higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

(4110396)

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This question paper consists of 7 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

Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A–K) next to the question number (1.1–1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1	Procrastination	A	used each time a purchase is made with a debit card
1.2	Motivation	B	completion of tasks in order of priority
1.3	Financial statement	C	allows you to spend more than is in your account
1.4	Electronic funds transfer	D	authorisation given to the intended beneficiary of the payment to request the debit entry against your account every month
1.5	Personal identification number	E	makes us want to work, and, more specifically, work harder
1.6	Variance	F	authorisation by a customer to the bank to deduct, at regular intervals, a fixed amount
1.7	Time management	G	act of delaying, postponing or putting off something
1.8	Debit order	H	spending plan decided upon by all members
1.9	Stop order	I	record of all income and expenditure
1.10	Overdraft facility	J	difference between actual and expected figures
		K	parents should use this method to pay fees

(10 × 1) **[10]**

QUESTION 2

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (2.1–2.10) in the ANSWER BOOK.

2.1 To make a cheque safer and prevent it from being cashed, you can draw two parallel lines across it or you can cross it.

2.2 A ration scale is a dispensable tool in providing a balanced diet.

2.3 Cool drinks should be replaced with sweetened fruit juices.

2.4 A menu is a list of dishes and side dishes which are served in a specific order after a meal.

2.5 A menu-cycle is a series of menus that are compiled, written down, used and rotated over a period of three to five weeks.

2.6 A silence cloth muffles the sound of cutlery and crockery.

2.7 A light-coloured table cloth should only be used for the three- to five-year-old groups.

2.8 Children could be served rooibos tea.

2.9 Never add bicarbonate of soda to cooking water to preserve the colour of green vegetables.

2.10 Wipe down the nappy-changing area regularly with a disinfecting solution.

(10 × 1) **[10]**

QUESTION 3

Give ONE term for each of the following descriptions. Write only the term next to the question number (3.1–3.10) in the ANSWER BOOK.

3.1 Development of an abnormal reaction to specific food

3.2 Caused by a lack of insulin, which means that the body cannot cope with carbohydrates and sugars

3.3 Caused by eating more than the body requires

3.4 Getting written permission from parents before taking any child on an outing

3.5 Minimum number of persons required for a meeting to be properly constituted

3.6 Disease caused due to a deficiency of vitamin D and lack of exposure to the sun

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3.7 Caused by a diet high in carbohydrates and low in protein

3.8 Severe condition due to a deficiency of protein and kilojoules where children's eyes and cheeks are sunken

3.9 Consists largely of water and flour with no nutritional value

3.10 Requires a minimum floor area of six square metres to accommodate 18 babies

(10 × 2) **[20]**

QUESTION 4

Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (4.1–4.10) in the ANSWER BOOK.

4.1 An insurance policy is a contract concluded between the insured and the (policy holder/insurer).

4.2 The skin in the area of a (closed/open) fracture is not broken.

4.3 (UIF/Public liability) will pay for medical expenses resulting from an injury that occurred at the daycare centre.

4.4 Property is first inspected by the (assessor/assessment) of the insurance company and then the value of the property is fixed.

4.5 Since property and contents are usually insured against a number of risks, this contract is known as (insurance of building and contents/ comprehensive insurance).

4.6 The ratio of childcare workers to children in the three- to five-year-old group is (1:15/1:25).

4.7 The probationary period is the time when the (employee is given time off work to study/new employee is closely evaluated).

4.8 Recruitment is the process during which (a thorough search for the best-suited person is conducted/the most suitable person is selected).

4.9 Chapter 6 of the Childcare Act 74 of 1983 deals mainly with (abandonment of children/custody of foster children).

4.10 Chapter 8 of the Childcare Act 74 of 1983 deals with the (registration of children's homes and places of care/unlawful removal of children).

(10 × 1) **[10]**

TOTAL SECTION A: 50

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SECTION B

QUESTION 5

5.1	Discuss 10 responsibilities of a food manager.	(10)
5.2	Discuss EIGHT ideas regarding children's healthy eating habits.	(8)
5.3	Give 10 tips to the food manager regarding buying and ordering food.	(10)
5.4	Why are records of all financial transactions necessary?	(5)
5.5	Give THREE disadvantages of a computerised bookkeeping system for a smaller business.	(3)
5.6	What is the purpose of stock control?	(4)
5.7	Discuss the process of stocktaking.	(7)
5.8	List THREE fundraising ideas.	(3)

[50]

QUESTION 6

6.1	Explain the role of the manager in the educare environment.	(5)
6.2	List FIVE management tasks that function together to be truly successful.	(5)
6.3	Give FIVE duties of an educarer.	(5)
6.4	List SEVEN ways of handling conflict.	(7)
6.5	State FIVE precautions to consider when giving first aid.	(5)
6.6	Explain how drowning can be prevented in the educare environment.	(5)
6.7	List FOUR causes of burns.	(4)
6.8	How can one grow out of the habit of procrastination?	(5)
6.9	List FOUR time-stealer activities.	(4)
6.10	List FIVE negative effects of stress.	(5)

[50]

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QUESTION 7

7.1	Give FIVE guidelines for an outdoor play area.	(5)
7.2	List FOUR hygiene principles that an educarer must follow.	(4)
7.3	Give 10 guidelines for a safer kitchen.	(10)
7.4	Which FIVE precautions must be taken to ensure a poison-free environment for babies?	(5)
7.5	Which EIGHT measures must be considered to ensure the well-being of a sick child?	(8)
7.6	Which EIGHT hygiene habits can be instilled in the children in your care?	(8)
7.7	Which 10 steps should be followed in the event of a bomb scare?	(10)
		[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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