



FREE RESOURCE · SOUTH AFRICAN ECD SECTOR

The South African Preschool Admin Toolkit

Practical worksheets, checklists, templates, and planning tools to help South African preschool teachers and principals take back their evenings — starting this term.



- 1 Admin Audit Worksheet
- 2 Term-End Countdown Planner
- 3 Weekly Observation Log
- 4 Five Admin Task Checklists
- 5 Parent Communication Templates
- 6 DSD Incident Documentation Checklist
- 7 Annual Admin Calendar

25+

Pages of tools

7

Practical sections

Free

No sign-up required

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Seven sections — 25+ printable pages of tools built for South African preschools

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How to use this toolkit: Print the sections you need, pin them near your desk, and use them throughout the term — not just at reporting time. The observation log and countdown planner work best when they start on Day 1 of a new term.

Admin Audit Worksheet

Before you can fix the admin problem, you need to measure it. This two-page worksheet helps you calculate exactly how many hours per term your school currently spends on each of the five major admin tasks – and identify which one is costing the most. Complete this honestly. The numbers will surprise you.

20–35

Hours on report writing per term

37–67

Total admin hours per teacher per term

70%

SA teachers cite admin as top stressor

Calculate Your School's Admin Hours Per Term

SCHOOL NAME

TERM & YEAR

COMPLETED BY

For each task below, record how many hours per week your school currently spends on it, multiply by the number of teaching weeks in your term, and record the total. Be honest — guess high rather than low.



ELDA / Grade R Report Writing

Grid setup, skill rating, comment writing, principal revision cycles, PDF generation

 hrs/wk × wks = hrs


Daily Attendance & Absence Follow-Up

Register, absent calls, callbacks, parent messages, monthly tallying

 hrs/wk × wks = hrs


DSD Incident Documentation

Form completion, photograph filing, signature chasing, parent acknowledgement, incident register

 hrs/wk × wks = hrs


Staff Records, Leave & Qualification Tracking

Clock-in sheets, leave requests, qualification certificates, ratio monitoring, duty roster

 hrs/wk × wks = hrs


Parent Communication

WhatsApp messages, re-sends, callbacks, report follow-up, individual parent queries

 hrs/wk × wks = hrs

Total admin hours this term (add all five totals above)

 hours

Benchmark: A South African preschool teacher with a class of 20 learners typically accumulates 37–67 hours of admin per term across these five tasks. If your total is above 40 hours, the system is the problem — not the effort.

Identify Your Biggest Pain Points

Step 2 — Rate the Pain, Not Just the Hours

Time cost is only part of the picture. Some tasks take fewer hours but cause disproportionate stress or risk. For each task, rate both the time cost and the stress/risk it creates.

Admin task	Hours/term	Stress (1–5)	Risk if missed (1–5)	Priority to fix
ELDA / Grade R report writing				
Attendance & absence follow-up				
DSD incident documentation				
Staff records & qualifications				
Parent communication				

Step 3 — Identify Where Time Goes After Hours

Circle the evenings and weekends when admin work regularly happens in your school:

Monday evening
 Tuesday evening
 Wednesday evening
 Thursday evening
 Friday evening
 Saturday

Sunday

Step 4 — The One Honest Reflection

WHICH SINGLE ADMIN TASK DO YOU MOST DREAD AT TERM-END, AND WHY?

WHAT WOULD YOU DO WITH THE TIME IF ADMIN TOOK 10 FEWER HOURS PER TERM?

Next step: Take the task with the highest combined stress + risk score to Section 4 (Admin Task Checklists). That is the first process your school should formalise — regardless of which system you use.

3–5

Hours per term is a realistic ELDA report writing time in EarlyTrack with AI comment generation — compared to 20–35 hours manually. That is 15–30 hours returned to teaching, observing, and resting every single term. Visit earlytrack.co.za to start a free trial.

Term-End Countdown Planner

The end-of-term scramble is not caused by laziness or poor organisation. It is caused by four weeks of work arriving simultaneously because nothing was structured to happen earlier. This two-page planner spreads the load across the final four weeks of term — so the last week becomes a delivery week, not a crisis week.

Print and pin this. Share the planner with every teacher at the start of the term. The teachers who follow it consistently report writing from a position of calm rather than panic — because everything is already done before the due date arrives.

10-Week Term – Week-by-Week Admin Schedule

TERM	YEAR	REPORT DELIVERY DATE	PRINCIPAL REVIEW DEADLINE

Week	Dates	Assessment & report writing	Compliance & records	Parent comms & staff
Wk 1		Set up ELDA/Grade R grid. Start observation log. First notes for every child this week.	Confirm attendance register is set up and functioning.	Term welcome message to parents sent.
Wk 2		At least 1 observation note per child logged. ELDA domains 1–2 informally assessed for children with concerns.	Incident register up to date. Any new DSD forms filed.	Attendance follow-up on any unexplained absences.
Wk 3		Observation log at 3 entries per child. Note any NS/1 concerns now while time remains.	Staff qualifications checked. Any expiring certificates flagged.	Proactive parent message for any concern children.
Wk 4		Continue observation. ELDA domains 3–4 informally checked for class.	Attendance tally at the halfway point. Any pattern absences followed up.	Staff leave balances reviewed at mid-term.
Wk 5		Mid-term check. Review observation notes. Identify children with insufficient evidence — schedule focused observation in Wks 6–7.	Mid-term incident register reviewed. Any missing signatures chased now.	Mid-term parent update (optional but high-trust).
Wk 6		Targeted observation for flagged children. ELDA domains 5–6 assessed. Grade R formal assessment activities begin (Term 2 and 4).	DSD forms for this term audited. All incidents complete with signatures.	Any incomplete parent contact from term now followed up.
Wk 7		Rating week begins. Complete all skill ratings for first half of class. Observation log provides evidence. Do not rate from memory.	Attendance register finalised and tallied. Monthly summary complete.	Notify parents: reports will be delivered Week 10.
Wk 8		Comment writing. All ratings complete. Comments drafted — use observation log evidence. All NS/1/2 ratings have a support sentence.	Staff records for term filed. Leave requests resolved.	Communicate any low-rated areas to parents before reports arrive.
Wk 9		Submit for principal review. All assessments complete and submitted. Principal review queue open. Teacher available for revision requests.	Final incident register entry for term. DSD register up to date.	Parent portal / delivery method confirmed and ready.
Wk 10		Approval and delivery. Principal approves all assessments. Reports delivered to parents. PDF generated and sent.	Year-to-date compliance check if Term 4. File all term records.	Parent acknowledgement confirmed. Queries responded to before holiday.

The rule: Nothing that can be done in Week 6 should be left for Week 9. The teachers who are calm in the final week are not faster writers — they started earlier.

Weekly Observation Log

The single most impactful habit shift a South African preschool teacher can make. One brief observation note per child per week – a single sentence, written in the moment – gives you ten evidence points per child by the end of term. Report time becomes an editing task instead of a memory exercise. These two printable log pages cover a class of up to 30 learners for a full 10-week term.

Write less. Know more.

One sentence in the moment is worth two paragraphs reconstructed from memory three weeks later.

Evidence for inspections.

Dated observation notes are exactly what a DBE inspector wants to see behind every NS or low-rated assessment skill.

Learner Observation Notes – Weeks 1–5

CLASS / AGE GROUP	TEACHER	TERM	YEAR

Write one brief observation note per child per week — a single sentence describing a specific thing you observed. Include the ELDA domain or Grade R subject where relevant. Date every entry.

#	Child name	Week 1 — Date: -----	Week 2 — Date: -----	Week 3 — Date: -----	Week 4 — Date: -----	Week 5 — Date: -----
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Shorthand tip: Use ELDA domain initials — WB (Well-being), ID (Identity), Comm (Communication), CR (Cognitive), MS (Motor Skills), SO (Social).

Voice note option: EarlyTrack Professional includes hands-free voice observation capture in English and Afrikaans, linked directly to ELDA skills.

Learner Observation Notes – Weeks 6–10

CLASS / AGE GROUP	TEACHER	TERM	YEAR

Weeks 7-9 are peak reporting weeks — use these columns to note final evidence confirming skill ratings. Anything written here becomes comment material.

#	Child name	Week 6 — Date: -----	Week 7 — Date: -----	Week 8 — Date: -----	Week 9 — Date: -----	Week 10 — Date: -----
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

10x Evidence points per child by the end of term — if you write just one brief observation note per week. The teacher who has 10 entries per child in this log never stares at a blank comment box. She selects the two best examples and writes the comment in under 5 minutes. earlytrack.co.za — voice-to-text observations in English and Afrikaans on the Professional plan.

Five Admin Task Checklists

One checklist for each of the five major admin tasks in a South African preschool. These are system-agnostic — they work whether your school uses EarlyTrack, spreadsheets, or paper. The goal is to make each process explicit, so nothing is missed because someone assumed someone else had done it.

Checklist 1

Daily Attendance & Absence

Checklist 2

ELDA / Grade R Assessment

Checklist 3

DSD Incident Report

Checklist 4

Staff Records & Leave

Checklist 5

Parent Communication

Checklist 1 – Attendance | Checklist 2 – ELDA / Grade R Assessment



Checklist 1 – Daily Attendance & Absence Follow-Up

Complete every morning. Absence follow-up by 9:30am.

Morning (before 9:00am)

- Open register (paper or digital) for today's date
- Mark each child present as they arrive — with arrival time for late arrivals
- After cutoff time: identify all children not yet marked present
- Contact parent for each unexplained absence — log name, time called, response
- Mark register: A (absent notified), AU (absent uncontacted), L (late)

End of day & monthly

- Confirm all late pickups are recorded with time and authorised collector
- Any AU absences: second contact attempt logged
- Register signed and filed (or digital entry confirmed saved)
- Weekly:** tally attendance days per child for billing/subsidy
- Monthly:** generate attendance summary — flag any child below 70% attendance



Checklist 2 – ELDA / Grade R Assessment Cycle

Complete once per term per learner. Nothing submitted until every step is done.

During the term (Weeks 1–7)

- Assessment grid set up from Day 1 (all skills loaded, no blank template)
- Observation log started — at least 1 entry per child per week
- Mid-term check: any child with fewer than 3 observation entries flagged for focused observation
- All skill ratings completed by end of Week 8 — none left blank
- Every NS / 1 / 2 rating has observation evidence to support it

Report writing (Weeks 8–10)

- Comments written from observation log — not from memory
- Every NS / 1 / 2 rating: comment includes a specific support plan
- Assessment submitted to principal for review by Week 9
- Any principal change requests: actioned within 24 hours
- Approved PDF generated and delivered to parent by Week 10
- Parent acknowledgement confirmed and logged

EarlyTrack automates steps 1, 5, 9, 10, and 11 of Checklist 2 — skills pre-loaded, AI comment drafts, principal approval queue, PDF generation, and parent portal delivery. Trial free at [earlytrack.co.za](https://www.earlytrack.co.za)

Checklist 3 — Incidents | Checklist 4 — Staff | Checklist 5 — Parent Comms



Checklist 3 — DSD Incident Report (per incident)

Complete the same day. Do not defer to the following day.

- | | |
|---|--|
| <input type="checkbox"/> All 15 DSD 2022 form sections completed — no blank fields | <input type="checkbox"/> Principal review and signature — same day where possible |
| <input type="checkbox"/> Incident number assigned (next in sequence from register) | <input type="checkbox"/> Form sent home with child or delivered to parent directly |
| <input type="checkbox"/> Body map completed — injury location marked front and back | <input type="checkbox"/> Parent signature collected — date logged |
| <input type="checkbox"/> Photographs taken, dated, and attached or stored digitally | <input type="checkbox"/> Signed copy returned to school and filed by incident number |
| <input type="checkbox"/> Teacher signature — dated and witnessed | <input type="checkbox"/> Incident register updated — date, child name, incident number |



Checklist 4 — Staff Records, Leave & Qualifications

Weekly and term reviews. Qualification check at term start.

Weekly

- Clock-in register reviewed — any unexplained late arrivals logged
- Leave requests: received, approved/declined, balance updated
- Child-to-staff ratios confirmed daily — record kept

Term start

- All staff qualification certificates reviewed for expiry dates
- First aid certificates: any expiring this term flagged for renewal

Term end

- Leave balances reconciled and communicated to all staff
- Staff performance observations filed (if applicable)
- Any disciplinary matters: documented and filed
- New term duty roster confirmed and distributed before school reopens
- Year-end (Term 4): all records archived, employment contracts reviewed



Checklist 5 — Parent Communication (per term)

Structured communication prevents 80% of the callbacks and re-sends.

Term start: welcome message sent with key dates, fees, and contacts

Reports delivered — confirmation of receipt logged per family

Week 5: optional mid-term update — brief and positive where possible

Low-rated children: personal follow-up call or message within 48 hours

Before reports: advance notice of delivery date and what to expect

End of term: final message with holiday dates and re-opening date

Parent Communication Templates

Five ready-to-use message templates that cover the most common parent communication situations in a South African preschool. Copy them into WhatsApp, your parent portal, or email. The highlighted sections in yellow are the parts you personalise — everything else is done. Using consistent templates reduces callbacks, re-sends, and misunderstandings significantly.

Template 1

Report delivery notification

Template 2

Low-rating follow-up message

Template 3

Incident acknowledgement request

Template 4

Unexplained absence follow-up

Template 5

End-of-term communication

Templates 1, 2 & 3 – Reports, Low Ratings, Incidents

Copy these templates directly into your communication channel. The **highlighted fields** are the only parts that need personalising. Everything else is ready to send.

Template 1 – Report Delivery Notification

WhatsApp / Email / Parent portal

SUBJECT (EMAIL ONLY)

[Child's name] — Term [1/2/3/4] Assessment Report — [School name]

Good day [Parent name],

Please find attached [Child's name]'s Term [1/2/3/4] [ELDA / Grade R] assessment report from [School name].

The report covers your child's development across

[the six ELDA developmental domains / Home Language, Mathematics, and Life Skills] for this term. We encourage you to read through the observation comments, which give you a picture of what your child has been doing in class.

If you have any questions about the report or would like to arrange a time to speak with [Teacher name], please reply to this message or call us on [school number].

Warm regards,

[Principal name] — [School name]

Template 2 – Low Rating / Concern Follow-Up

Call first, then send this as a follow-up message

Good day [Parent name],

Thank you for speaking with me earlier. As discussed, [Child's name] received a lower rating in [skill area / domain] this term. This simply means that this is an area we are actively working on together.

At school, we are supporting [him/her/them] by [specific activity or approach — e.g. "using hands-on counting activities during ring time"]. You can support the same skill at home by [specific home activity — e.g. "counting objects together during meals or walks"].

Please do not hesitate to reach out if you would like to discuss this further. We are on the same team.

Warm regards,

[Teacher name] — [School name]

Template 3 – Incident Report Acknowledgement Request

Send when the incident form goes home with the child

Good day [Parent name],

We would like to let you know that [Child's name] was involved in an incident at school today. [He/She/They] is [fine / was seen by our first aider / was given first aid] and we are keeping a close eye on [him/her/them].

Please find the completed incident report in [his/her/their] school bag. We ask that you read through it, sign in the space provided, and return it with [Child's name] tomorrow. This is a legal requirement for our registration.

If you have any questions or concerns, please contact us on [school number]. We take every incident seriously and want to keep you fully informed.

Templates 4 & 5 – Absence Follow-Up & End-of-Term

Template 4 – Unexplained Absence Follow-Up

Send by 9:30am if absence is uncontacted

Good day *[Parent name]*,

We noticed that *[Child's name]* has not arrived at school this morning and we have not been able to reach you by phone. We are checking in to make sure everything is okay.

Please let us know if *[Child's name]* is unwell or if there has been a change in plans today. We keep a record of all absences for compliance purposes and want to ensure our records are accurate.

If this is an emergency, please contact us on *[school number]* as soon as possible.

Thank you,

[School name]

Template 5 – End-of-Term Parent Communication

Send on the last day of term or the day before

Good day *[Parent name]*,

We are wrapping up another wonderful term at *[School name]* and we want to say thank you for the trust you place in us every day.

A few important notes for the holiday:

- **Last day of term:** Today, *[date]*. School closes at *[time]*.
- **Re-opening:** *[Date]*. Please ensure your child arrives no earlier than *[time]*.
- **Fees for Term *[next term]*:** Due by *[date]*. Please refer to your invoice.
- **Reports:** *[Have been sent / Are attached / Will be delivered on the last day]*. Please read through the teacher's observations and feel free to reach out with any questions in the new term.

We hope your family has a restful holiday. We look forward to welcoming *[Child's name]* back in Term *[number]*.

Warmly,

[Principal name] and the team at *[School name]*

Afrikaans versions of all five templates are available. If your school communicates with Afrikaans-speaking families, EarlyTrack generates all parent communication — reports, notifications, and portal messages — in Afrikaans automatically. Visit earlytrack.co.za/afrikaans for full details.

80% of parent callbacks and re-sends in South African preschools can be prevented by structured communication — delivering the right message at the right moment, before the parent has to ask. These five templates cover the most common situations every term.

DSD Incident Documentation Checklist

The DSD 2022 incident form has 15 sections. Missing any one of them — even the body map, even the incident number — creates a compliance gap that becomes visible the moment a DSD inspector asks to see your records. This section gives you a one-page pin-up reminder card and a full inspection readiness self-assessment. Use both.

The compliance reality

Incomplete incident records — missing signatures, no body map, no parent acknowledgement — are one of the most commonly cited compliance findings in South African ECD inspections. The form itself is straightforward. The problem is always that something was forgotten in the moment because a child was distressed and the teacher was managing the situation. This checklist solves that.

DSD 2022 Incident Form — All 15 Sections Reminder Card

Pin this page near your incident forms. When completing a DSD incident report, work through every section in order. Do not submit the form to the principal until every tick box below is checked.

Sections 1–8 — Core incident details

- Section 1** — Incident number (next in register sequence)
- Section 2** — Date and time of incident
- Section 3** — Child's full name, age, and class group
- Section 4** — Location where incident occurred
- Section 5** — Description of incident (what happened, exactly)
- Section 6** — Type of incident (injury / illness / near miss / other)
- Section 7** — Witnesses present — names and roles
- Section 8** — Immediate action taken (first aid given, ice pack, etc.)

Sections 9–11 — Documentation & notification

- Section 9** — Body map completed — injury location marked on both front and back diagram
- Section 10** — Photographs taken — date and time noted, stored with form or referenced digitally
- Section 11** — Parent notified — time of notification and method (call / WhatsApp / in person) recorded

Sections 12–15 — Signatures & follow-up

- Section 12** — Teacher signature — full name, date, and time signed
- Section 13** — Principal signature — reviewed and countersigned same day where possible
- Section 14** — Parent signature — form sent home, signed copy returned and filed
- Section 15** — Follow-up notes — any subsequent medical attention, parent meeting, or further action taken

After the form is complete

- Original filed in numbered order in incident register folder
- Incident register updated — date, child name, incident number
- Serious incident: DSD regional office notification completed within required timeframe
- Parent acknowledgement confirmed and logged with date

The 5-minute test: If a DSD inspector arrived right now and asked for all incident records from the past 12 months, could you retrieve every form — with all signatures — within 5 minutes? If not, your filing system needs attention before your records do.

15

Sections in the DSD 2022 incident form. EarlyTrack digitises all 15 sections — including the body map, photo upload, and sequential digital signatures from teacher, principal, and parent. Every record is auto-numbered, timestamped, and retrievable in seconds. earlytrack.co.za/features/dsd-incident-reporting

Annual Admin Calendar

A visual four-term pressure map showing when every major admin task peaks across the South African school year. Use this to plan your year, explain workload to school owners and committees, and communicate to parents why certain weeks are unavailable for non-urgent queries. The peak periods are completely predictable — which means they are plannable.

South African Preschool Admin Pressure Map – 4-Term Year



TERM 1 (Jan–Mar)		TERM 2 (Apr–Jun)		TERM 3 (Jul–Sep)		TERM 4 (Oct–Dec)	
Wk 1	Setup & enrolment	Wk 1	New term setup	Wk 1	New term setup	Wk 1	New term setup
Wk 2	Observation begins	Wk 2	Observation	Wk 2	Observation	Wk 2	Observation
Wk 3	Routine	Wk 3	Routine	Wk 3	Routine	Wk 3	Routine
Wk 4	Routine	Wk 4	Routine	Wk 4	Routine	Wk 4	Routine
Wk 5	Mid-term check	Wk 5	Mid-term check	Wk 5	Mid-term check	Wk 5	Mid-term check
Wk 6	Observation focus	Wk 6	Grade R formal assess.	Wk 6	Observation focus	Wk 6	Grade R formal assess.
Wk 7	Rating begins	Wk 7	Rating begins	Wk 7	Rating begins	Wk 7	Rating begins
Wk 8	Comments	Wk 8	Comments	Wk 8	Comments	Wk 8	Year-end comments
Wk 9	Submit for review	Wk 9	Submit for review	Wk 9	Submit for review	Wk 9	Submit for review
Wk 10	Approval + delivery	Wk 10	Approval + delivery	Wk 10	Approval + delivery	Wk 10	Final delivery

Key insight: The four red peak periods at the end of every term are 100% predictable. If they still feel like a crisis, the solution is not to work harder in those two weeks — it is to do more in Weeks 5–8. This calendar makes that visible.

Month-by-Month Admin Overview – South African School Year

Month	Term	Assessment & reports	Compliance	Staff	Priority
January	T1 opens	Grid setup Day 1, observation log starts	Registration valid, ratios confirmed	Leave reset, duty roster	Setup
February	T1 mid	Observation building — mid-term check Wk 5	Qualification certificates checked	Ongoing clock-in	Observe
March	T1 end	Ratings Wk 7, comments Wk 8, delivery Wk 10	Incident register reviewed	Term leave finalised	Peak
April	T2 opens	New setup, observation resumes	T1 compliance gaps addressed	New term roster	Setup
May	T2 mid	Observation; Grade R formal assess. begins	Qualification renewals due	Ongoing	Medium
June	T2 end	Grade R formal complete; all ratings + comments Wk 9	DSD register reviewed	Mid-year leave balances	Peak
July	T3 opens	Frameworks ready Day 1; observation resumes	Registration renewal check	New term roster, ratios updated	Setup
August	T3 mid	Observation notes; ratings begin Wk 7	Serious incident reviews	Ongoing	Medium
September	T3 end	All ratings + comments Wk 9; delivery Wk 10	DSD register reviewed	Q3 leave processed	Peak
October	T4 opens	Final term setup; Grade R formal begins	Year-end compliance review starts	Qualification expiry check	Medium
November	T4 mid	Year-end ratings and comments by Wk 9	Full-year incident register audited	Year-end leave planning	Peak
December	T4 closes	Final reports delivered; grade progression confirmed	Registration renewal submitted	Year-end records archived	Peak + close

Share this page with your school owner or board. The four peak periods are built into the CAPS and DSD requirements of running a South African preschool. They are not optional — and they are not caused by poor time management. This table makes that visible.



EarlyTrack

earlytrack.co.za

Ready to skip the manual system entirely?

EarlyTrack automates all five admin tasks in this toolkit — ELDA and Grade R assessment, attendance, DSD incident records, staff management, and parent communication — in one connected system built for South African preschools.

492

ELDA skills pre-loaded

AI

Comments EN + Afrikaans

R299

Standard plan / month

14

Day free trial

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Created by Angelique — 30+ years as a South African nursery school principal

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