



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

(4110396)

21 September 2020 (X-paper)
09:00–12:00

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. Start each section 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**

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1–1.10) in the ANSWER BOOK.

- 1.1 Receipts, cheque counterfoils, invoices and deposit slips are all source documents.
- 1.2 Financial statements are a summary of records of income and expenditure.
- 1.3 Auditing is when an auditor checks that the fundraising money, donations, fees and all expenses are all correct. 
- 1.4 The educarer must keep a record of the children's food allergies.
- 1.5 The educate assistant plans the weekly menu with the cook.
- 1.6 The cook helps to supervise the children during his/her free time.
- 1.7 The treasurer keeps record of all income, fees, donations, fundraising, donations and subsidies. 
- 1.8 The educarer must keep in touch with the parents of the children in the group and provide them with progress reports.
- 1.9 The secretary can delegate duties to other members.
- 1.10 The chairperson ensures that decisions taken at meetings are correctly reflected in the minutes. 

(10 × 1)

[10]

QUESTION 2

Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A–K) next to the question number (2.1–2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1	Indemnity forms	A	plan for managing the money that is expected to come in and go out
2.2	Accident records	B	completed as soon as the child is placed at the day care 
2.3	Time stealers	C	written permission by the parents that a child may be taken on an excursion
2.4	Job description	D	written plan of activities and goals for children's learning activities
2.5	Budget	E	list of names of those people that were present at a meeting
2.6	IRP 5 	F	document that identifies duties, authority and responsibilities of the job incumbent
2.7	Attendance register	G	all details of the accident must be recorded
2.8	Registration form	H	completed at the end of the tax year or when an employee leaves
2.9	Scheme of work	I	complete and sign an application form during a personal visit to the day care at a time that is convenient to the parents
2.10	Admission form	J	activities that waste time 
		K	South African Revenue Service

(10 × 2)

[20]

QUESTION 3

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

- 3.1 It is an authorisation by a customer to his bank to deduct at regular intervals, a fixed amount of money from his account and pay it over to someone else.
- 3.2 Allows you to make payments instead of using cash while the transaction is treated as a cash transaction. 
- 3.3 Process during which a broad and thorough search is made for the person best suited to fill the vacancy.
- 3.4 The action of delaying or putting off and hoping to avoid doing an unpleasant task.
- 3.5 A plan for arranging expected income against the expected expenditure.
- 3.6 The minimum number of people required for a meeting to be properly constituted. 
- 3.7 Members are given written/verbal permission to vote on behalf of a member who will be absent from a meeting.
- 3.8 A file that has 26 compartments, one for each letter of the alphabet.
- 3.9 Most commonly used file cover made from stiff cardboard. The back page has a projecting tab on which the file number or name can be written. 
- 3.10 An important way of working together with the community and raising an awareness of educate.

(10 × 2) **[20]**

TOTAL SECTION A: 50

SECTION B**QUESTION 4**

- 4.1 What are the main objectives of mealtimes?  (5)
- 4.2 State FIVE factors to bear in mind when planning the menu at the day care centre. (5)
- 4.3 The food manager is accountable to the principal. Discuss the responsibilities of the food manager. (10)
- 4.4 List FIVE common foods to which the body may react negatively. (5)
- 4.5 Identify the general guidelines that need to be observed in the food service area. (10)
- 4.6 State FIVE tips to bear in mind when purchasing and ordering stock for the centre. (5 × 2) (10)
- 4.7 Parents have been experiencing problems with their children's eating habits. They have discussed their concerns with you.
- Discuss the advice that you will provide.  (5)
- [50]**

QUESTION 5

- 5.1 What are the characteristics of an efficient bookkeeping system? (5)
- 5.2. Discuss the stock-taking process. (7 × 2) (14)
- 5.3 Identify THREE guidelines for staffing at a day care centre. (4)
- 5.4 List SIX examples of time stealers that you have observed at a day care centre. (6)
- 5.5 Stress has a negative influence on individuals.
- Name FIVE symptoms of stress that a sufferer may display. (5)
- 5.6 Explain how you as a manager will handle interpersonal conflict effectively. (5 × 2) (10)
- 5.7 Discuss SIX responsibilities of the treasurer.  (6)
- [50]**

QUESTION 6

- 6.1 Discuss EIGHT guidelines on how you will ensure that the toys at your centre are safe and are kept clean at all times. (8)
- 6.2 The children at the day care centre are ready for toilet training.
Which important factors should the educator consider in this regard?  (7)
- 6.3 At a day care centre staff must be equipped to respond promptly when an emergency arises.
- 6.3.1 In the unfortunate event of someone sustaining a burn, what are the steps that you will follow?  (6)
- 6.3.2 What benefits will it have to apply a cold pack to a burn area? (4)
- 6.4 Safety precautions are essential when transporting children.
Discuss the preventative measures that you will take to offer protection to the children in your care. (10)
- 6.5 Identify FIVE essential items that will appear in an employment contract. (5)
- 6.6 List FIVE necessary items that you will require for first aid. (5)
- 6.7 List FIVE requirements of a good filing system.  (5)
- [50]**

TOTAL SECTION B: 150
GRAND TOTAL: 200