

DATE

Mr Rex Molefe

Chairperson: South African Early Childhood Development Intersectoral Forum

Dear Rex,

**RE: ACKNOWLEDGEMENT OF SERVICES TO THE EARLY CHILDHOOD DEVELOPMENT (ECD) SECTOR**

This letter hereby confirms that *insert organization name* renders services to ECD operators in *insert districts and provinces* and has been doing so for *insert years in operation* years. The organisation *directly employs the staff in these ECD services / has a written and signed agreement which governs the relationship with that programme and sets out the respective roles and responsibilities (delete the option that does not apply)*

A full list of those ECD operators can be found in the attached addendum.

Regards,

|  |  |
| --- | --- |
| *[Signature]*  *[Name of signatory]*  *2/4/2021*  *[Position in organization]*  *[Organisation details]* | ***Approved by***  *Rex Molefe*  *Chairperson*  **THE SOUTH AFRICAN EARLY CHILDHOOD DEVELOPMENT INTERSECTORAL FORUM** |

**Addendum: ECD Operators Supported by *insert organization name***

**I** *[Insert Name of Signatory]* declare that *[Insert Organisation Name]* has a written and signed agreement which governs the relationship with that programme and sets out respective roles and responsibilities with the following ECD services, which has existed prior to the 1st of March 2020 or employs the staff members directly.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the ECD Service** | **Type of ECD Service**  **(Centre-based; Play Group; Toy Library; Mobile ECD; Child Minder)** | **Employee Name**  **(Complete for every employee of each ECD Service)** | **Employee ID number** | **Days of Operation**  **(M,Tu,W,Th,F)** | **Location**  **(street number, name, suburb/town/city)** | **Number of children reached by ECD service** | **Times of operation** | **COVID-19 Compliance Officer (one per service required)** |
| **ABC Educare** | **Centre-based** | **Clever Teacher** | **70130201224433** | **M,Tu,W,Th,F** | **3 Main Street, Westfield, Fun City** | **23** | 08:00-16:00 | Yes |
| **ABC Educare** | **Centre-based** | **Clever Teacher2** | **70130201224433** | **M,Tu,W,Th,F** | **3 Main Street, Westfield, Fun City** | **23** | 08:00-16:00 | No |
| **DEF Educare** | **Mobile ECD** | **Bright Carer** | **84151122331144** | **Tu,Th** | **Fun District** | **50** | 08:00-12:00 | Yes |
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