



DEPARTMENT of SOCIAL DEVELOPMENT

Provincial Government of the Western Cape

ADMINISTRATIVE REQUIREMENTS

The following books are to be kept at partial care facilities:

- (1) Admission register
- (2) Discharge register
- (3) Attendance register for children
- (4) Attendance register for staff
- (5) Preparation (Prep) and observation book
- (6) Medical book
- (7) Accident/ Incident Book

(1) ADMISSION REGISTER:

- a. The full names, date of birth and sex of the child;
- b. The date of admission;
- c. Names, addresses and telephone numbers of the parents/foster parents or carers; and
- d. Any other information you might deem necessary.

(2) DISCHARGE REGISTER

- a. The full names, date of birth and sex of the child;
- b. The date of discharge;
- c. Names, addresses and telephone numbers of the parents/foster parents or carers; and
- d. Any other information you might deem necessary.

(3) ATTENDANCE REGISTER FOR CHILDREN

- a. The dates per week
- b. The names of the children
- c. Each class is to have an attendance register
- d. The amount of the children present
- e. The amount of the children absent

(4) ATTENDANCE REGISTER FOR STAFF

- a. The dates
- b. The names of staff

(5) PREPARATION (PREP) AND OBSERVATION BOOK

- a. One book per group/class
- b. Weekly activities
- c. Observations of the children

It is envisioned that the teacher will plan her weekly activities for her group on side of a sheet and on the other side she would note down her observations of the children in her group.

Last mentioned activity will develop the observational skills of the teacher and facilitate the observation of possible signs of child neglect or abuse.

The teacher – child relationship will also be developed since the teacher's awareness of the child's individual personality is enhanced

(6) MEDICAL BOOK

- a. The date of when medication has been administered
- b. The name of the child to whom the medication has been administered
- c. The name of the medication being administered
- d. The signature of the person administering the medication

This book is utilized to record any illness occurring whilst the child is in the care of the facility.

(7) ACCIDENT/ INCIDENT BOOK

- a. The date of accident/ injury
- b. The name(s) of the child(ren) involved
- c. The type of accident/ injury
- d. The events surrounding the accident/ injury
- e. The time of accident/injury
- f. The action taken
- g. The signature of staff
- h. The signature of parents

This book is utilized to record any injury occurring whilst the child is in the care of the facility.