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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N330(E)(M28)H
JUNE EXAMINATION**

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

**28 May 2013 (X-Paper)
09:00–12:00**

This question paper consists of 7 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
DAY CARE PERSONNEL DEVELOPMENT N4
TIME: 3 HOUR
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. Write neatly and legibly.
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SECTION A**QUESTION 1**

1.1 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–C) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

- 1.1.1 A day-care centre is classified as one of the following:
- A Centre-based
 - B School-based
 - C Home-based
- 1.1.2 A person in possession of a N6 National Certificate in Educare is a/an ...
- A educarer.
 - B assistant.
 - C daymother.
- 1.1.3 The guidelines of the day-care centre are specified in the ...
- A constitution.
 - B minutes.
 - C agenda.
- 1.1.4 A person who looks after a maximum of 6 children, and need NOT register at the department is a/an ...
- A assistant.
 - B daymother.
 - C educarer.
- 1.1.5 Day-care administration comprises all the different aspects of the ... of any centre.
- A leadership
 - B management
 - C programme
- 1.1.6 A day-care centre programme has to be ...
- A concrete.
 - B flexible.
 - C abstract.
- 1.1.7 During free-play periods activities are chosen ...
- A strictly according to rules.
 - B randomly.
 - C by the principal.

- 1.1.8 Ad hoc-care means to look after a child ...
- A away from the child's parents every day.
 - B daily.
 - C only when it becomes necessary.
- 1.1.9 Children should eat frequently because they...
- A report everything to their parents.
 - B sleep longer.
 - C burn energy fast.
- 1.1.10 Which type of telephone call should be limited to the minimum at the day-care centre?
- A Calls to board members
 - B Orders
 - C Private calls

(10 x 2) (20)

1.2 Give ONE word/term for each of the following descriptions. Write only the word(s) next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

- 1.2.1 The type of day care that normally functions in the mornings for a maximum of five hours per day.
- 1.2.2 This includes moral values, outlook on life, behaviour and attitude of a specific group of people.
- 1.2.3 A natural, outgoing person.
- 1.2.4 A cloth which is placed under the table cloth to silence the sound when using steel tables.
- 1.2.5 This is used to wash the fingers after a dish has been eaten with the hands.
- 1.2.6 When an individual uses his/her talents, opportunities and possibilities to the fullest, he/she has reached this.
- 1.2.7 This is prepared to ensure that the income is sufficient to cover the expenditure.
- 1.2.8 A list of questions that is used to gain information and ascertain if there is a need in the community for a day-care centre.
- 1.2.9 A verbal interaction between two people for the specific purpose of finding out if one of the persons is able to fill a specific position.

- 1.2.10 This form must be completed and signed before a child can be admitted to the day-care centre. (10 x 2) (20)

1.3 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

- 1.3.1 Through learning and playing the child develops only physically.
- 1.3.2 Part of the headmaster or supervisor's office can also be used as a sick room.
- 1.3.3 Early childhood education is informal.
- 1.3.4 All staff meetings should be held in the afternoon after the last child has left.
- 1.3.5 Supplementary care should provide a support system for the parent.
- 1.3.6 You need a door for toilets of the 2-3-year-olds.
- 1.3.7 A day-care centre without a garden makes scientific exploration fun.
- 1.3.8 Day-care centres replace the duties of biological mothers.
- 1.3.9 Filing is the starting point of administration.
- 1.3.10 Good eating habits and enough exercises lead to obesity. (10 x 1) (10)

TOTAL SECTION A: 50

SECTION B

QUESTION 2

- 2.1 Tabulate the differences between a nursery/preprimary school and a day-care centre. (12)
- 2.2 Name FOUR objectives of remedial work in a day-care centre. (4)
- 2.3 Describe the discovery corner. (5)
- 2.4 State TWO requirements of the staff toilets (cloak rooms). (2)
- 2.5 Give FIVE facts to keep in mind with regard to the book corner of the preschoolers. (5)

- 2.6 List FIVE important facts regarding a day programme for toddlers. (5)
- 2.7 List FIVE factors regarding a day programme for 4-6-year-olds. (5)
- 2.8 Explain the term *directed activities*. (2)
- 2.9 Which aspects must be covered in the child's progress report? (4)
- 2.10 Briefly explain what should happen during free play. (4)
- 2.11 What is the purpose of an application form before a child is entered into a day-care centre? (2)
- [50]

QUESTION 3

- 3.1 Define the term *administration*. Show the different sections and give a description of each. (10)
- 3.2 Define a *constitution*. (5)
- 3.3 Explain the following meetings:
- 3.3.1 General meetings of members (2)
 - 3.3.2 Congress meetings (2)
 - 3.3.3 Meeting in camera (2)
- 3.4 Name FOUR different personality types and explain each one of them. (4)
- 3.5 How can one develop a positive self-image? (4)
- 3.6 Briefly discuss the disadvantages/effects of alcohol abuse under the following headings:
- 3.6.1 Physical effects (3)
 - 3.6.2 Emotional effects (3)
 - 3.6.3 Affecting one's social life (3)
- 3.7 Discuss the important attitudes in the cultivation of sound human relations guided by the following headings:
- 3.7.1 Self-acceptance (3)
 - 3.7.2 Need for interaction with other (3)
 - 3.7.3 Give and take (3)

- 3.8 State THREE responsibilities that colleagues have towards one another during teamwork. (3)
[50]

VRAAG 4

- 4.1 What is the purpose of a job interview? (2)
- 4.2 What type of interview must be conducted by the principal when one of his/her educareres is about to resign? (2)
- 4.3 Follow-up procedure must be done on all interviews.
Name FIVE different types of interviews and how to follow them up for good results. (5 x 2) (10)
- 4.4 State the most important points in the preparation for an interview regarding dressing and grooming. (6)
- 4.5 Give FIVE hints for menu planning. (5)
- 4.6 List TEN questions that you should ask before choosing a caterer. (10)
- 4.7 Name SIX general requirements when laying the table. (6)
- 4.8 Discuss the setting of the buffet table with regard to the following:
- 4.8.1 The size of the table (1)
- 4.8.2 Arrangement of crockery, cutlery and serving dishes (2)
- 4.8.3 A side table (2)
- 4.8.4 The table cloth (2)
- 4.8.5 The position of the table (2)
- [50]
- TOTAL SECTION B: 150**
GRAND TOTAL : 200

