



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DAY CARE MANAGEMENT N6

(4110396)

8 June 2021 (X-paper)
09:00–12:00

This question paper consists of 6 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. Start each question on a new page.
 5. Use only a black or blue pen.
 6. Write neatly and legibly.
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SECTION A**QUESTION 1**

Choose a description from COLUMN B that matches a word or term 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	Subsidy	A	provides the legislation framework by which persons from birth to 18 years are protected
1.2	Marasmus		
1.3	Food allergy 	B	lack of Vitamin D in the diet
1.4	Fund Raising Act No. 107 of 1978	C	protects the employer against any claims that the employee may lodge against him/her for injuries while still on duty
1.5	Rickets		
1.6	Childcare Act No. 74 of 1983	D	personal injuries sustained by the public 
1.7	Workmen's compensation	E	consists largely of water and flour with no nutritional value
1.8	Public liability		
1.9	Sugar	F	only use enough to add taste to the food; too much leads to tooth decay and overweight
1.10	Gravy	G	red food dyes and preservatives
		H	deficiency of protein and kilojoules
		I	financial assistance rendered to registered welfare organisations or utility companies
		J	provides for control of the collection of contributions from the public 

(10 × 2)

[20]

QUESTION 2

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

- 2.1 Educarers should encourage parents to give their children fresh fruit as snacks.
- 2.2 A menu is not a list of dishes and side-dishes and it is not served in a specific order. 
- 2.3 Cook vegetables for the shortest possible period and in as little water as possible.
- 2.4 Add bicarbonate of soda to cooking water to preserve the colour of green vegetables.
- 2.5 Peel vegetables and fruit just before you want to use them, because if you leave them soaked in water for long periods, the vitamin content will increase.
- 2.6 Children love pastries and chips and these items should therefore be included in the centre's menu. 
- 2.7 Remove all visible fat from meat before cooking it.
- 2.8 Use white fish rather than pilchards.
- 2.9 Use fresh fruit instead of canned fruit as dessert.
- 2.10 Include plain, familiar foods that children will enjoy in the menu.

(10 × 1) **[10]**

QUESTION 3

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

- 3.1 A series of menus that are compiled, written down and used, that rotate over a period of three to five weeks
- 3.2 A person's body reacts, sometimes violently, to the substance it cannot tolerate
- 3.3 If you walk into a store and slip on a wet floor, injuring yourself, and the store did not put up any warning signs of wet floors 
- 3.4 The day care centre is planning a special family event: a 'Bring and Braai'
- 3.5 A document in which the duties, responsibilities, working conditions and job title are stipulated

- 3.6 System used to evaluate an employee with the aim to eliminate favouritism and unfairness in terms of the employee's worth
- 3.7 The process of planning and exercising control over time spent on activities
- 3.8 Only a member in an advisory capacity and cannot vote 
- 3.9 These members form the executive council and have the right to make decisions without calling for a full meeting of the management committee
- 3.10 The action of deliberately delaying or avoiding a task that causes you frustration (10 × 2) **[20]**
- TOTAL SECTION A: 50**

SECTION B

QUESTION 4

- 4.1 What are the important factors to keep in mind when planning the menu for your day care centre? (10)
- 4.2 Provide FIVE guidelines for preserving the vitamins in food. (5)
- 4.3 Discuss FIVE advantages of the menu cycle. (5)
- 4.4 How will the educator assist when serving meals to toddlers at the day care centre?  (10)
- 4.5 What are the characteristics of an efficient bookkeeping system? (5)
- 4.6 List THREE examples of source documents. (3)
- 4.7 What are the TWO bookkeeping methods? (2)
- 4.8 What are the benefits paid by the UIF? (3)
- 4.9 List THREE examples of fundraising at a day care centre. (3)
- 4.10 Identify FOUR types of funding the day care centre could receive. (4)
- [50]**

QUESTION 5

- 5.1 What is the role of principals at day care centres?  (5)
- 5.2 Discuss the duties of principals at day care centres. (10)
- 5.3 What is the purpose of a job description? (5)

- 5.4 There are several advantages of a pension scheme.
Identify FIVE.  (5)
- 5.5 What are the advantages of time management? (5)
- 5.6 Identify FOUR time management techniques that have been proven to be helpful. (4)
- 5.7 State SEVEN ways to handle conflict. (7)
- 5.8 You find that you are unable to cope with stressful situations in your own life.
Name FIVE aspects on which you should focus to cope effectively with stress. (5)
- 5.9 Identify FOUR negative effects of stress on your body. (4)
- [50]**

QUESTION 6

- 6.1 What are the responsibilities of the treasurer? (5)
- 6.2 There are a number of management tasks that are interdependent. 
List the FIVE management tasks that function together in order to be truly successful. (5)
- 6.3 The children at the day care centre are ready for toilet training.
What are the important factors that the educator should consider? (10)
- 6.4 If a child is in shock, what should the educator do? (10)
- 6.5 Discuss the precautions that need to be taken to prevent poisoning in children.  (5 × 2) (10)
- 6.6 The aim of road safety is to make children aware of the dangers on the road and to teach them how to cross the road safely.
Explain how you will teach them to cross the road safely. (5)
- 6.7 List FIVE items in the first-aid kit. (5)
- [50]**

TOTAL SECTION B: 150
GRAND TOTAL: 200