

TOWNSHIPS ACT
(Cap. 40:02)

TOWN COUNCILS REGULATIONS
(Cap. 40:02) (Sub.Leg.)

SELEBI- PHIKWE DAY CARE CENTRE BYE-LAWS
(Published on 14th May, 1999)

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IN EXERCISE of the powers conferred by regulation 30 as read with regulation 31 of the Town Councils Regulations, and with the approval of the Minister of Local Government, Lands and Housing, the Selebi Phikwe Town Council hereby makes the following Bye-Laws —

1. These Bye-Laws may be cited as the Selebi Phikwe Day Care Centre Bye-Laws, 1999. Citation
2. In these Bye-Laws, unless the context otherwise requires — Interpretation
“centre” means a place for the supervision during the day of young children below school age;
“Council” means the Selebi-Phikwe Town Council;
“infectious disease” includes diphtheria, cerebral-spinal meningitis, whooping cough, measles, mumps, german measles (rubella), chicken pox, scabies, ringworm on scalp or body, and typhoid fever;
3. (1). No person shall operate a centre without a day care centre licence issued by the Council. Registration of centres
(2) Application to operate a centre shall be made to the Council on the form set out in the First Schedule giving details of the premises intended to be used for the centre, the names and qualifications of teachers and other assistants to be employed at the centre, and such other information with regard to the proposed centre as the Council may require.

	(3) If the Council is satisfied that the proposed centre meets all the requirements of these Bye-Laws it may on payment of P100 issue to the applicant a day care centre license as set out in the Second Schedule and may attach such conditions to the licence as it may determine. (4) The licence issued in terms of Sub Bye Law (3) shall be valid until 31st December of the year in which it was issued. (5) On application made in terms of Sub Bye Law (2) and upon payment of a fee of P50, the Council may renew the licence and make an endorsement in the form as set out in Part II of the Second Schedule. (6) The licence shall be displayed on the wall of the principal office of the centre.
Closure of centres	4. The Council may suspend or withdraw the licence of and require the closure of any centre that fails to comply with any of the provisions of these Bye-Laws.
Operating hours	5. A centre shall operate only between 6:00 a.m. and 6:00 p.m. on weekdays, except with the written approval of the Council.
Age of admission	6. Only children between the ages of two and a half years and six years shall be admitted at a centre, except with the written approval of the Council.
Premises of centres	7. (1) An occupied residential house shall not be used as a centre and a garage or veranda shall not be used as a classroom for a centre — Provided that with the written approval of the Council an occupied residential house may be permitted to be used as a centre if the portion to be used as a centre can be adequately and satisfactorily separated from the portion used for residential purposes. (2) Premises used as a centre shall— (a) be walled or fenced; (b) be set back at least 25 metres from busy roads; (c) be constructed in accordance with and from material permitted by the appropriate building regulations; (d) have floors that are smooth, and are either tiled or carpeted; and (e) be adequately lit and ventilated in every classroom. (3) The size of rooms to be used as classrooms for centres shall directly relate to the number of children permitted to use them, so that for each child there shall be 1.5 square metres of floor space. (4) In every centre there shall be a room, equipped with a bed with a mattress and clean bed linen, in which a sick child can rest and be isolated.
Firstaid	8. In every centre there shall be maintained and readily accessible at all times a first aid box or cupboard containing an adequate supply of dressings, bandages, sterilized cotton wool, adhesive plasters, disinfectant, safety pins and tourniquet.
Toilets	9. (1) Every centre shall have separate toilets for staff and for children which shall be well lit and well ventilated and have adequate running water. (2) Toilets for children shall be provided with standard junior toilets and wash basins so that there shall be one toilet and one hand basin for every 15 children. (3) Storage facilities for towels, face cloths and personal belongings of staff shall be separate from similar facilities for children.

10. (1) There shall be an adequate supply of reading materials, picture books, blackboards and toys for use by the children enrolled in the centre.	Classroom equipment
(2) The Council may require or approve additional or alternative equipment to that referred to in sub bye-law (1).	
11. (1) Outdoor play areas shall provide a minimum area of not less than 2 square metres for each child attending the centre, and shall have a flat, generally dry surface.	Outdoor play areas
(2) Outdoor play areas shall be provided with play equipment such as sand pits, swings, slides, and climbing frames, to the satisfaction of the council, and adequate for the number of children attending the centre.	
12. Animals, whether pets or otherwise, shall not be permitted within any area used for the purposes of a centre, without the written permission of the council.	Animals
13. (1) Where food is provided by a centre there shall be available in the kitchen adequate hot and cold water, adequate and clean storage space for food, adequate cutlery and crockery, and there shall be available for inspection a detailed menu to be provided, of a balanced diet.	Kitchen
(2) Where food is brought into a centre suitable facilities for the storage and refrigeration of the food should be provided.	
14. (1) A centre shall have a minimum of two qualified teachers and at all material times there shall be at least one such teacher on duty — Provided that there shall always be at least one teacher on duty for every 30 children at the centre.	Staff
(2) Assistants may be employed to assist the qualified teachers to supervise and look after children at the centre.	
(3) All staff employed at a centre shall at all times while on duty wear clean uniforms or clothing.	
15. Smoking shall be prohibited anywhere within the area of a centre and a notice to this effect shall be displayed prominently at the entrance.	Smoking prohibited
16. (1) An owner of a centre shall ensure that at all times a high standard of maintenance and cleanliness is maintained within the centre.	Responsibilities of owners
(2) An owner of a centre shall ensure that any child or member of staff suffering from or suspected to be suffering from an infectious or communicable disease is immediately isolated from contact with other children or staff members.	
(3) The owner of a centre shall ensure that all children at a centre shall have a common resting period of not less than an hour each afternoon.	
17. An officer of the Council so authorised in writing by the Town Clerk may at any reasonable time enter a centre for the purpose of inspection and to ensure compliance with these Bye-Laws.	Powers of entry
18. Any person who contravenes or fails to comply with any of the provisions of these Bye-Laws with which it is his duty to comply and the owner of any centre which operates in breach of the provisions of these Bye-Laws, shall be guilty of an offence and liable to a fine not exceeding P200 or to imprisonment for a term not exceeding three months or to both.	Offences and penalties

FIRST SCHEDULE
(Bye-Law 3(2)).

SELIBE PHIKWE DAY CARE CENTRE BYE-LAWS, 1999
(S.I. No. 67 of 1999)

APPLICATION TO OPERATE A DAY CARE CENTRE

(Attach two copies of a passport size photograph, approximately 5 cm x 14 cm)

Full name of applicant.....
(Surname first) **IN BLOCK LETTERS**)

Place of abode and postal address
.....

Nationality **National Identity No.**.....

I wish to apply for a day care centre licence as follows;

(1) **location of premises;**.....
.....

(2) **number and identity of teachers and their qualifications and experience;**.....

(3) **number of assistants;**.....

Date.....
Signature of applicant

FOR OFFICIAL USE ONLY

Date on which application was received by Licensing Officer.....

Proposed hearing of application.....

Date of approval/rejection of application.....

.....
Licensing Officer.

SECOND SCHEDULE
(Bye-Law 3(3)).

SELIBE PHIKWE DAY CARE CENTRE BYE-LAWS, 1999
(S.I. No. 67 of 1999)

PART I — *Day Care Centre licence*

NOT TRANSFERABLE

Licence No.

Name is hereby licenced in accordance with the Selibe
Phikwe Day Care Centre Bye-laws to operate a Day Care Centre in the following area(s):

.....

.....

Conditions (if any) applicable

.....
Signature/ Right thumb print of holder.

Date of issue: Fee paid O/R No.

Date on which application was received by Licensing Officer

.....
Licensing Officer.

PART II — *Renewal of Day Care Centre licence*

Having considered the application for the renewal of a Day Care Centre licence of
dated licence no.
is hereby renewed in accordance with these Bye-Laws.

Conditions (if any) applicable

.....
Signature/ Right thumb print of holder.

Date of renewal Fee paid O/R No.

Date on which application was received by Licensing Officer

.....
Licensing Officer.

MADE this 7th day of April, 1999.

.....
*Town Clerk,
Selebi-Phikwe Town Council.*

APPROVED this 16th day of April, 1999.

.....
*Minister of Local Government,
Lands and Housing.*