higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N340**(E)**(J10)H

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

(4110396)

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This question paper consists of 9 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DAY CARE MANAGEMENT N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

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SECTION A

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–C) next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 The educarer's scheme of work …

A keeps a record of children's allergies.
B keeps record of every aspect of the child's total development.
C may include a list of activities, goals for children's learning experiences, and records the process and the method of instruction.

1.2 Spike files, concertina files and manila folders refer to …

A filing methods
B filing equipment
C requirements for filing

1.3 Financial assistance rendered to registered welfare organisations in order to encourage them to establish and keep up the institution is a …

A budget.
B donation.
C subsidy.

1.4 A quorum refers to …

A the minimum number of persons required for the meeting to be properly constituted.
B when a meeting is declared invalid because inadequate notice was given of the meeting.
C the chairperson who can perform a great number of different tasks.

1.5 An organisation has a structure and tasks, that are described in the …

A Constitution.
B Schools Act.
C Childcare Act 74 of 1983.

1.6 Time stealers are people who …

A are team players.
B waste time.
C use time management.

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1.7 … may be defined as the systematic evaluation of an individual with respect to his or her performance on the job and his potential for development.

A Communication skills
B Organisational training
C Formal appraisal

1.8 The period of time during which a new employee is closely evaluated, is called a/an …

A interview
B probationary period
C appointment

1.9 The ratio of childcare workers to children in the 3–5 year group is …

A 1 supervisor for every 25 children.
B 1 supervisor for every 15 children.
C 1 supervisor for every 20 children.

1.10 What scheme is not essential for the employer to provide for employees?

A Unemployment Insurance Fund
B Pension Fund
C Income tax – PAYE

(10 × 1) **[10]**

QUESTION 2

Give a word/words/term for each of the following descriptions. Write only the word/term next to the question number (2.1 2.10) in the ANSWER BOOK.

2.1 Cook vegetables for the shortest possible period in as little water as possible.

2.2 Remove all visible fat from meat before cooking.

2.3 Replace cool drinks with unsweetened fruit juice, milk or water.

2.4 Muffles the sound of cutlery and crockery

2.5 A list of dishes and side-dishes that are served in a specific order during a meal

2.6 A child is able to eat a small amount of the offending food.

2.7 A medical condition where the intake of refined sugars and carbohydrates must be limited.

2.8 This disease is caused by a deficiency of vitamin D in the diet.

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2.9 It is a series of menus that are compiled, written down and used in rotation.

2.10 Symptoms of this disease is that children are severely underweight, have sunken eyes and cheeks and their growth is retarded.

(10 × 2) **[20]**

QUESTION 3

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (3.1–3.10) in the ANSWER BOOK.

3.1 Remember children are hungry and cannot wait for their food to cool down. Dish a large serving at once to cool it down.

3.2 Purchase fruit in season as they are cheaper.

3.3 Allow children to take turns to help with setting the table for meal times.

3.4 It is a good idea to keep a pet for your centre. You can keep the pet in the kitchen.

3.5 Children should use plastic cutlery and the size should fit and match their mouths.

3.6 A supervisor should take the food out of the storeroom or supervise it.

3.7 Liver is high in iron and is especially good for children with anaemia.

3.8 SOMOS is made from soya beans and is available in different flavors.

3.9 Overall stocktaking should take place at least once a month.

3.10 The educarer must keep record and report any change in a child's eating habits to parents.

(10 × 1) **[10]**

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QUESTION 4

Choose a description from COLUMN B that matches a word or item in COLUMN A. Write only the letter (A–J) next to the question number (4.1–4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
4.1	Bona fides	A	registration and classification of children's homes and places of care
4.2	Workmen's compensation	B	no voting right
4.3	Heimlich manoeuver (First aid)	C	deals with the prevention of ill-treatment and unlawful removal of children
4.4	Childcare Act No. 74 of 1983, Chapter 5	D	it makes us want to do things
4.5	'ex-officio' member	E	to restore heartbeat
4.6	Proxy	F	enables a person to initiate activities
4.7	Cardiac massage	G	compulsory by law
4.8	Leading	H	permission to vote on behalf of another member
4.9	Motivate	I	the insured must ensure that all information furnished is true
4.10	Childcare Act 74 of 1983, Chapter 8	J	to dislodge an obstruction lodged in the windpipe

(10 × 1) **[10]**

TOTAL SECTION A: 50

SECTION B

QUESTION 5

5.1 Children require a healthy balanced diet to develop normally and it is essential that the educarer understands the dietary needs of young children.

Identify FIVE factors to keep in mind when planning a menu at the centre. (5)

5.2 The menu must be prepared in advance, and the educarer must ensure that there is a menu plan that covers 3–5 weeks and that it is then rotated.

Identify THREE advantages of a menu cycle. (3)

5.3 Discuss the serving of meals to 3–5-year old children. (6)

5.4 Cleanliness is of the utmost importance.

Discuss TEN general cleanliness factors for the food service area. (10)

5.5 Identify FIVE characteristics of an efficient bookkeeping system. (5)

5.6 Identify THREE advantages of a savings account. (3)

5.7 Discuss THREE advantages of a cheque account. (3)

5.8 What are the FOUR basic steps to follow when controlling the budget? (4)

5.9 Identify FOUR advantages of recruiting using the internal source system. (4)

5.10 Identify THREE benefits that can be paid from the UIF. (3)

5.11 List FOUR fund-raising ideas. (4)

[50]

QUESTION 6

6.1 Discuss the purpose of a job description. (3)

6.2 Pension schemes have several benefits.

Discuss THREE advantages of a pension scheme. (3)

6.3 Explain the following managerial functions:

6.3.1 Planning

6.3.2 Organising

6.3.3 Leading

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6.3.4 Coordinating

6.3.5 Controlling

6.3.6 Motivating

6.3.7 Communicating

6.3.8 Implementing

(8 × 2) (16)

6.4 Identify THREE advantages of good time management. (3)

6.5 Identify THREE time stealer activities. (3)

6.6 Identify THREE negative influences of stress. (3)

6.7 What factors can we control in order to reduce our stress levels? (5)

6.8 Discuss how you would handle conflict. (7 × 2) (14)

[50]

QUESTION 7

7.1 The kitchen is the most dangerous room in the centre.

Identify SEVEN guidelines to maintain a safe kitchen. (7)

7.2 It is Having a beautiful garden is aesthetically pleasing to have a beautiful garden but one should take the necessary precautions to prevent plant poisoning.

Name FIVE precautions you should take to prevent plant poisoning. (5)

7.3 It is important that toys are clean and hygienic.

Identify FIVE guidelines to ensure that toys are kept clean. (5)

7.4 What procedure will you follow to care for a sick child in your care? (10)

7.5 List FIVE items you will find in the disaster cupboard. (5)

7.6 Daycare personnel must be equipped to deal with emergency situations.

Discuss how daycare personnel should handle floods. (7)

7.7 Your children at the ECD Centre are ready for toilet training.

What are the important factors the educarer should consider for toilet training? (4)

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7.8 Car accidents are a threat to children's safety.

Identify FOUR preventative measures that can protect children from car accidents. (4)

7.9 List THREE symptoms of a child suffering from shock. (3)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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