higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N340**(E)**(N27)H

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

(4110396)

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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

1.1 Choose a description from COLUMN B that matches an item in COLUMN A. Write only the letter (A–J) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	Child Care Act No. 74 of 1983 Article 8(2) and 8(3) Chapter 2	A	action of delaying or postponing something
1.1.2	Child Care Act No. 74 of 1983 Chapter 5	B	differences between two or more individuals
1.1.3	Workmen's compensation	C	enables a person to initiate activities
1.1.4	Leading	D	deals with the registration of children's homes and places of care
1.1.5	Organising	E	deals with procedures in children's court
1.1.6	Job description	F	negative influence of stress
1.1.7	Formal appraisal	G	matters are arranged so that everyone and everything can work systematically
1.1.8	Procrastination	H	explanation of the duties and responsibilities of an educarer
1.1.9	Conflict	I	insurance to indemnify the employer against claims made by employees who sustained injuries
1.1.10	Coronary heart disease	J	systematic evaluation of staff regarding job performance

(10 × 1) (10)

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1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

1.2.1 A full report about a child's progress should be made available to the parents at the end of every term.

1.2.2 Fantasy play helps the educarer gain insight into that which disturbs the child or what makes the child feel insecure.

1.2.3 The secretary only signs the minutes of a meeting.

1.2.4 UIF benefits can be claimed when voluntarily resigning from a job.

1.2.5 Time-stealers are activities of time planning and saving.

1.2.6 Observation records are daily written reports of children's activities.

1.2.7 A child's record books contain all information concerning him/her.

1.2.8 The income of a school must not be more than the cost of running the school.

1.2.9 The staff ratio for three-year-old children is one supervisor for every five children.

1.2.10 A donation register is a record of all equipment at an ECD centre.

(10 × 1) (10)

1.3 Choose FIVE words from those given in the list below that describe the appropriate actions to follow during a bomb scare. Write only the words in the correct order next to the question number (1.3) in the ANSWER BOOK.

calm; run; polite; police; alarm; foreign objects; note accents; panic

(5 × 2) (10)

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1.4 Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (1.4.1–1.4.5) in the ANSWER BOOK.

1.4.1 The person who spots the fire must sound the (alarm/panic button).

1.4.2 The disaster cupboard should contain (nonperishable/perishable) food.

1.4.3 (Gravy/Water) is a nonfood which contains no nutritional value.

1.4.4 The kitchen must have a minimum area of (14/24) square metres for a maximum of 30 children.

1.4.5 All working surfaces in the kitchen must be made of metal with a stainless steel top or of (impermeable/permeable) material.

(5 × 2) (10)

1.5 Give ONE term for each of the following descriptions. Write only the term next to the question number (1.5.1–1.5.5) in the ANSWER BOOK.

1.5.1 Disease caused by a lack of vitamin D in the diet and a lack of exposure to the sun

1.5.2 Disease where the diet is high in carbohydrates and low in protein

1.5.3 List of dishes and side-dishes served in a specific order during a meal

1.5.4 When a person develops an abnormal reaction to a specific food

1.5.5 Person responsible for the all-round development of a group of about 25 children by creating a stimulating environment

(5 × 2) (10)
[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

It is essential for children to have a healthy, balanced diet to ensure their normal development. Therefore, an ECD centre, in consultation with an expert, must develop a menu. This provides adequate nutrition for growth, good body maintenance and repair.

2.1 Name FIVE factors to keep in mind when planning the menu. (5)

2.2 Food can be divided into THREE food groups according to the type of work it does in the body.

Copy the table below to the ANSWER BOOK. List FIVE corresponding food types under each of the THREE food groups.

ENERGY	BODY BUILDING	PROTECTIVE
Bread	Cheese	Green beans
Oranges	Eggs	Oil
Samp	Oranges	Beetroot
Eggs	Oil	Cabbage
Oil	Red meat	Oranges
Oats	Oats	Milk
Fish	Fish	Peanut butter
Maize-meal	Lentils	Carrots

(5 × 3) (15)

2.3 Plan a menu for ONE day for an ECD centre catering for three- to five-year-old children on a full-day basis.

Use each of the following:

2.3.1 Breakfast (2)

2.3.2 Morning snack (2)

2.3.3 Lunch (4)

2.3.4 Afternoon snack (2)

2.4 Parents should be educated about the eating habits of their children.

Which FIVE ideas will you share with parents? (5 × 2) (10)

2.5 The food manager does all the purchasing and ordering of food.

Give 10 tips on purchasing and ordering food. (10)

[50]

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QUESTION 3

3.1 Name FIVE characteristics of an efficient bookkeeping system. (5)

3.2 List FIVE source documents. (5)

3.3 Give TWO main sources of income at an ECD centre. (2)

3.4 List FIVE fundraising ideas for an ECD centre. (5)

3.5 Discuss points to consider during stocktaking at an ECD centre. (5 × 2) (10)

3.6 Ms Dlamini plans to open an ECD centre to accommodate 50 children in a small rural village in the KwaZulu Natal Midlands. She will only be taking children between three and six years old and is looking for advice on certain issues.

3.6.1 She knows that she needs certain documents.

Name TWO documents that must be included with the registration documents. (2)

3.6.2 At which government department must she apply for registration? (2)

3.6.3 Name THREE state subsidies Ms Dlamini could apply for. (3)

3.6.4 Once she has completed the paperwork for registration, she must employ suitable staff for the ECD centre.

State, in full sentences, FIVE duties of an ECD practitioner. (5 × 2) (10)

3.6.5 State SIX ways parents can be kept involved in the ECD centre. (6)

[50]

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QUESTION 4

4.1 Give THREE differences between *external training* and *internal training*. (3)

4.2 List FIVE examples of time-stealers. (5)

4.3 Stress can influence the lives of individuals either positively or negatively.

State FIVE negative influences of stress. (5)

4.4 Name and discuss SEVEN ways to handle conflict. (7 × 2) (14)

4.5 List FIVE guidelines to ensure that toys are safe and cannot cause any injuries to children. (5)

4.6 When you offer first aid, you assume responsibility for someone's life.

Name FIVE precautions to take into account. (5)

4.7 Give FOUR advantages of a computer. (4)

4.8 Discuss the requirements for an efficient filing system under each of the following headings:

4.8.1 Accessibility

4.8.2 Suitability

4.8.3 Dust protection

(3 × 1) (3)

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

State SIX guidelines for a safer kitchen. (6)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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