



Blommeland Nursery school and Crèche

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 FOR: Blommeland Nursery school and Crèche (Sole Proprietor)

OVERVIEW

We are a small privately owned school that take children from 2 months up to Grade R.

The purpose of the Pre-School is to advance the education of pre-school children by providing a suitable environment for them. Each child should find the opportunity through play and companionship at their own age, to develop all their own powers to the full, under the supervision and guidance of qualified, highly trained staff.

1. CONTACT DETAILS [S51(1)(a)]

Name: Blommeland Nursery School and Crèche
Physical Address: 542 Begemann street
Elofsdall
0084
Postal Address: P.O. Box 16385
Pretoria North
0116
Contact Person: C van den Heever (Sole Proprietor)
Telephone No: 012 335-0539
Fax No: 086 513 7393

Website: www.blommeland.co.za
E-mail address: info@blommeland.co.za

2. SECTION 10 GUIDE ON HOW TO USE THE ACT [S51(1)(b)]

The Guide is available from the South African Human Rights Commission.
Direct queries to:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department
Private Bag 2700
Houghton
2041

Tel: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.za

E-Mail: PAIA@sahrc.org.za

3. CATEGORIES OF RECORDS OF SAICA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]

No notice of such records has been made to the Minister.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION [S51(1)(d)]

Records are kept in accordance with such other legislation as is applicable to **BLOMMELAND NURSERY SCHOOL and CRECHE**, which includes but is not limited to, the following legislation:

- Labour Relations Act No. 66 of 1995
- Employment Equity Act No. 55 of 1998
- Regional Services Council Act No. 109 of 1985
- Certificate of Registration of Private Employment Office (Skills Development Act 1998)
- Basic Conditions of Employment Act 1997
- Occupational Health and Safety Act 1993
- Workmen's Compensation for Occupational Injuries and Diseases Act 1993
- Unemployment Insurance Fund Act 1966

5. ACCESS TO THE RECORDS HELD [S51(1)(e)]

A: Records that may be Requested

i) Operational Information

The availability of the following is to be determined upon receipt of request:

- Employment contracts
- Domain Name Registration
- School Registration
- Data Base of Pupils & Parents
- Website Information
- Annual Financial Statements
- School Constitution
- School Policy Documents
- School fees
- Pupil and Staff records

ii. Website

BLOMMELAND NURSERY SCHOOL and CRECHE's Website address is www.blommeland.co.za and is accessible to anyone who has access to the internet.

B: The Request Procedures

1. Prescribed Form

The Requester must use the prescribed form to make the request for access to a record. This must be made to the owner of Blommeland Nursery school and Crèche.

Please link to SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) under regulations in order to access forms and fee structure

2. Availability of Manual [S51(3)]

This Manual has been submitted and made available for inspection at the offices of Blommeland Nursery school and Crèche free of charge; and copies are available with the South African Human Rights Commission.

This Manual has not been published by the Government Printers in the Government Gazette

3. Form of Request

- The Requester must use the prescribed form to make the request for access to a record. This must be made to the owner Blommeland Nursery school and Crèche . This request must be made to the address, fax number or electronic mail address of Blommeland Nursery school and Crèche [S53(1)].
- The requester must provide sufficient detail on the request form to enable the owner Blommeland Nursery school and Crèche to identify the record and the requester. The requester should also indicate which form of access is required. The Requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [S53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [S53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the owner Blommeland Nursery school and Crèche [S53(2)(f)].