



EARLY CHILDHOOD DEVELOPMENT PROGRAMME

**HANDBOOK FOR VOLUNTEERS
AND STUDENTS**

UPGRADING TOWNSHIP EDUCARE CENTRES (CRÈCHES)
IN PHILIPPI, CAPE TOWN

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The great aim of education is not knowledge but action.

Herbert Spencer (English philosopher, 1820-1903)

Education is the most powerful weapon which you can use to change the world.

Nelson Mandela (South African Statesman, born 1918)

To teach a man how he may learn to grow independently, and for himself, is perhaps the greatest service that one man can do another.

Benjamin Jowett (British classical scholar, 1817-1893)

Children do not need to be made to learn about the world, or shown how.

They want to, and they know how.

John Holt (American author and educator, 1923-1985)

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Abbreviations & Definitions

Crèche	Term used locally to refer to a day-care centre/pre-school
ECD	Early Childhood Development
SAEP	South African Education and Environment Project
Safety Unity Crèche Forum	Group of collaborating township ECD centres in Philippi, Cape Town
UCT	University of Cape Town

1 Introduction

Dear Reader,

We are very pleased to hear about your interest in volunteering with SAEP!

This handbook is meant to give you an overview of SAEP and provide you with information on our organisation, focusing mainly on our Early Childhood Development (ECD) Programme. There is a short summary of our different programmes and activities as well as details on how to contact us. Section 3 goes into detail about the history and recent progress of the ECD Programme.

In Sections 4 and 5 you can learn a bit more about your options as an ECD volunteer at SAEP and about SAEP's expectations of our volunteers.

Section 6 gives useful hints and tips about your own safety while in the townships and working with the children. Section 7 provides some facts and background information to be aware of when working in the crèches.

Section 8 is a more practical "hands on" chapter that includes some basic Xhosa words and phrases to help you overcome the language barrier with the children and staff members. We have also included some fiction and nonfiction accounts of the history and culture of South Africa.

Section 9 describes the ECD centres (crèches) supported by SAEP.

The report in Section 10, written by a former ECD volunteer, describes her experiences and impressions at one of the crèches. Section 11 includes a list of frequently asked questions which will address some of the concerns you may have. Finally, in Section 12, you'll find an application form, SAEP's Indemnity Forms, some information about possible accommodation for volunteers, and a feedback sheet.

Please read through this document carefully as it will provide useful information about SAEP's history and mission. If you still have any further questions, please feel free to contact us. We are happy to help, and look forward to hearing from you!

Best regards,

Isabel Babenschneider & the ECD Team

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2 About SAEP

The South African Education and Environment Project (SAEP) is an educational non-profit organisation based in Cape Town, South Africa. SAEP is committed to improving the lives of children and young adults in South Africa's impoverished township communities. SAEP provides the tools necessary to develop academic and life skills, raise environmental awareness, obtain productive employment, and make influential contributions to the socio-economic development of their communities and their country.

The organisation was founded in 1994 by Norton Tennille, a former environmental lawyer from the United States. It encompasses early childhood education, environmental education, tutoring and arts programmes in high schools in Cape Town's informal settlements, and bridging year internships for students who have finished their high school coursework. All programmes rely on volunteers for success.

The **ECD Programme** provides support for an average of 15 independently run township educare centres (known locally as "crèches") in the informal community of Philippi. SAEP acts as a link between individuals and organizations who want to help, and those in need. We assist the principals to prepare budgets and fundraising proposals, manage finances, organize trainings for staff, collect and deliver donations, and organize volunteers to help in the crèches. Each crèche is run by a local principal and a small staff of 3-5 workers in collaboration with a management committee of parents and volunteers. Each centre is open from approximately 6am to 6pm each weekday, and cares for between 6 and 150 children a day.

Resources and space are often limited, but the crèches make sure that the children get two meals a day and receive caring supervision. The predominantly Xhosa-speaking children range in age from a few months to 6 years and come from impoverished families, for whom the R100-R150 monthly fee they pay is often a strain. The crèches are an essential form of protection and care and an invaluable asset to Philippi's working families.

The **High School Programme** was started in 1998 and has grown and developed tremendously since then. SAEP offers a number of different academic support and enrichment programmes in a cluster of six severely under-resourced township high schools in the Cape Flats area of Cape Town. *ADT Teach* (funded by ADT Security) brings laptops into high schools and provides computer literacy training for over 230 Grade 10 learners. *SAEP Hope Scholars* provides advanced tutoring to a gifted group of township students from grades 9 through 12. The programme focuses on mathematics, science and English with an additional emphasis on personal development and mentorship. *SAEP Matric Success* provides intensive after-school tutoring and test preparation to Grade 12 learners gearing up to take their matric exams (in order to graduate from secondary school) at the end of the year. In addition to the academic support, SAEP volunteers run extracurricular activities such as poetry, journalism, debating, drama, arts, music, media and outdoor/environmental education together with UCT and other resource organizations.

The **Bridging Year Programme** has been part of SAEP since 2003 and is a transition year for township high school graduates who need to prepare for tertiary education. Every year, SAEP provides support to a small group of post-matriculation students who

are in need of guidance and academic support as they prepare for coming studies and their educational future.

SAEP's **Tertiary Support Programme** provides small bursaries and intensive mentorship to former bridging year interns attending tertiary institutions (university or further education and training colleges). Through personal and financial support, the programme aims to help township youth who excel in their studies earn their degrees. SAEP is now providing support to former bridging year interns who are studying at the University of Cape Town, the University of Western Cape, the Cape Peninsula University of Technology, and the University of Pretoria.

3 History of SAEP's ECD Programme

The ECD Programme began in 2003 when Jane Keen was approached by the principal of Noncedo Educare Centre, Nolithemba Bolisi. She was caring for 95 children in a large one room wood and iron shack with no running water, electricity, equipment or toilet facilities. Her crèche was not registered with the government and therefore did not receive any state subsidy. Staff were being paid pitiful 'salaries', were largely untrained, and the fees paid by parents were not enough to cover even the most basic costs of crèche maintenance. The problems Principal Bolisi faced are commonplace in impoverished communities in South Africa.

SAEP is primarily a resource organisation that assists with financial management, provides fundraising assistance, facilitates the donation of resources, and offers effective training workshops for crèche principals and staff members. SAEP has worked with a group of 10 centres for the past 6 years and has taken on another 7 new and very needy crèches in 2008. Before SAEP's involvement the principals had organised themselves as the Safety Unity Crèche Forum and met regularly to discuss challenges and share information. SAEP hopes to soon respond to the requests for help from many other under-resourced centres in the same community.

Philippi is home to thousands of recent migrants from the Eastern Cape, looking for a better life in Cape Town. The community is poor and made up of a mixture of small government subsidized houses and informal structures. A large percentage of the population is unemployed or working in the informal sector, earning a very low income. There is a high level of crime and violence in the area, with children being most vulnerable to abuse and neglect.

SAEP's partner ECD centres were all established over the past 15 years by dedicated women within the community who were concerned about the need for good child care and pre-school education. With limited resources they often began caring for children in their own homes, improving their capabilities to accommodate the increased demand for their services when possible.



NONCEDO EDUCARE OLD STRUCTURE 2003

In an effort to find other resources in the community to support Principal Bolisi and Noncedo, Jane was introduced to the newly formed Safety Unity Crèche Forum of which Noncedo was a founding member. When the Forum heard about SAEP and the help being given to Noncedo, all the other members of the Forum requested the same kind of assistance, and SAEP found itself challenged to respond.

Until that point SAEP had not worked in the ECD field at all. However, upon investigation it was realised that although there are a number of excellent ECD non-profit organisations in Cape Town, they were unable to meet the high demand for support from all of the informal crèches mushrooming within communities. Although there were training courses available, these were usually beyond the reach financially of the informal crèches. When training was available at little or no cost, the principals still found the content difficult to implement without outside support. While well meaning and committed, the majority of these women had very little education themselves and found it difficult to operate within an environment requiring written English and bureaucratic processes.

It became clear that there was a gap in ECD service delivery. To empower the principals to develop their crèches, coaching and management mentoring was an essential but previously missing service. SAEP also saw the need to more efficiently facilitate the relationship between donors and these disadvantaged projects.

SAEP sought to support needy educare and early childhood development facilities and services for pre-school children through:

- Empowerment and training of local pre-school staff and committees to reach their goals and to become financially self sustaining;
- Assisting with fund raising and acquisition of resources and equipment;
- Linking the crèches with training and resource organizations in order to equip the management and staff to provide a quality service;
- Assisting the crèches to become registered and to apply for state subsidy where appropriate, in order to become financially sustainable;
- Providing training where not available elsewhere for project leaders in order to enable them to manage their organizations effectively and efficiently.



NEW CLASSROOM AND JUNGLE GYM AT NONCEDO EDUCARE CENTRE

Since 2003 SAEP has worked intensively with the members of the Safety Unity Crèche Forum and made significant progress on many levels in all of the original 10 members. Due to the success of the programme and demand in Philippi, SAEP acquired 7 additional crèches (with one of the original “retiring” from the programme), resulting in the current 16. The ECD centres which have been getting support through SAEP (Babalwa, Ikamvaletu, Kamva, Kiddies, Makukhanye, Nkosi, Nolufefe, Noluthando, Noncedo, Qhama, Qhamani, Sakhingomso, Thandolwethu and Zamukhanyo Educare Centre) now cater for over 1,000 children! They provide a safe place where the children can be cared for, learn and play while their parents are at work or looking for work.

Another important role of the ECD centres is to give the children two nutritious meals every day, as many children are not adequately fed at home. SAEP looked for a way to assist the crèches to provide food. An effective solution was found with the help of Jo Maxwell of the Red Hat Renegades, who researched various options and concluded that ‘e-Pap’ porridge was the perfect answer for breakfast. E-Pap is relatively inexpensive, nutritious, easy to store (it does not require refrigeration), easy to prepare (does not require cooking, only the addition of water) and – most importantly from a child’s point of view – it is tasty!

Structural Improvements:

Much of SAEP’s focus has been on the improvement of the physical structures of the educare centres. This has meant raising funds and placing volunteers (or organising local builders) at the centres to erect fences and gates, replace roofs, erect new buildings, install jungle gyms and other play equipment, paint buildings, and acquire educational toys.



OLD STRUCTURE AT ZAMUKHANYO EDUCARE CENTRE



NEW ECD CENTRE FOR ZAMUKHANYO COMPLETED IN APRIL 2007

Improvements at the crèches are ongoing and dependent on the availability of resources and volunteers. We have been fortunate in rebuilding four of the oldest and most problematic crèches, Noncedo, Zamukhanyo, Noluthando and Qhamani, and are continuously making structural improvements at the other crèches as funds are donated.



OLD QHAMANI STRUCTURE 2003

Qhamani Educare Centre had been operating for over 10 years in a 'temporary' structure made up of old second hand materials. It leaked badly and was always in need of considerable maintenance. Plans for a permanent double story building were drawn up by an architect, Gina Leinberger (acting in a voluntary capacity), and low cost builders ensured that all cost saving measures were taken while not compromising quality. Several organisations and individuals raised over R500,000 to construct the new building. The basic structure was completed in March 2008 at which point it was a safe space for the children to learn, and the official opening for Qhamani Educare was held in April 2009.



NEW QHAMANI EDUCARE CENTRE AT THE OPENING IN APRIL 2009

The success of Qhamani's new structure could not have occurred without the hard work and dedication of the crèche principals, volunteers, and SAEP staff. The enormous amount of administrative, fundraising and management work involved in such a project would have been an unmanageable task for principal and staff on their own.

Advocacy:

SAEP has also played an advocacy role in the development of under-resourced ECD facilities. In 2005, with the support of SAEP, the principal of Qhamani Educare Centre, Nomsa Manxiwa-Nqeza made a presentation to a parliamentary sub-committee on the importance of early childhood development and the need for state support. She subsequently was featured on national TV news advocating for improved funding for pre-school education. This resulted in a number of the ECD centres finally being registered and subsidised by the Department of Social Services (a process which had been unacceptably slow until that point).

Support:

SAEP does not, and has never, worked alone or simply made handouts. SAEP carries out its mission through a range of innovative programmes it has developed in specific response to the needs and dreams expressed by the people and community leaders with whom it works. SAEP has reacted to requests for resource support as well as the provision of information about trainings, workshops, and assistance with financial management and registration forms. These combined efforts have resulted in more self-sustaining crèches that are recognized by the government as established educare centres.

In order to avoid duplication, SAEP does not provide training where this can be better provided by other larger and better-resourced organisations such as Waldorf, Grassroots, CECD, Connections and ELRU. However, we do encourage staff to attend these training courses and find sponsors where necessary to enable them to do so. In

addition, SAEP has run informal training on HIV/AIDS counselling and management and has arranged for necessary training on first aid, financial management, etc. SAEP's primary purpose is to provide effective one on one coaching and mentoring to enable principals to implement the skills they acquire and best run their centres in a sustainable way.

SAEP provides volunteers to assist the centres in various ways, from fund raising and marketing, gardening, maintenance and building, to direct teaching and play. Over the past 6 years, SAEP has hosted and placed over 250 volunteers in the crèches to assist staff. Some of these come in groups for short-term projects and others for longer periods of time where they have become deeply involved in the crèche and the community.

With SAEP's help, the management and staff of these Philippi crèches are now reaching their own dreams of early childhood development centres that offer a safe environment for children with quality education and play, a balanced adequate diet and well trained staff, fully preparing South Africa's children for the road ahead.

4 Your Options as a Volunteer

As an SAEP ECD volunteer, you have the opportunity to support our efforts in a number of ways.

- Work directly with children through teaching at the pre-schools (crèches)
- Help with maintenance work at the crèches such as painting, plumbing, repairing roofs and walls, tiling, paving, and gardening
- Sew curtains, mattress covers, and other necessities
- Provide and organize training for crèche staff and principals in first aid, pre-school teaching, management and finances, HIV/Aids prevention or computer handling
- Conduct research and administrative tasks at the SAEP office
- Research fundraising programmes and initiatives
- Assist in the office or at the crèches with administrative tasks such as bookkeeping
- Deliver donated goods to the crèches
- Help crèches with filling in forms and fundraising applications
- Collaborate on newsletters and other forms of media to increase SAEP's exposure
- Take pictures of programme activities for the SAEP website and other projects
- Help with evaluation and planning of the ECD Programme and measuring progress at each of the crèches
- Apply social work on different levels: Working with / counseling of principals and staff; working directly with children with special needs or signs of abuse and neglect; family counseling; referring to clinics and specialists
- Plus...Any other projects that fit your specific talents and interests!

People with professional skills can apply those skills to supporting the crèches as well. This could be: Drama, art, social work, teaching, architecture, building, gardening, community nursing and health education, medicine, development work,

accountancy/book keeping, fund raising, management, research, evaluation, general admin and computer skills.

If you are an advanced social work student or study early childhood development, psychology, etc. and need to do a required practical placement for your course, SAEP's volunteer programme would be an ideal way to fulfill this requirement.

In general, we prefer taking on full time volunteers who are available for at least three months to one year as the process of getting to know the procedures and daily programmes of the crèches and SAEP, as well as building up relationships with children, principal and staff members takes some time. Please be aware that you must be prepared to accept the challenge of working with a new language. The staff and children of the crèches are Xhosa speaking and most of the children have not learned any English, which can be frustrating at times but is also a fun, learning experience.

Philippi is situated on the outskirts of Cape Town and is approximately 20 minutes away from Rondebosch, off the N2 towards the airport. Unfortunately public transport (trains and minibuses) to the townships is not considered safe for volunteers. SAEP has the use of one car which is shared by the team. It is helpful if volunteers can drive a manual transmission car on the left side of the road, because transportation can be a big limitation.

5 Our Expectations

5.1 Before Your Stay (Applying to SAEP)

Having learnt a bit more about SAEP and the role of the ECD volunteers, SAEP would also like to get an idea of who you are, your motivation, background, training and abilities, so that staff can assess if there is a good match between SAEP's needs and your skills and interests. If SAEP does not have your CV yet, please send it by email, and fill out the attached volunteer information sheet which you can find at the end of the handbook (document 12.1).

5.2 During Your Stay

SAEP is run by a small core staff and a changing group of dedicated and enthusiastic volunteers. The ECD group consists of a number of international and local staff members who all work very hard and support each other. The wide range of nationalities, backgrounds, and skill sets creates a fertile environment in which ideas are exchanged and friendships are formed. A normal working day starts off between 8am and 9am in the office in Rondebosch to prepare for the day. The volunteers drive out to the crèches on three days per week together to work directly with the children, the principals and staff members until the early afternoon, or all day if necessary. Time in the office is spent doing follow up administrative work and attending meetings. Working with SAEP means a fun, relaxed, tolerant and very supportive atmosphere but also requires hard work and a great attitude.

If you are enthusiastic, open-minded, flexible, a team player but can also work independently in a multicultural environment, then SAEP would love to have you on board!

5.3 After Your Stay

Your experiences, ideas and thoughts during your stay with SAEP are extremely important both for us and for future volunteers who will continue the work you have started. SAEP would love to get your feedback on your thoughts and experiences on SAEP and Cape Town (see appendix 12.5). SAEP has a global network of friends and alumni who keep in touch and continue to support SAEP's work in the crèches from afar.

6 Safety Precautions in Cape Town and the Townships

South Africa is unfortunately known for its high crime rate and you must accept this risk if you visit the country. While SAEP will do all in its power to provide for the safety of volunteers, crime is still common in most areas of Cape Town, particularly in the informal settlements, and it is impossible to guarantee security. In order to protect yourself and your property, it is recommended that you leave all valuables at the SAEP offices prior to your visit to the township. If you would like to take a camera or other equipment, please make sure it is insured before bringing it with you (also please see liability document in appendices 12.2 and 12.3 of the handbook).

The principals and staff of the crèches are very concerned for the safety of visitors and will inform you of any dangers they are aware of. Please discuss any fears with us or with them, and if you do not feel safe at any stage, make a plan to leave the area immediately.

In addition, watch out for dangers to the children and others in the crèche. There may be broken glass, rusty nails, exposed electrical wires, or other dangers inside the crèche building, so be alert for these risks. Also, take extra care to watch for children who may try to leave the crèche through unlocked gates or holes in the fence. Many have very little road sense yet and are at risk of being run over.

Please be cautious when driving in the townships. Do not drive too fast and be aware of children crossing or playing at the side of the road. Due to the lack of sufficient signposting, you also need to be very familiar with the area before you drive around on your own. Especially in the beginning, it is advisable to take a map with you.

Most of the crèches have a basic first aid kit, though the contents may be depleted over time. Practice caution when performing first aid procedures. There is a very high risk of HIV infection in South Africa, even amongst children (who have contracted the disease at birth), so if a child is cut, be sure to wear gloves when cleaning or bandaging the wound. It is safest to treat every child as though he or she is HIV positive and take appropriate precautions.

7 Things to Remember when Working in a Crèche

The local staff members work very hard under difficult conditions, often overseeing 30 or more children per worker. We are there to help them, not to make their lives more difficult. Make sure you introduce yourself and get to know the staff, and ask them what you can do to help. Many of the staff have little education and limited knowledge of

English, and may lack confidence but appreciate enthusiastic volunteers who are willing to lend a helping hand. It is easy to play with the children while ignoring the teachers – please take care not to let this happen. The staff members are great people and wonderful resources, and your experience will be more enriching if you get to know the staff first and encourage them to get to know you.

The children and staff members often speak little English, so be prepared for communication difficulties. Whenever possible, use gestures and pointing, and always speak slowly with a big smile! Or better yet, impress the staff by trying to learn some words of their mother language Xhosa (see section 8 on useful Xhosa phrases).

The use of volunteers in the crèches is relatively new to some staff and they may not know how best to utilize you. Talk with the principal about how you can best help them.

Resources are frequently limited in the crèches, so please speak to the principal or staff members about what resources are available. By familiarizing yourself with the materials that are available and where they are found, you can be sure to put all the resources to use without increasing the workload for the staff. If possible, ask the staff for suggestions, then bring toys such as balls, books, or bubbles that you can use to play with the children. It is a good idea to bring a ball, bean bag or something that can be used for group activities without many instructions, since language may be a problem. If you want to purchase materials to donate, one shop that we recommend is the Grassroots Preschool Shop in Cape Town (part of the Grassroots Educare Trust). Their contact number is 021 638 3111.

You are a stranger to the children. They may respond with fascination, surprise, timidity, or even fear. The children may rush up to hug you, try to touch your hair or skin, or they may cower in fear and burst into tears at your approach. Be prepared to respond to all sorts of reactions. The most common reaction to visitors is delight and they thrive on the attention you can give them.

Conditions in the crèches are overwhelming, so don't try to fix everything at once. Take on one project or programme at a time, so that you don't leave many small projects unfinished. Immediate changes are not always possible, so expect to take things a little at a time. If there is a dangerous situation speak to one of us or to the principal so that the problem can be addressed.

Each crèche has a daily programme, so you will need to negotiate with staff to fit in your activities. Ideally, work with children in the crèches would take place in the morning, but transportation limitations and volunteer schedules often make this impossible. If schedules prevent you from direct play with the children, you can help in other ways such as tidying the classroom, washing dishes, tying shoes, or helping the children with their snacks during this period. Talk with the principal about the schedule on your first visit so that you know how to work within the crèche programme.

While volunteering you may need to run around, pick up children, and get dirty. Wear casual, comfortable clothes that you don't mind getting dirty. You may also want to bring water or a small snack if you are there for a long period.

8 Helpful Xhosa Words and Phrases

If you are not afraid of making mistakes and are eager to start studying Xhosa, here are some terms which can be very useful while being in the townships and working with the children.

ENGLISH	XHOSA	COMMENTS
Hello!	Molo!	
Hello!	Molweni!	To more than one person
What is your name?	Ungubani igama lakho?	
My name is...	Igama lam ndingu...	
How are you?	Unjani?	
I'm fine!	Ndiphilile!	
How old are you?	Mingaphi iminyaka yakho?	
Yes	Ewe	
No	Hayi	
Stop	Yeka	
Please	Ndiyakucela	
Sit down	Hlala phantsi	
Stand up	Yima	
Thank you	Enkosi	
Get in a circle	Yima nge Surroundi / Yenzani isangqa	
I love you	Ndiyakuthanda	
Run	Baleka	
Lets go play	Masiyodlala	
Be careful	Qaphela	
Eat	Yitya	
Eat	Yityani	To more than one person
Listen	Mamela	
Listen	Mamelani	To more than one person
A white person	Umlungu!	
More than one white person	Abelungu!	Don't be alarmed when they shout this word. They are merely expressing their happiness of seeing a white person or visitor, whom they've come to associate with people who come to spend time with them and take pictures; which they love!
"What's up?!" or "Howzit?!"	Sharp!	The children lift up their thumb to you and say "sharp!". It's a colloquial term of greeting someone.

Suggested Literature:

- Nelson Mandela (1993): *Long Walk to Freedom*.
- Leonard Thompson (2009): *A History of South Africa, Third Edition*.
- Desmond Tutu (2000): *No Future Without Forgiveness*.
- Alan Paton (1948): *Cry, the Beloved Country*.
- Mark Mathabane (1986): *Kaffir Boy: The True Story of a Black Youth's Coming of Age in Apartheid South Africa*.
- Steven Biko (1987): *I Write What I Like*.
- I.B. Tabata (1959): *Education for Barbarism: Bantu Education in South Africa*.
- John H. Glover (2007): *How Things Fell Apart: A Short History of South Africa – 1488 to Present*.
- Edward B. Fiske & Helen F. Ladd (2004): *Elusive Equity: Education Reform in Post-Apartheid South Africa*.

9 About the Crèches

The educare centres that are a part of SAEP's ECD programme vary in size, structure, facilities, and resources. SAEP's smallest crèche provides for 6 children while the largest provides for 150. While all the centres are still in need of some level of support from SAEP these needs vary greatly. On average most of our partner crèches have buildings consisting of one to three classrooms for the children. SAEP makes structural improvements to the buildings when resources are available, yet unfortunately some of the crèche buildings are still in need of great repair. Leaky roofs, broken fences, draughty walls, and poor lighting characterize the conditions at some of the crèches, while the crèches that have been rebuilt now have permanent structures with brick walls and solid roofs. Each of the educare centres is in need of educational resources, mattresses for the children, additional dishes and spoons, as well as refrigerators and stoves. As all of the available funds and resources are put towards the children, many of the principals do not have sufficient funds to provide their hardworking staff with a liveable salary. Despite these obstacles, the principals and staff of the crèches work very hard and with SAEP's support we hope to make all our partner crèches independent, self sustaining educare centres. For more details regarding each individual crèche please visit "Supporting the Educare Centres" on the SAEP website (www.saep.org).

10 Field Report of a Previous ECD Volunteer

VOLUNTEERING AT A SOUTH AFRICAN PRE-SCHOOL

By Patricia Froelicher, SAEP Volunteer 2007

When I entered Qhama Educare in the Cape Town township of Philippi for the first time one day in June of 2007, the children lifted their thumbs to me and with smiles on their faces, said what sounded like "sure". I reached out my thumb to each of theirs, and said "sure" in return. The scene was overwhelming, with 30 children ages 4-6 and one teacher, who had started teaching here just the day before. Having had a long teaching career as an early childhood educator in Washington DC, this was clearly a new and different environment for me.

The building itself, a shack assembled from corrugated metal and plywood, felt strange. There was little equipment, few supplies, broken swings and bikes, dirty and malfunctioning toilets, and two bowls where all the children washed their hands in the same water. There was something of everything missing: books, school supplies, toys. I wondered if I could make it for the next three hours - when someone would take me back to the train home - much less the two days a week I had pledged to give for the next five months.

It is now the middle of November and I've had the opportunity to get to know teachers and a principal dedicated to their work and children. They are poorly paid and hard pressed by the long hours, the numbers of students they handle, and the few materials they are given, yet they're cheerful, resilient, and generous to one another. When one teacher is sick, large classes grow larger. When the wind blows and the rains are heavy and the roof moans and heaves, they put pots where the leaks are largest.

Like most children, the students are cute, lively and eager to do whatever there is to do. Some love books, some learn anything quickly, and some are clearly artistic, athletic or gently caring. They are fairly well dressed and look clean in spite of constant runny noses. The food they are served is gobbled to the last scrap. Many are less socialized than more prosperous children and find it hard to share when there are so few things for so many.

This is a community with much poverty and with the elements of poor social services, broken families, violence, illness, drink, drugs and unemployment. The children need and deserve everything that wealthier children find in school, and then some.

I wondered what I could and should do in a culture and language I don't understand and economic circumstances I had never experienced. I brought things: paper, crayons, balls, puzzles, water toys, bean bags and library books in Xhosa and English. I took lots of photos of and for them, taught them songs and games, and read from beautiful picture books.

Vuyiswa Mavis, the teacher and a great story teller herself would dramatically repeat the story in their home language, Xhosa. She could grab the attention of the most restless child. Imagine how I felt when I came in from the playground one day to hear her reading "Amazing Grace" in English and then the translation in Xhosa! Being an extra pair of hands and knowing the routine was most helpful to this good natured teacher who never had a break.

I usually took the children to the playground by myself. It could be a lot of fun, playing ball and games with them, laughing and pantomiming. There was lots of time for hugs. It was scary at times, too. Rules were minimal and their rough and tumble recklessness made it seem a daily miracle no one got seriously hurt.

And then came "graduation" for the 13 oldest children. It was a joyous community festivity. Parents - mostly mothers - fixed food and brought juice, sodas and candy. Siblings crowded the small room and played outside. Some school officials spoke briefly before we ended the festivities with songs. While I was the only one who didn't know the lyrics, it was easy to share the rhythmic swaying and movements that came with the music. There was a mothers' chorus, incredibly strong voices, beautiful

smiles, vibrant dancing in place and in circles. It was a warm and vital and joyous communal festivity to an outsider like me, "tribal" in its exuberance and spontaneity.

And there were the children, boys in Sunday best white shirts and gray trousers and girls in frilly white. They sang and gestured children's songs in Xhosa, and English that I'd help teach them. As the children sang "The Children on the Bus," I beamed along with everyone else. Each graduate walked to be capped and gowned and had their pictures taken with their certificates to loud parent-led applause.

I didn't feel like an outsider. I had to give a speech, thanking my hosts for the experience - not my favourite activity, but it was warmly heartfelt. And they thanked me - both the principal and a mother in warm and witty and vastly over-appreciative terms. They convinced me that I'd given something to them as well. They presented me with an African apron. I put it on, they sang and we all danced together.

When I wrote sometime ago about the limited supplies, our granddaughter Maja back in the USA started to collect and sharpen all the household pencils to send. While it was perhaps not a practical strategy, it showed shrewd sense of what was needed. Helping these children get a good start is very hard - and very hopeful - work. It takes money for pencils and books and to fix toilets and to keep the roof from blowing off and to pay the devoted teachers who bring love and care to the business. Teaching for them has a good deal more than the usual frustrations, but no less of its joys and rewards.

That is my experience.

Before her retirement in 1999, Pat Froelicher had taught in the Lower School at The Sidwell Friends School in Washington, D.C. for many years.

11 Frequently Asked Questions

1. What are the visa requirements for volunteering in South Africa?

If you plan to stay in South Africa for less than three months, you can just come in on a **holiday visa**. However, for longer than three months, you will have to either (1) apply for a temporary residence permit, in form of a volunteer visa, or (2) obtain a three-month (maximum) extension of your holiday visa once you are here, for which there will be a charge by the Department of Home Affairs. Please also check that there aren't any specific visa requirements for the country of your origin.

To apply for a **volunteer visa** for South Africa, you can either contact the South African Embassy or your nearest South African consular office in your home country or check the requirements on the South African website of Home Affairs.

In the US:

<http://www.southafrica-newyork.net/homeaffairs/trp.htm#voluntary%20or%20charitable>

A link for Volunteer Visa Requirements for UK volunteers:

http://www.southafricahouse.com/Consulate/FVis_vol.htm

To give you an idea of what was required of a recent volunteer who obtained a volunteer visa from the US, here is what she had to submit:

- Visa fee (varies on country) in the form of a money order
- The BI-84 visa application which can download here: <http://www.southafrica-newyork.net/consulate/forms/bi84.pdf> (please note to consult your home country's South African consulate)
- 2 passport photos
- Necessary medical forms: Physical and copies of the results; HIV/STD test; copy of immunization records; X-Ray chest exam or a tuberculosis test
- Passport
- State police background check, which may take a few weeks to process
- Letter from SAEP confirming status as a volunteer which will be provided when length of stay is arranged
- Flight Itinerary (copy of ticket itself)
- Bank statement which shows sufficient funds to support oneself for duration of stay

2. Is it safe to live and work in South Africa?

SAEP carries out its work in the townships of Cape Town, South Africa. Staff and volunteers of SAEP are involved in the ordinary life in these neighbourhoods, and much of the work of the organization is "in the field" rather than in a central office. SAEP as an organization seeks to be diligent in ensuring that persons who work with SAEP have a good understanding of the risks of working in the neighbourhoods of a large city such as Cape Town and the townships in particular, and of the steps they can take to reduce the chance of adverse events happening to them.

We cannot guarantee a volunteer's safety, since Cape Town and South Africa generally have a high rate of crime, related to a very high rate of poverty and unemployment. One assumes a certain level of risk in working in a developing country like South Africa. These risks and the volunteer's responsibility for learning about them, and accepting them, are set forth in the attached documents 12.2 and 12.3, "Understanding and Accepting the Risks of Working with SAEP", one for US volunteers and another for all other international volunteers, which must be signed by every volunteer or his parent/guardian.

Mowbray, where SAEP's offices are located, is a relatively quiet residential suburb near the University of Cape Town, but there is a crime problem (e.g. burglaries, car break-ins, ATM scams, and an occasional mugging (theft of purse/cell phone) in all residential neighbourhoods in Cape Town, including Mowbray. There is an active neighbourhood watch programme that monitors the situation and provides advisories regarding any incidents. In South Africa, it is important to always be aware and take precautionary safety measures to minimize the risk of becoming a victim of crime.

3. What is the weather like in South Africa?

Cape Town may be in Africa, but that doesn't necessarily mean the weather will be nice and sunny when you get here. Remember, in the Southern hemisphere the seasons

are the reverse of what they are in the Northern hemisphere. In the winter months (roughly May to August), Cape Town can be quite cold and rainy (averaging in the teens Celsius), and buildings and houses usually do not have central heating. You should pack accordingly, e.g. bring sweaters, a jacket, and a raincoat. The hottest months are November through March (averaging in the high 20s Celsius) but temperatures cool down at night.

4. Does SAEP accept both long and short term volunteers?

We recommend volunteers come for as long as possible, ideally for six months to a year, but we realize this is not always possible. We have found that volunteers who are able to stay for at least 2-3 months can make significant progress in working with our projects.

We will consider taking on short term volunteers in groups from time to time. The shorter time you volunteer, the more practical your tasks will be (maintenance projects at various sites, gardening, etc.). However, if you are most interested in working and building relationships with students and organizations, we recommend volunteering for at least 2-3 months.

5. Does SAEP provide stipends or accommodation for volunteers?

No, unfortunately not. SAEP is a non-profit organization and works very hard to raise enough money to run its various programmes. Volunteers are very welcome but are responsible for their travel expenses to Cape Town as well as for all living expenses (lodging, food, transport, entertainment, etc.). SAEP does not provide any stipend or financial support to volunteers except to reimburse them for work-related costs.

Although SAEP does not provide accommodation, we have gathered information about potential lodging opportunities from previous volunteers and students (see appendix 12.4). Sometimes it makes sense to arrange a stay in a backpacker's lodge or a B&B upon arrival, and then find something for the longer term once you are here and have a sense of where you would like to live. We can provide advice and assistance in finding accommodation.

6. How much money should I expect to spend on housing and living expenses?

You should plan to budget between R2,000 to R3,000 for a room and a further R1,000 per week for living expenses (including food and incidentals), though you might be able to get by on less and can certainly spend more. To account for contingencies, we suggest that you budget **at least R7,000 per month**.

The exchange rate for the rand varies, but for the moment (as of June 2009) you can estimate conversion by dividing these figures by 8 to convert to U.S. Dollars, by 11 to convert to Euros, and by 13 to convert to Pounds Sterling.

To find the current daily exchange rate, you may want to visit web sites like <http://finance.yahoo.com/currency-converter>

7. Is there a charge for volunteering at SAEP?

SAEP is a non-profit organization, which is constantly working to raise funds from individual and institutional donors to keep its programmes going. Hosting volunteers involves certain extra overhead costs such as office space, computer and internet access, transport etc. which we ask short term volunteers to contribute towards (see below). This is especially important for those coming during the North American/European summer, which is our peak volunteer period and places the greatest strain on our resources. No such contribution is expected from volunteers who come for 3 months or more, though it is always welcome.

Non-student volunteers (less than three months): For non-student volunteers who plan to come for less than three months, we ask for a contribution to SAEP's expenses of \$100 / R 1,000 / € 76 / £ 69 per week, with a minimum of \$250 / R 2,500 / € 190 / £ 173 and a maximum \$1,000 / R 10,000 / € 760 / £690 in total. This can be waived in cases of need, but not where the volunteer comes through a company (for-profit or non-profit) that makes a charge for volunteer placements.

College and university summer interns or volunteers: We urge all those who wish to join us during the May-August period to raise funds or make a donation to SAEP's work. All such donations are tax deductible in the US and South Africa. Where a student is applying for a college or university grant and the grant budget requires specific expenditures, we can assist in identifying relevant programme expenses to be covered. We can also provide suggestions and help in your fundraising efforts on behalf of SAEP.

8. What is the work environment like?

We are really a "family" NGO with lots of young people around, from South Africa and abroad. The atmosphere is very informal, but we work very hard. The communities in which we work are very poor, consisting mainly of families who have come to Cape Town from the rural areas looking for better educational and economic opportunities.

9. Is it possible for volunteers to work on more than one programme?

Yes – volunteers may work on more than one programme provided they have the time, but they will need to concentrate on one area as a primary focus. There is room for flexibility, since plans change according to the needs of the moment and the relationships/new projects that develop during the course of the programmes. That said, we do try to have an understanding as to what programme(s) the volunteer will be working on before accepting them into SAEP.

10. Does SAEP have a web site?

Yes! Please check it out at www.saep.org.

11. Where are SAEP's offices located?

We have offices at B14 Waverley Court, Kotzee Road, Mowbray 7700. They are near a small cluster of shops and restaurants and walking distance to mini buses and Observatory train station.

12. Does SAEP provide transportation to and from the township projects?

SAEP will provide transport for volunteers between the main office and project sites in the townships. It is your responsibility, however, to arrive at the SAEP office in Mowbray prior to the scheduled departure time.

SAEP owns two cars that can be used in providing transport to the project sites. Staff and volunteers who can drive a manual car (on the left hand side of the road) and are willing to help out, do the driving. When there are large groups of volunteers we hire a shuttle service to provide transport.

If you have access to your own transport, that is a great advantage, as this will provide you with greater flexibility and freedom to work on projects at various times of day.

13. What are the work days and hours?

SAEP's office is open Monday to Friday, from approximately 8am to 5pm with flexible time off for lunch. The normal work day is from around 9:00am to around 4:30pm. There are occasionally outings or work projects on Saturdays.

14. What do I need to know and do about health and health insurance?

SAEP does not provide health insurance or other financial assistance in case of medical emergency or other requirements, nor can it accept responsibility if participants are injured or otherwise undergo losses in connection with their participation. Therefore, participants in SAEP programmes must, of necessity, accept personal responsibility for these risks, insure themselves to the extent possible, and assume any financial risks involved, and not look to SAEP for restitution or help with any financial obligations or other costs incurred.

a. Do I need vaccinations?

Immunizations are not required. However, depending on your past travel history and health conditions, you may want to consult with your doctor or local travel clinic to see if they have recommendations. The SAA Netcare Travel Clinic located in Cape Town, recommends getting Hepatitis A & B vaccines if you will be working with children or in schools. Cape Town is in a malaria-free zone, but if you plan to do any traveling during your time here (e.g. visiting the Kruger National Park), you may want to consult with the Netcare Travel Clinic regarding malaria medication.

A malaria link for UK Volunteers:

www.fitfortravel.nhs.uk/destinations/malariamaps/southafrica.htm

b. What should I do about health insurance?

Since SAEP does not provide travel or health insurance, you must provide your own. You should explore options for providers in your home country and if possible obtain insurance before you arrive. One of our volunteers recently purchased hers from STA Travel in the US for around \$700 per year (around \$58 per month), including property coverage.

See www.statravel.com/cps/rde/xchg/us_division_web_live/hs.xsl/travelinsurance.htm.

Another volunteer obtained health insurance from Discovery Health once she arrived in South Africa for around \$35 per month.

15. How do I apply? What is the application process?

The application process involves sending us (by email) a letter stating why you would like to volunteer, your CV, and two references with e-mail addresses. It is a good idea to apply as early as possible, as we receive a large number of applications. We will then be in touch to discuss your interests and assess whether volunteering with SAEP would be a good fit. Although face-to-face interviews are not usually possible we often will schedule telephone interviews, or we sometimes ask potential volunteers to meet up with past volunteers or board members living nearby before making a final commitment.

16. How many volunteers are accepted?

Our number of volunteers varies throughout the year; at any given time we may have up to 4 or 5 full-time people and up to 20 part-time (a mix of international and local) volunteers within the various projects and programmes of SAEP.

17. Are there any special requirements for becoming a volunteer?

The most important requirement is a great attitude! Our volunteers must be open-minded, flexible and have a willingness to really engage with people involved in our projects as well as a desire to learn from every experience they encounter. Much of their experience is dependent on them and what passions, skills and energies they have to share. Our volunteers have ranged in age from recent high school graduates taking a “gap year” (which we have occasionally accepted) to active retired people in their seventies.

18. What is the dress code at SAEP?

Staff and volunteers at SAEP dress very informally most of the time. The goal of having a dress code is to ensure that we present a professional image to the schools, pre-schools, communities and general public, and to ensure that we do not offend anyone or give off an inappropriate message. What might be perfectly acceptable in one culture

may not be acceptable in another, and because we are working cross-culturally we all need to be sensitive to each other.

We have always had a very relaxed atmosphere at SAEP which we would like to keep, within the following guidelines. Certain meetings (e. g. with officials or donors) may require a more formal level of dress. If in doubt, check out what others are wearing in a certain setting (e. g. teachers at a high school), or ask rather than risk causing offence.

- Jeans and T-shirts are acceptable as long as they are clean and neat;
- Skirts and shorts must be clean and neat, and come to just above the knee;
- No bare midriffs or hips, no underwear (underpants, panties or bras) showing;
- Clothes not to be see-through or show too much cleavage;
- For those working in the pre-schools, please ensure that you do not wear very smart clothes or light colours which could get messed up by interacting with the children.

12 Appendices

12.1 Volunteer Information Sheet

We are excited that you are interested in getting involved with SAEP and our projects. Please fill out the following information and return it to SAEP so that we can get to know you better!

First Name/Surname:

E-Mail Address:

Phone Number where we can reach you if necessary:

What aspect(s) of SAEP interest(s) you most? How would you like to get involved?

What skills and training do you have that might be useful in your work at SAEP?

How long can you volunteer for, and what are your possible dates?

Can you provide your own transportation to Philippi?

Please list the days and times that you are available (if not fulltime):

Thank you for the information! Please send this to us with your CV and two contactable referees. We will get back to you as soon as possible. If you have any further questions, please contact Jane or Isabel.

12.2 Understanding and Accepting the Risks of Working with SAEP (for Volunteers from USA)

Introduction

The South African Education and Environment Project (SAEP) carries out its work in the townships of Cape Town, South Africa. Staff and volunteers of SAEP are involved in the ordinary life in these neighbourhoods, and much of the work of the organization is “in the field” rather than in a central office. SAEP as an organization seeks to be diligent in ensuring that persons who work with SAEP have a good understanding of the risks of working in the neighbourhoods of a large city such as Cape Town and the townships in particular, and of the steps they can take to reduce the chance of adverse events happening to them.

It is important that everyone understand that SAEP does not provide health insurance or otherwise provide financial assistance in case of medical emergency or other requirements, nor can it accept responsibility if participants are injured or otherwise undergo losses in connection with their participation. Therefore, participants in SAEP programs must, of necessity, accept personal responsibility for these risks, insure themselves to the extent possible, and assume any financial risks involved, and not look to SAEP for restitution or help with any financial obligations or other costs incurred.

To date, there have been no serious injuries to its staff and volunteers. Nevertheless these risks do exist. Over the years a number of SAEP staff and volunteers have experienced incidents of crime (both while in the townships as well as in other parts of Cape Town and South Africa). It is therefore important that anyone wishing to work on SAEP programs have a good understanding of these risks and what they can do to reduce these risks through their own behaviour.

In order that all parties can be assured that participants in SAEP programs understand these risks and conditions and accept this responsibility, SAEP asks that each participant read carefully and sign the following Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement as a condition of working with SAEP.

SAEP asks that potential participants read the material provided by the U.S. Department of State for people travelling to South Africa before reading and signing this agreement. This material can be found on the internet at:

http://travel.state.gov/travel/travel_1744.html) and
(http://travel.state.gov/travel/cis_pa_tw/cis/cis_1008.html)

or on comparable pages, if the Department of State changes the addresses above [if in doubt as to what pages are comparable, please ask a SAEP representative].

**Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement
("Agreement")**

To participate in SAEP programs fromI,
(Date) (Name)

OR in the case of a person under the age of 21 these agreements are made on my behalf by my parents or guardians:

1. ACKNOWLEDGE, agree and represent that

(a) I have been fully informed about the security and health situation in South Africa and about the risks and dangers associated with participation in the Program, including in connection with travel to and from and within South Africa. In addition, I have read the South Africa country-specific information on the U.S. Department of State's website (http://travel.state.gov/travel/travel_1744.html) and (http://travel.state.gov/travel/cis_pa_tw/cis/cis_1008.html) or their comparable pages related to safety and security, traffic safety, special circumstances, criminal penalties, medical facilities and health information, and crime. I also acknowledge that there may be other risks and dangers of physical, social, and economic losses involved in my participation in the Program known, unknown, or not readily foreseeable at this time.

(b) I represent that I am in good health and that there is no medical or psychological obstacle to my participation in the Program and that I understand and acknowledge that I will not be eligible for medical care under South Africa's public health care system and that SAEP will not pay for medical care nor does it have health insurance covering non-South African employees or participants,. I also confirm that I have secured health insurance that will provide coverage adequate for travel to and within South Africa and have paid the full premium in advance for such coverage for the entire length of my participation in the Program or commit to otherwise keep the coverage active and current during the entire length of my participation and for a reasonable period thereafter so as cover any health problems that may occur during my work with SAEP, including any associated travel.

(c) I also acknowledge that while in South Africa, or in any other foreign country, including while engaged in activities related to the Program and while engaged in personal activities and in travel to and from South Africa, I am subject to the criminal and civil laws of such country, and that neither SAEP, any of the releasees named below, nor the United States Government can or will intervene on my behalf in the event I am charged with violation of such laws.

(d) I understand that if I violate the standards of conduct expected by SAEP of participants in its Programs, I may be dismissed from the Program at the discretion of the SAEP director and required to return home, at my own expense.

2. I ACKNOWLEDGE that the risks and dangers discussed in Section 1 above may be caused, without limitation, by my own actions, by actions of others participating in the Program, by the conditions and environments in which my participation in the Program takes place, or by the actions, INCLUDING NEGLIGENT ACTIONS, of the "releasees" named below; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Program.

3. I hereby release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless SAEP, its administrators, directors, members of its board, management committee and advisory committees, program leaders, program

participants, volunteers, agents, and employees, any sponsors, contributors, associated organizations, advertisers, and, if applicable, owners and releasers of premises on which the Program takes place (each considered one of the "releasees" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or part by the negligence of the "releasees" or otherwise.

4. This agreement shall be interpreted in accordance with the laws of the Republic of South Africa, without regard to the choice of law doctrines of such jurisdiction. In the event of a dispute, I irrevocably agree to arbitration. This Agreement remains in effect without limitation as to time and cannot be altered except by a written document expressly amending it and signed by both SAEP and myself.

5. "Program" or "SAEP program" are defined for the purposes of this document as including any activity conducted by the staff or volunteers of the South African Education and Environment Project (SA) or the South African Education and Environment Project (USA) in South Africa.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Participant's Signature: _____

Printed Name: _____ Date: _____

SAEP Signature: _____ Date: _____

WHEN APPLICABLE (only if Participant is under 21 years old):

I, _____ THE PARTICIPANT'S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF THE PROGRAM AND THE RISKS AND DANGERS THAT MAY ARISE IN CONNECTION WITH THE PARTICIPANT'S PARTICIPATION IN THE PROGRAM AND THE PARTICIPANT'S EXPERIENCE AND CAPABILITIES AND BELIEVE THE PARTICIPANT TO BE QUALIFIED TO PARTICIPATE IN SUCH PROGRAM. I HAVE EXPLAINED THE TERMS OF THIS AGREEMENT TO THE PARTICIPANT AND REPRESENT THAT HE/SHE FULLY UNDERSTANDS THEM. I FURTHER REPRESENT THAT I HAVE READ AND UNDERSTOOD THE TERMS OF THE AGREEMENT SET FORTH ABOVE, AND ACCEPT AND AGREE TO THEM ON BEHALF OF MYSELF, THE PARTICIPANT AND ANY AND ALL OTHER PERSONS WHATSOEVER..

Printed Name of Parent/Guardian: _____

Address: _____ City: _____ State: _____

ZIP code: _____ Day Tel: _____ Eve. Tel: _____

Signature of Parent/Guardian: _____ Date: _____

SAEP Signature: _____ Designation: _____ Date: _____

12.3 Understanding and Accepting the Risks of Working with SAEP (for International – non US – Volunteers)

Introduction

The South African Education and Environment Project (SAEP) carries out its work in the townships of Cape Town, South Africa. Staff and volunteers of SAEP are involved in the ordinary life in these neighbourhoods, and much of the work of the organisation is “in the field” rather than in a central office. SAEP as an organisation seeks to be diligent in ensuring that persons who work with SAEP have a good understanding of the risks of working in the neighbourhoods of a large city such as Cape Town and the townships in particular, and of the steps they can take to reduce the chance of adverse events happening to them.

It is important that everyone understand that SAEP does not provide health insurance or otherwise provide financial assistance in case of medical emergency or other requirements, nor can it accept responsibility if participants are injured or otherwise undergo losses in connection with their participation. Therefore, participants in SAEP programmes must, of necessity, accept personal responsibility for these risks, insure themselves to the extent possible, and assume any financial risks involved, and not look to SAEP for restitution or help with any financial obligations or other costs incurred.

To date, there have been no serious injuries to its staff and volunteers. Nevertheless these risks do exist. Over the years a number of SAEP staff and volunteers have experienced incidents of crime (both while in the townships as well as in other parts of Cape Town and South Africa). It is therefore important that anyone wishing to work on SAEP programmes have a good understanding of these risks and what they can do to reduce these risks through their own behaviour.

In order that all parties can be assured that participants in SAEP programmes understand these risks and conditions and accept this responsibility, SAEP asks that each participant read carefully and sign the following Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement as a condition of working with SAEP.

SAEP asks that potential participants read the material provided by your government for people travelling to South Africa before reading and signing this agreement. This material can usually be found on the internet. If there is no information available for your country, please consult the US Department of State’s advice at:

http://travel.state.gov/travel/travel_1744.html) and
(http://travel.state.gov/travel/cis_pa_tw/cis/cis_1008.html)

or on comparable pages, if the Department of State changes the addresses above.

**Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement
("Agreement")**

To participate in SAEP programmes fromI,.....
(Date) (Name)

OR in the case of a person under the age of 21 these agreements are made on my behalf by my parents or guardians:

1. ACKNOWLEDGE, agree and represent that

(a) I have been fully informed about the security and health situation in South Africa and about the risks and dangers associated with participation in the Programme, including in connection with travel to and from and within South Africa. In addition, I have read the South Africa country-specific information on my country of origin's website or the U.S. Dept of State's site (http://travel.state.gov/travel/travel_1744.html) and (http://travel.state.gov/travel/cis_pa_tw/cis/cis_1008.html) or their comparable pages related to safety and security, traffic safety, special circumstances, criminal penalties, medical facilities and health information, and crime. I also acknowledge that there may be other risks and dangers of physical, social, and economic losses involved in my participation in the Programme known, unknown, or not readily foreseeable at this time.

(b) I represent that I am in good health and that there is no medical or psychological obstacle to my participation in the Programme and that I understand and acknowledge that I will not be eligible for medical care under South Africa's public health care system and that SAEP will not pay for medical care nor does it have health insurance covering non-South African employees or participants,. I also confirm that I have secured health insurance that will provide coverage adequate for travel to and within South Africa and have paid the full premium in advance for such coverage for the entire length of my participation in the Programme or commit to otherwise keep the coverage active and current during the entire length of my participation and for a reasonable period thereafter so as cover any health problems that may occur during my work with SAEP, including any associated travel.

(c) I also acknowledge that while in South Africa, or in any other foreign country, including while engaged in activities related to the Programme and while engaged in personal activities and in travel to and from South Africa, I am subject to the criminal and civil laws of such country, and that neither SAEP, any of the releasees named below, nor my own government can or will intervene on my behalf in the event I am charged with violation of such laws.

(d) I understand that if I violate the standards of conduct expected by SAEP of participants in its Programmes, I may be dismissed from the Programme at the discretion of the SAEP director and required to return home, at my own expense.

2. I ACKNOWLEDGE that the risks and dangers discussed in Section 1 above may be caused, without limitation, by my own actions, by actions of others participating in the Programme, by the conditions and environments in which my participation in the Programme takes place, or by the actions, INCLUDING NEGLIGENT ACTIONS, of the "releasees" named below; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Programme.

3. I hereby release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless SAEP, its administrators, directors, members of its board,

management committee and advisory committees, programme leaders, programme participants, volunteers, agents, and employees, any sponsors, contributors, associated organisations, advertisers, and, if applicable, owners and releasers of premises on which the Programme takes place (each considered one of the “releasees” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or part by the negligence of the “releasees” or otherwise.

4. This agreement shall be interpreted in accordance with the laws of the Republic of South Africa, without regard to the choice of law doctrines of such jurisdiction. In the event of a dispute, I irrevocably agree to arbitration. This Agreement remains in effect without limitation as to time and cannot be altered except by a written document expressly amending it and signed by both SAEP and myself.

5. “Programme” or “SAEP programme” are defined for the purposes of this document as including any activity conducted by the staff or volunteers of the South African Education and Environment Project (SA) or the South African Education and Environment Project (USA) in South Africa.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Participant’s Signature: _____

Printed Name: _____ Date: _____

SAEP Signature: _____ Date: _____

WHEN APPLICABLE (only if Participant is under 21 years old):

I, _____ THE PARTICIPANT’S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF THE PROGRAMME AND THE RISKS AND DANGERS THAT MAY ARISE IN CONNECTION WITH THE PARTICIPANT’S PARTICIPATION IN THE PROGRAMME AND THE PARTICIPANT’S EXPERIENCE AND CAPABILITIES AND BELIEVE THE PARTICIPANT TO BE QUALIFIED TO PARTICIPATE IN SUCH PROGRAMME. I HAVE EXPLAINED THE TERMS OF THIS AGREEMENT TO THE PARTICIPANT AND REPRESENT THAT HE/SHE FULLY UNDERSTANDS THEM. I FURTHER REPRESENT THAT I HAVE READ AND UNDERSTOOD THE TERMS OF THE AGREEMENT SET FORTH ABOVE, AND ACCEPT AND AGREE TO THEM ON BEHALF OF MYSELF, THE PARTICIPANT AND ANY AND ALL OTHER PERSONS WHATSOEVER.

Printed Name of Parent/Guardian: _____

Address: _____

Postal code: _____ Day Tel: _____ Eve. Tel: _____

Signature of Parent/Guardian: _____ Date: _____

SAEP Signature: _____ Designation: _____ Date: _____

12.4 Accommodation List

We recommend that you either try and find accommodation before your arrival or that you book yourself a room in a backpackers and look at the options when you are here. The latter might be easier as you are able to go and see the places straight away.

SHORT TERM ACCOMMODATION (Few Days to Few Weeks)					
ADDRESS	DESCRIPTION	CONTACT	CONTACT DETAILS	DISTANCE/LOCATION/ TRANSPORT	COST PER MONTH PER ROOM (INCL. WATER, ELECTRICITY UNLESS SPECIFIED. PRICES MIGHT CHANGE.)
http://www.hostelworld.com/	Choose Cape Town as City or just check at "Hostels in Cape Town" document				
Green Elephant 57 Milton Road, Observatory	Backpackers Lodge	no one specific	Tel: 021-4486359 Email: greenelephant@iafrica.com Website: http://www.hostels.co.za/	Observatory is walking distance to SAEP offices; Also walking distance to train station	R110-R120 p/prs/night in dormitories
Nelly's Lodge 36 Milton Road Observatory 7925	Backpackers Lodge, offering dormitories and double rooms in 5 different houses in Obs. Also a good place for a longer stay	no one specific	Tel: 021 448 6536 Email: thelodge@mweb.co.za Website: http://www.thelodgeobs.co.za/index.html	All lodges are situated in Obs, walking distance to SAEP and train station or mini bus	Short term prices depend on length of stay; R3,300 p/prs/month in a dorm room; R3,600 p/prs/month in a shared room for two
Castle Street Backpackers 57 Castle Street	Backpackers Lodge	Stevens (this is his first name - very informal and kind guy)	Tel: 021 424 7524 Website: http://www.castlestreet.co.za/	In Cape Town city at the corner of Long Street (the fun street of CT), +/- 30 min by train to SAEP + 10 min walking from Observatory train station	R110,00 (high season)
Riverlodge Alexander Road, Pinelands	Backpackers Lodge	no one specific	Tel: 021 448 0526 Cell: 082 515 0407 Email: pi@riverlodge.co.za Website: http://www.riverlodge.co.za/contact.html	Observatory, just besides train station, 10 min walk to SAEP	Dorm R120 p/prs/night; World cup prices R300 p/prs/night; After World Cup R140 p/prs/night
Carmichael House 11 Wolmunster Rd, Rosebank	Guest House	Nicky	Tel: 021 689 8350 Website: http://www.carmichaelhouse.co.za/	Guest House (B&B) in Rosebank	R550 p/night in a single room (incl. breakfast)
1 Norfolk Lane, Rosebank	Very nice self catering cottage - 1 bedroom with 2 beds, kitchen/lounge, off street parking	Jo Maxwell	Tel: 021 685 4517 Cell: 084 369 5707 Email: jmaxwell@iafrica.com	Walking distance from public transport	For 10 days or less R300 p/night single, R400 p/night double. More than 10 days R300 p/day for two. Long term rates to be discussed individually.
1 Clarendon Road, Rosebank	Spacious sunny house with en suite bathroom and big garden, modern facilities	Rene or Tanya	Cell: 083 723 8669 or 0768563833 Email: rene_lotter@mweb.co.za	Near UCT, restaurants and shops and Red Cross Hospital	R2,500 p/month single; R3,600 p/month double-room

LONG TERM ACCOMMODATION (Few Weeks to Few Months)					
ADDRESS	DESCRIPTION	CONTACT	CONTACT DETAILS	DISTANCE/LOCATION/ TRANSPORT	COST PER MONTH PER ROOM (INCL. WATER, ELECTRICITY UNLESS SPECIFIED. PRICES MIGHT CHANGE.)
Riverview Lodge, 3 Anson Road, Observatory, 7925	They have accomodation in Rondebosch, Mowbray and Obervatory	no one specific	www.capebudgetaccommodation.co.za	They have many addresses you can take the train or the minibuses and sometimes you can walk but this depends on your location.	Between R140 and R210 per night. You can have a special rate if you stay there for a long time.
www.gumtre.co.za	Choose Flat/House share or Flat/House rent				
www.capeads.co.za	Choose Property- More- Furnished Room or Accommodation to share				
Cape Ads Newspaper	The Cape Ads Newspaper (R10) contains more ads than the online version. Check category Property.				
Vivant Properties 39 Trill Road Observatory	Accommodation agency offering furnished rooms in shared houses in Observatory	Vivant Properties	Tel: 021 448 6479 Website: http://www.observatoryaccommodation.com/	All rooms are located in Observatory, walking distance from SAEP and train station	Between R1,900 and R2,600 + contract fee of R350
12 Ivy Road, Observatory 7925	House: 5 rooms with foreign students, nice garden and big rooms, 2 bath rooms, big kitchen, security system with alarm	Miguel Acenero Angel	Tel: 021 488 0718 Cell: 072 282 6093 Email: miguel@impact-incentives.co.za	Next to Observatory train station, walking distance to SAEP	R2,100 p/room + R1,000 (for food, maid, cleaning materials)
Morley Court 8 Morley Road, Observatory 7935	Apartment: 3 rooms for students, balcony and shared bath, kitchen, washing machine, security system, landlady lives downstairs with her family	Annemarie Dubois	Tel: 021 448 2245 or 021 713 3012 Cell: 083 444 2499 Email: adubois@telkomsa.net	2 minutes walk to train station Observatory, walking distance to SAEP. This lady has more houses to let close Observatory , worth to send her an e-mail	Approx. R2,500 including internet connectivity
2 Fernwood Ave, Newlands	6 bedroom house with 4 bathrooms. Please apply to Margot for more details and pictures.	Margot Winer	Cell: 083 520 3788 Email: margotwiner@gmail.com	Walking distance from Claremont shops	R3,000 per prs/single room/month; R3,800 for double room to share/month. Approx. R100 for electricity/per month. Broadband internet access is available for a nominal monthly charge.
15 Burham Road, Observatory	5 different blocks with single rooms and shared bathrooms and shower.	Tanja Heather	Tel: 021 447 6217 Email: admin@ymcacapetown.org.za Website: www.ymcacapetown.org.za	About 1min walk away from Observatory Station, walking distance to SAEP office	Between R2,460 and R2,600 for a single room p/month. Incl. 3 meals a day and laundry service once a week.

12.5 Feedback Sheet

After working with SAEP for some time, you will have had lots of new and interesting experiences, some positive, some negative, which we would like to hear about to improve our service for future volunteers, staff and children in the crèches.

Please fill out the following feedback sheet and email it to Jane or Isabel – preferably before you leave SAEP. Please use as much space as you need to complete your answers. Thank you very much!

First name/surname:

Period of time you volunteered with SAEP:

Which crèche(s) were you involved in (if any)?

Please give a short description of what your tasks were/ of what you were working on:

**Did your expectations before working with us match your actual experiences?
If yes, how, if no, why not/ what were the differences?**

Did you face any problems during your time here? If yes, which kind of?

Is there anything you or SAEP could have done differently?

Do you have any recommendations for future volunteers?

Based on what you know now, is there any information you would like us to include in our handbook for future volunteers?

Would you like to stay involved with SAEP? If yes, in what respect?

Contact details if you would like to keep informed about SAEP matters and stay in touch with us:

Thank you very much for taking your time and filling out this form! Your contribution to the improvement of SAEP's and the ECD work is highly appreciated!