

ENVIRONMENTAL HEALTH

1 Bogey Road
Lakeside. 7945

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CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

Dear Sir/ Madam (Crèche Owner / Manager / Principal)

THE CORRECT STEPS TO FOLLOW IF YOU WANT TO START A CRÈCHE / BABY CARE CENTRE / AFTERCARE.

When starting a child-care facility, there are some steps you need to follow to legally operate. You must follow these steps and contact the relevant persons who can best help you:

1. LAND USE CLEARANCE: (See pages 2 and 3) 021 710 8099

Have you decided where you will care for the children? Get the Erf number and proper address of the place (Erf numbers are found on the rates account you receive from Council) and contact the SPM on telephone number (021) 710 8000 and ask for the Land Use Development office or visit their office on the 1st Floor, South Peninsula District Office, Corner Victoria and Main Roads, Plumstead (between 08H00 - 12H00) to check if you will be allowed to operate from a Land Use point of view.

2. FIRE AND SAFETY CLEARANCE: (See page 4)

You can contact the Wynberg Fire Station on telephone number (021) 797 6842 for more advice or to arrange a meeting with a Fire inspector. There maybe a cost involved.

3. HEALTH CLEARANCE: (See pages 5,6, 7 and 8) 021 762 1202

We will help you determine the amount of children you will be allowed to care for. You will also need to register with the Environmental Health Office (See application form on page 4) at 1 Bogey Road, Lakeside. There is no cost involved to register but you have to register by law. We will guide you through the registration process and will give you a list of requirements which apply to your venue. Please contact the Environmental Health Practitioner for your area, Michael McSweeney on telephone number (021) 788 9350.

4. REGISTRATION WITH THE DEPARTMENT OF SOCIAL SERVICES:

When caring for 6 (Six) or more children you need to apply to the Director Social Services. Please contact them on telephone number (021) 710 9810. They will allocate a social worker to help you.

Opening a childcare facility is a big responsibility. Legally, you do need to take the steps explained above or you will face fines and penalties. For any further information, please contact Michael McSweeney on telephone number 788 9350.

Yours faithfully

M. McSweeney

EXECUTIVE DIRECTOR: CITY HEALTH