



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N340(E)(J18)H

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

(4110396)

**18 June 2018 (X-Paper)
09:00–12:00**

CLOSED-BOOK EXAMINATION

This question paper consists of 7 pages.

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. Rule off on completion of each question.
 5. Write neatly and legibly.
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SECTION A**QUESTION 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 (1.1–1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1	Modem	A	income and expenditure book
1.2	Time stealers	B	deals with procedures in children's court
1.3	Scheme of work	C	provides for the control of the collection of contributions from the public
1.4	Childcare Act No 74 of 1983 Article (2) and 8(3) Chapter 2	D	financial plan showing future income and expenses on a monthly basis
1.5	Ex officio member	E	people taking extended tea/lunch breaks
1.6	Double registration	F	person does not have a vote
1.7	Childcare Act No 74 of 1983 Article 8(2) and 8(3) Chapter 3	G	written plan of the lesson and activities to be presented
1.8	Fundraising Act (107 of 1978)	H	device that enables a computer to transmit data
1.9	Budget	I	institution wishes to be registered as a crèche and as a nursery school
1.10	Cash flow statement	J	deals with the registration of children's homes and places of care

(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 Progress reports can be sent to parents more than six months apart.
- 2.2 Never allow your children to eat mushrooms that are growing in the garden at the ECD centre.
- 2.3 Do not insist on perfect table manners during meal times.
- 2.4 In the storage area, the old stock should always be moved to the back and the new stock packed in front.
- 2.5 The supervisor is responsible when food has to be removed from the storeroom. What is removed, how much, when and by whom should be recorded immediately.
- 2.6 Food should be cooked in a lot of water to preserve vitamins.
- 2.7 Height and mass charts should be completed annually.
- 2.8 Bicarbonate of soda should be used to preserve the green colour of vegetables.
- 2.9 When a person intends to start a crèche, the Department of Education should be consulted first.
- 2.10 Wipe down the nappy-changing area regularly with a disinfecting solution.

(10 × 1)

[10]

QUESTION 3

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

- 3.1 A temporary filing method where invoices are pinned onto spikes and removed at the end of the day for proper filing
- 3.2 Consists largely of water and flour and has no nutritional value
- 3.3 Issued to a parent as proof of payment when the school fee is paid
- 3.4 Form that provides written permission from parents before taking any child on an outing
- 3.5 A child's body reacting in a specific negative way after eating a certain type of food

- 3.6 Training that takes place outside the work situation
- 3.7 The process whereby the most suitable person amongst the applicants fills the position offered
- 3.8 Turning plans into working procedures, for example organising an outing
- 3.9 Insurance which protects employees against loss of income as a result of unemployment
- 3.10 Child's illness which shows symptoms of frequent, watery stools
- (10 × 2) [20]

QUESTION 4

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

- 4.1 (Preservatives, Apples) often cause allergies in children.
- 4.2 (Food price control, The food budget) is not in the hands of the food manager.
- 4.3 The output of the bookkeeping system is the financial statements, namely the (balance sheet, receipt).
- 4.4 The primary source of income for any ECD centre is the (fees that parents pay, fundraising).
- 4.5 (Leading, Implementing) is the quality that enables a person to initiate activities and keep them going.
- 4.6 Children are allowed to play in the (sluice area, outdoor play area).
- 4.7 When the skin in the area of the fracture is not broken, it is a (closed fracture, open fracture).
- 4.8 A (fax, cellphone) sends images of a document via radio waves or telephone lines.
- 4.9 A (subsidy, budget) is financial assistance rendered to registered welfare organisations in order to establish and keep up the institution.
- 4.10 With the (horizontal, tubular) filing method files are kept in a stack.
- (10 × 1) [10]

TOTAL SECTION A: 50

SECTION B**QUESTION 5**

- 5.1 It is essential that the food service area is clean.
State SIX general activities in the food service area. (6)
- 5.2 It is important for the educator to educate parents regarding the preparation of food and the eating habits of their children.
State FIVE important points that you can share with the parents. (5)
- 5.3 State THREE characteristics of an efficient bookkeeping system. (3)
- 5.4 State TWO advantages of the computerised bookkeeping system. (2)
- 5.5 Which THREE benefits are paid from the Unemployment Insurance Fund? (3)
- 5.6 Discuss the process of stocktaking. (5 × 2) (10)
- 5.7 Describe the documentation needed by the auditor. (6)
- 5.8 Name FIVE main expenses of the ECD centre. (5)
- 5.9 Explain how you will handle conflict. (5 × 2) (10)
- [50]**

QUESTION 6

- 6.1 Young children often put toys and equipment into their mouths.
Discuss the guidelines that should be adhered to, to ensure the toys are safe enough for children to play with. (5)
- 6.2 Outdoor play is an essential part of any educate programme. The play area must be safe, clean and hygienic.
Discuss the guidelines that should be kept in mind. (5)
- 6.3 The kitchen is the room in the centre where most dangerous situations can originate.
State TEN guidelines for a safer kitchen. (10)
- 6.4 What can the educator do to prevent suffocation and strangulation in babies? (5)
- 6.5 State SEVEN precautions to be taken into account when giving first aid. (7)
- 6.6 State THREE causes of burns. (3)

- 6.7 What should the educator do if a child is in shock? (10)
- 6.8 State the different payment methods. (5)
- [50]**

QUESTION 7

- 7.1 Explain how the educator should care for a sick child. (8)
- 7.2 How could the educator give the medicine to a child? (3)
- 7.3 Name SIX points that should be included in the employment contract of staff. (6)
- 7.4 Name EIGHT items that should be included in a first-aid box. (8)
- 7.5 Daycare personnel should be able to deal with emergency situations.
- What should be done in the event of a fire? (10)
- 7.6 State FIVE road safety skills that you can practice with the children in the school grounds to ensure that they are safe when crossing the road. (5)
- 7.7 State THREE uses of a computer. (3)
- 7.8 State FOUR disadvantages of a cellphone. (4)
- 7.9 Name THREE filing methods. (3)
- [50]**

TOTAL SECTION B: 150
GRAND TOTAL: 200