						
8. NPO's management structure						
9. ECD learning programme						
10. Profiles of ECD practitioners with certified copies of educational qualifications						
11. Certified copies of South African identity documents of ECD practitioners						
12. A letter of recommendation of the residents committee or community ECD forum						
13. Business plan						
Other comments:						

	Name and Surname	Signature	Date
Checklist Completed by:			
Checklist Reviewed by Head:			