

Social worker: Babalwa



SOCIAL WORK COMPONENT

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Old Klipfontein Road, Athlone

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Partial Care Facility Check List:

Name of Facility:

Contact Person:

Contact Number:

Address:

	Documents on file	Tick if submitted	Date Issued	Expiry Date	General Comments
1	Application Form				
2	Constitution				
3	Land Use Clearance				
4	Health Clearance Certificate				
5	Fire Clearance / Fire Report				
6	DSD Certificate				
7	NPO Certificate				
8	Food Premises Certificate				
9	Emergency Plan				
10	Evacuation Plan				
11	Treatment Plan for sick children				
12	Approved Building Plans				
13	Menu				

14	Form 29 & 30 Copies & Name Clearances				
15	Job Descriptions				
16	Contracts				
17	Staff Developmental Plan				
18	HIV Policy				
19	Child Abuse Policy				
20	Admission Policy Including Fees				
21	Child Application Form for Admission				
22	Admission Form (Including parents contact details)				
23	Daily Program				
24	Lease Agreement				
25	Personnel Recruitment				
26	Grievance & Disciplinary Procedure				
27	Business Plan				
28	Copy of Qualifications				
29	Environmental Health Report				
30	Environmental Health Certificate				
31	Hours of Operation				
32	Staff Composition				
33	Fee Structure				
34					