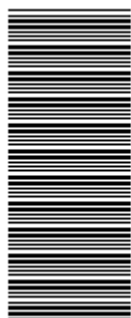


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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N350(E)(J1)H
JUNE EXAMINATION
NATIONAL CERTIFICATE
DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

1 June 2016 (X-Paper)
09:00–12:00

This question paper consists of 8 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
DAY CARE PERSONNEL DEVELOPMENT N4
TIME: 3 HOURS
MARKS: 100

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.
-

SECTION A**QUESTION 1**

- 1.1 Indicate whether the following statements are TRUE or FALSE. Write only 'true' or 'false' next to the question number (1.1.1–1.1.20) in the ANSWER BOOK.
- 1.1.1 Early childhood education is informal.
 - 1.1.2 A day-care centre without a garden makes scientific exploration fun.
 - 1.1.3 Day-care centres replace the duties of biological mothers.
 - 1.1.4 A musical activity is an individual activity in a day-care centre.
 - 1.1.5 You need a door for toilets of the 2- to 3-year-olds.
 - 1.1.6 Through play the child develops as a whole.
 - 1.1.7 Part of the headmaster or supervisor's office can also be used as a sick room.
 - 1.1.8 All information regarding parents and children should be treated as confidential.
 - 1.1.9 To be artistic is a requirement for an educator.
 - 1.1.10 A problem solving interview is used to gain information.
 - 1.1.11 The active play area is the smallest play area in the room.
 - 1.1.12 A good relationship with parents is very important in a day-care centre.
 - 1.1.13 An agenda must be distributed amongst the members before the next meeting.
 - 1.1.14 A constitution is a document which is necessary for the legal safeguarding of a day-care centre.
 - 1.1.15 The individual committee member can make decisions on his/her own.
 - 1.1.16 People usually have characteristics of more than one personality type.
 - 1.1.17 Part of today's social problems in South Africa can be solved by high quality pre-school educare programmes.

- 1.1.18 During meal times and refreshment times children can help with the setting of tables and serving of the meals.
- 1.1.19 Planning in administration, in other words 'mental effort', can be done in one stage.
- 1.1.20 The budget of the centre is recorded under 'bookwork'. (20 × 1) (20)

GENERAL STUDIES

- 1.2 Choose a description from COLUMN B that matches an item in COLUMN A. Write only the letter (A–O) next to the question number (1.2.1–1.2.15) in the ANSWER BOOK.

COLUMN A	COLUMN B
1.2.1 Principal	A has two personality types
1.2.2 Parent-teacher association	B could be childish
1.2.3 Day mother	C often sad and depressed
1.2.4 Physical development	D to help the child to become aware of and appreciate beautiful things in life
1.2.5 Social development	E to ensure the child's safety at all times and to become more independent
1.2.6 Emotional development	F to guide the child by the day mother's own example
1.2.7 Creative development	G to give a child a feeling of security so he/she will venture into the world around him/her
1.2.8 Melancholic	H earning respect by being a good role model
1.2.9 Playground	I common combination.
1.2.10 Day-care centre-cum-pre-primary school	J consists of 6 to 20 children maximum
1.2.11 Religion and moral development	K can be hired to render services
1.2.12 Extrovert	L main task is to raise funds
1.2.13 Caterers	M works for a private income
1.2.14 Ambient	N to help the child to work as part of a group
1.2.15 Nursery school	O an extension of the parental home

(15 × 2)

(30)
[50]**TOTAL SECTION A: 50**

SECTION B**QUESTION 2**

- 2.1 South Africa's early childhood development programme provides opportunities for the fuller development of children. The main purpose is to develop their full emotional, social and physical potential.

Explain the FIVE roles that day care plays in the community of South Africa.

(5 × 2) (10)

- 2.2 GRASSROOTS recommend centre-based educare for 3- to 6-years-olds because children in this age group particularly need to play in groups with other children. They furthermore recommend home-based educare for babies and toddlers under three years old, because they are happier in their familiar environment of even the simplest home rather than a big crowded building.

2.2.1 Give TWO examples of centre-based care and TWO examples of home-based day care.

(4)

2.2.2 List FIVE characteristics of a competent principal of a day-care centre.

(5)

- 2.3 Childhood education is basically informal, but this does not mean that it is a haphazard affair. All activities and experiences must be planned to give direction towards a purpose and must give the children a sense of security. The day programme forms the framework of all activities taking place in the day-care centre.

Explain SIX points of importance in programme planning.

(12)

- 2.4 Discuss the prescribed standards for the buildings and facilities with regard to the following:

2.4.1 Swimming pool

2.4.2 Insects and pests

2.4.3 Cutlery, crockery and equipment

2.4.4 Windows

2.4.5 Ceilings, electrical fittings and appliances

2.4.6 Storage of medicines and detergents

2.4.7 Emergency equipment

(7 × 1) (7)

- 2.5 Structuring, furnishing and equipping the different sections of the playroom for different age groups plays a major role in the day-care centre:
Describe the SIX creative areas for toddlers and pre-schoolers. (6)
- 2.6 State SIX factors to consider when planning a programme. (6)
- [50]**

QUESTION 3

- 3.1 Describe the rules and regulations of a day-care centre guided by the following headings:
- 3.1.1 Notice of absence of the child
 - 3.1.2 Problems and personal appointments
 - 3.1.3 Fees
 - 3.1.4 Refreshments and food
 - 3.1.5 Birthdays
- (5 × 2) (10)
- 3.2 When writing a quarterly observation progress report, what must you observe in the intellectual (cognitive) ability of a toddler and the 3- to 6-year-old age group?
Give FOUR observations. (4)
- 3.3 What is the purpose of the following records:
- 3.3.1 Application form
 - 3.3.2 Registration form
- (2 × 2) (4)
- 3.4 Discuss FIVE duties under the following headings:
- 3.4.1 State THREE duties of the management committee relating to the responsibility towards authority. (3)
 - 3.4.2 State TWO duties of the management committee relating to the responsibility towards the parents and children. (2)
- 3.5 Explain why self-actualisation is important by giving FIVE reasons. (10)
- 3.6 Name SIX causes of an incorrect posture. (6)
- 3.7 State FIVE ways to prevent AIDS. (5)
- 3.8 Give THREE reasons why sound human relations are important. (6)
- [50]**

QUESTION 4

4.1	Discuss the <i>persuasive interview</i> .	(4)
4.2	Describe the follow-up procedures for the following types of interviews with regard to the interviewer and the interviewee.	
4.2.1	Informative interview	
4.2.2	Persuasive interview	
4.2.3	Problem solving interview	
4.2.4	Disciplinary interview	
4.2.5	Job interview	(5 × 2) (10)
4.3	In an interview you must not underestimate the importance of your physical appearance.	
	Describe how you will plan and prepare your physical appearance.	(10)
4.4	Explain how you will plan, prepare, organise and present morning tea.	(10)
4.5	State SIX general requirements or rules of laying the table.	(6)
4.6	Discuss FIVE requirements for the eating area (venue).	(5 × 2) (10)
		[50]
TOTAL SECTION B:		150
GRAND TOTAL:		200