higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

28 NOVEMBER 2019

This marking guideline consists of 11 pages.

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SECTION A

QUESTION 1

1.1 G
1.2 E
1.3 I
1.4 K
1.5 A
1.6 J
1.7 B
1.8 D
1.9 F
1.10 C

(10 × 1) **[10]**

QUESTION 2

2.1 True
2.2 False
2.3 False
2.4 False
2.5 True
2.6 True
2.7 False
2.8 True
2.9 True
2.10 True

(10 × 1) **[10]**

QUESTION 3

3.1 Food allergy
3.2 Diabetic
3.3 Obesity
3.4 Indemnity
3.5 Quorum
3.6 Rickets
3.7 Kwashiorkor
3.8 Marasmus
3.9 Gravy
3.10 Milk kitchen

(10 × 2) **[20]**

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QUESTION 4

4.1 insurer
4.2 closed
4.3 Public liability
4.4 assessor
4.5 comprehensive insurance
4.6 1:25
4.7 new employee is closely evaluated
4.8 a thorough search for the best-suited person is conducted
4.9 custody of foster children
4.10 unlawful removal of children

(10 × 1) **[10]**

TOTAL SECTION A: 50

SECTION B

QUESTION 5

5.1
- Plan menus with proper nutritional content.
- Buy food.
- Appreciate the needs and ethnic differences of parents, which may have an impact on meal services.
- Get to know the children, their individual needs and the appropriate methods for interacting with them – especially with regard to eating.
- Prepare food using appropriate methods that maintain nutritional quality while sticking to the budget.
- Cooperate with the teaching staff to help provide any food product learning material such as play dough.
- Monitor costs, report to the principal and help write reports.
- Maintain high sanitation standards for all food handling, preparation, dishwashing and garbage disposal.
- Operate and maintain the kitchen and dining room.
- Check in food ordered and keep track of the inventory.
- Manage employees.

(Any 10 × 1) (10)

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5.2
- Do not over-cook food.
- Eat as soon as possible after food has been cooked.
- Cook food in very little water to prevent loss of vitamins and minerals.
- Use left-over water for soups and gravy.
- Use brown rice, brown bread, unrefined wheat and grains as it is more nutritious.
- Green leaves of pumpkin, sweet potato, cabbage can be dried in the sun and once dry pounded into powder to use in soups/stews for extra nourishment.
- The liver, heart and kidneys are high in protein, iron and vitamins which is good for children with anaemia.
- SOMOS products made from soya beans are good meat substitutes.
- To ensure children do not get constipated, give them enough water to drink, and whole-wheat bread, bran and other roughage to eat. Give them fresh fruit with peels instead of laxatives.
- Encourage them to eat raw vegetables, for example lettuce, carrots, green beans.
- Provide healthy snacks. (Any 8 × 1) (8)

5.3
- Never pay for items that have not been received.
- Investigate various food sources and compare prices.
- Check deliveries to make sure that the quantities, cost and quality of what you ordered are correct.
- Order in larger quantities as it usually is cheaper.
- Make a shopping list in advance and do not leave anything out.
- Use a cheaper form of a specific kind of food like bread instead of bread rolls.
- Use alternatives that provide the same quality nutrients, e.g. soya and peanut butter are both proteins.
- Use economical cuts of meat.
- Use canned fruit if fresh fruit is too expensive or unavailable.
- Use locally cultivated food as it is in abundance and therefore cheaper.
- Check adverts/the newspaper for special offers. (Any 10 × 1) (10)

5.4
- Records will allow you to identify what has happened to your money at any time and how much money you have.
- It will help you to use money wisely and well.
- You are accountable to parents and donors and must be able to explain at any time where money has come from and where it has gone to.
- It will tell the story of how the educare centre has developed and can act as the basis for your future planning and budget.
- These records make auditing possible. (5)

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5.5
- The costs of setting up are quite expensive.
- You will require a computer with high performance, buy the supporting programs and updates, and employ and train staff who can go through the technical training to run the system.
- You will need a safe storage facility and a backup system – if you lose computerised records and do not have a backup, you will have to redo it, as the law says you must keep financial records for five years. (3)

5.6
- Determining the amount and value of stock at any time without having to take stock physically
- Ensuring that there is sufficient stock on hand of the required quality, variety and price to meet the normal requirements of the business
- Exercising the necessary control over the cost prices
- Periodically checking the actual stock with the records to detect obsolescence, theft etc. (4)

5.7
- The manager/owner decides who is responsible for taking stock in each department – it is sound policy to have an outsider in each team.
- Stocktaking occurs at regular intervals. Annual stocktaking takes place a few days before the end of the financial year – all goods must be taken into account.
- Separate stock sheets are drawn up for each type of article. Stock sheets contain details such as quantities, sizes, weight and specification.
- The assistants start at one end of the store/school and work systematically through to the other end. They work in pairs, one calling out the information and the other writing it down.
- Once stock sheets are complete, they are taken to the office where the cost prices are calculated. Prices of damaged or old stock should be correctly reduced to actual market value.
- The totals of all the stock sheets are then added together. The grand total represents the value of the final stock.
- If the records differ from the actual stock, the discrepancies must be investigated. Furthermore, the stock records must be corrected so that they reflect the actual quantities. (7)

5.8
- Family picnic
- Film/DVD show
- Cake sale
- Mini-walk
- Camp out
- Bring and braai
- Fete
- Sports day (sell food and drinks) (Any 3 × 1) (3)

[50]

QUESTION 6

6.1
- Ensures that the children are given quality care
- Supports and supervises the staff who deliver this service
- Consults and respects the wishes of the children's parents
- Provides adequate resources in the daycare centre to enable the service to function
- Sets up a rich stimulating environment in which the service can be delivered
- Role model for staff and students (Any 5 × 1) (5)

6.2
- Planning
- Organising
- Leading
- Coordinating
- Controlling (5)

6.3
- Responsible for the all-round development of a group of about 25 children by creating a stimulating environment
- Reports problems to the principal./Calls principal for help if needed.
- Assists in general activities
- Keeps in contact with parents
- Writes progress reports
- Assists with projects, functions, fund-raising events and parent meetings
- Helps keeping the centre and equipment clean and in a good condition
- Responsible for their group's equipment and reports any losses or breakage to the principal
- Responsible for packing away and locking up when last to leave and makes sure all children have been fetched before leaving
- Attends staff meetings and contributes ideas for programmes (Any 5 × 1) (5)

6.4
- Ignore or withdraw from conflict
- Accommodate
- Subordinate
- Agree/Compromise
- Arbitration
- Mediation
- Cooperate (7)

6.5
- Do not give first aid to an adult who refuses help, unless in a life-threatening situation.
- Give first aid to an unconscious person or a child who is alone.
- Do not move the casualty except for safety reasons.
- Give only first aid that is necessary.
- Protect the casualty's clothing and belongings.
- Take detailed notes.
- Do not leave the casualty until medical assistance arrives. (Any 5 × 1) (5)

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6.6
- Never leave a baby alone in the bath.
- Keep bathroom doors closed at all times so babies cannot topple into the toilet.
- Do not leave buckets of water (for example cleaning water) standing around. Warn any domestic worker or others in your service of this hazard.
- Ensure that nappy bucket lids are properly sealed. There is a new bucket on the market with a small circular opening in the lid that is large enough to put a nappy through, but too small for a child's head to fit through.
- Fence all swimming pools, fish ponds and any other water features.
- Empty plastic paddling pools immediately after use.
- The caregiver should be capable of applying artificial respiration.

(Any 5 × 1) (5)

6.7
- Contact with heat
- Contact with corrosive chemicals
- Contact with electricity
- Exposure to radiation like the sun (4)

6.8
- Have the desire to do the job efficiently.
- Be confident in your ability to do the job.
- Take initiative.
- Be satisfied with your work.
- Reward yourself for a job well done.
- Have the tools necessary to complete the job.
- Practise good work habits. (Any 5 × 1) (5)

6.9
- Answering the telephone (routine activities)
- Friendly conversations with colleagues
- Routine correspondence
- Searching for documents
- Arriving late for work
- Taking extended tea/lunch breaks
- Wasting time on trivial drawn-out meetings
- Poor organisation
- Inaccuracy, incompletion or improper handling
- Excessive detail
- Procrastination
- Interruption
- Failure to delegate (Any 4 × 1) (4)

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6.10
- Asthma
- Coronary heart disease
- Menstrual disease
- Repeated indigestion
- Abdominal pain/diarrhoea
- Excessive nervousness
- Eruption of the skin, for example boils/pimples
- Heart palpitations
- Migraine
- Depression
- Gout
- Food-related disorders like bulimia, anorexia, obesity (Any 5 × 1) (5)

[50]

QUESTION 7

7.1
- The playground should be free from litter, animal messes, and also any objects that could injure the children.
- Grass should be short and wet marshy areas must be out of bounds for the children.
- No pools with stagnant water should be allowed to accumulate on the grounds as this is an excellent breeding ground for mosquitoes.
- Rubbish must be controlled and removed – all rubbish is a potential danger to health and if not covered it is a breeding ground for flies. The educarer should have sufficient rubbish containers with well-fitting lids. These should be lined with plastic bags and washed regularly – both inside and outside. Empty regularly (depends on local authority).
- Compost heaps should be turned regularly and covered with a layer of sand after biodegradable refuse has been placed on it. Ensure that rodents do not use it as a breeding ground. It must be out of reach of the children.
- If any outdoor animals are kept at the centre, for example rabbits or birds, their cages must be kept very clean and dry.
- Ensure that all gates and fences are in good order. (Any 5 × 1) (5)

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7.2
- Always put your hand in front of your mouth when coughing or sneezing. If you need to clean your mouth (spit), do so into a tissue or handkerchief and not onto the floor because it is unhygienic.
- Wear clean underwear and uniforms (if required) daily. Wear an apron to protect your clothes. Keep a change of clothes at work for emergencies.
- Wash your hands frequently. Dry it properly and if possible rub hand lotion onto your hands.
- Wash hair regularly to keep it clean. If you have long hair keep it tied back while at work.
- You should not wear rings or other jewellery on your arms as you may injury the babies. Be aware of long dangling earrings and necklaces that babies can pull at.
- Fingernails should be cut straight across and kept clean. You may not have long nails.
- You must take a daily bath or shower to ensure that you are always clean.

(Any 4 × 1) (4)

7.3
- Children are not allowed in the kitchen without supervision.
- Handles of pots and pans must be turned to the inside of the stove to avoid burns.
- Electrical cords must not hang from the cupboards.
- Glassware and crockery must be put in a safe place.
- All household cleaners and chemicals must be stored out of reach and under lock and key.
- Table cloths are dangerous, because it can be pulled down.
- Be careful of splashing boiling water/oil near children.
- There must be at least one fire extinguisher at hand.
- All knives/dangerous utensils must be out of reach.
- Keep electrical appliances away from water and unplug when not in use.
- Do not place a high chair near the stove or around busy areas.
- Keep the washing machine door closed at all times.
- Watch for dangerous spills which will make the floor slippery.
- Avoid clutter on the floor and work surface to cut down the risk of accidents.
- Keep all electrical equipment out of reach.
- Keep all chemicals away from sources of heat.
- Label all containers carefully.
- Nobody should smoke in the kitchen.
- Use safety guards on the stove.

(Any 10 × 1) (10)

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7.4
- Use only lead-free paint on baby furniture.
- Do not leave glasses containing alcoholic beverages unattended. A small amount of this could cause alcohol poisoning in a baby.
- Do not leave used ashtrays in accessible places. Just a few cigarette butts can be fatal for a child.
- Keep all poisonous substances under lock and key and not under the kitchen sink or in an unlocked medicine cabinet.
- Do not allow a baby to eat flowers, plants berries or leaves. (5)

7.5
- Isolate the sick child – infectious diseases are passed quickly from one child to another.
- Contact the child's parents.
- Console the child and make him/her feel comfortable.
- If a child's condition worsens rapidly, take him to a doctor/clinic/hospital or call an ambulance.
- Always write down your observations – it helps parents to give the doctor the correct information so he/she can diagnose correctly.
- Before giving medication to children, the parents' written permission is essential, otherwise you may be held responsible for incorrect dosage, etc.
- If parents request you to administer medication, be sure that:
  - it is supplied in a bottle with the pharmacy details on it;
  - the child's own name appears on the bottle label; and
  - the dosage and times of administration are specified.
- Keep medication out of children's reach.
- Check if medication needs refrigeration. (Any 8 × 1) (8)

7.6
- There must be rules and the children must follow the rules, for example no splashing water in the toilet.
- Boys and girls can use the same toilet – it promotes learning about sexual differences.
- Do not force a child to use the toilet during the toilet routine time, but ensure that they use the toilet regularly during the day.
- Children with bladder problems must go to the toilet first.
- Proper supervision in the bathroom is important.
- Allow children to take their time.
- Toilets must be clean and hygienic.
- It is better if the toilets do not have doors or if they have low swing doors.
- Teach boys to lift the toilet seat and lower it again after use.
- Children must wear comfortable clothes. They must be independent and be able to help themselves when they go to the toilet. Avoid dressing children in jeans and dungarees as these can cause difficulties when they want to remove it. Simple pull-on pants/shorts are best. (Any 8 × 1) (8)

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7.7
- Stay calm.
- Be polite.
- Do not interrupt the person.
- Do not try to put the call through to someone else.
- Try to keep the person talking.
- Listen to the voice carefully – note accents and language, as well as gender and age.
- Listen for background noises.
- Ask as many questions as possible.
- Write everything down.
- Contact the police immediately and give all the information you have.
- Inform other staff members.
- Evacuate the building.
- Do not touch any foreign objects.
- Wait until the building has been searched before entering.
- Inform the children to report strange objects immediately.
- Inform staff and children about appearances of such devices. (Any 10 × 1) (10)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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