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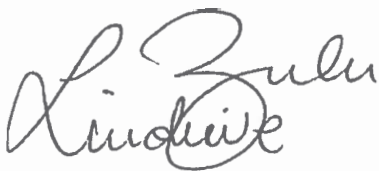
DEPARTMENT OF SOCIAL DEVELOPMENT

NO. 762

10 JULY 2020

DIRECTIONS ISSUED IN TERMS OF REGULATION 4(5) AND (10) OF THE REGULATIONS MADE UNDER SECTION 27(2) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002): MEASURES TO PREVENT AND COMBAT THE SPREAD OF COVID-19: PHASED RETURN OF CHILDREN TO EARLY CHILDHOOD DEVELOPMENT PROGRAMMES AND PARTIAL CARE FACILITIES

I, **Ms Lindiwe Zulu**, the Minister of Social Development, hereby, in terms of regulation 4(5) and (10) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002), and published in *Government Gazette* No. 43258, Government Notice No. R. 480 of 29 April 2020, issue the Directions set out in the Schedule hereto regarding the phased return of children to early childhood development programmes and partial care facilities.



MS LINDIWE ZULU, MP
MINISTER OF SOCIAL DEVELOPMENT
DATE: 10/07/2020

Schedule

Definitions

1. In these directions, a word or expression to which a meaning has been assigned in the Disaster Management Act, 2002 (Act No. 57 of 2002) or in the Regulations has the meaning so assigned, and, unless the context indicates otherwise—

"certificate" means a certificate issued in terms of direction 12;

"child" means a child from birth up to the age of six (6) years (the calendar year a child turns six), and **"children"** has the same meaning;

"Children's Act" means the Children's Act, 2005 (Act No. 38 of 2005);

"compliance officer" means the person designated in terms of regulation 47(1)(a) of the Regulations by an early childhood development programme or a partial care facility;

"Department of Health Guidelines" means the guidelines for symptom monitoring and management of essential workers for COVID-19 related infection, issued by the National Department of Health in April 2020, accessible through the following link:

<https://www.saioh.co.za/news/502409/Guidelines-for-symptom-monitoring-and-management-of-essential-workers-for-COVID-19-related-infection.htm> ;

"department" means the national Department of Social Development;

"Department of Health" means the national and provincial Departments of Health;

"designated organisation" means any government agency, non-governmental organisation or entity that has been appointed in writing by the Minister, Director-General, Member of the Executive Council responsible for social development or provincial head of department, or official designated, in terms of direction 4(8);

"designated person" means a person that is designated or requested by a parent or legal guardian to provide information or act on his or her behalf;

"directions" means any directions issued by a member of Cabinet in terms of regulation 4 of the Regulations that apply directly or indirectly to the operations of an early childhood development programme under COVID-19;

"early childhood development programme (ECD Programme)" means, with due consideration to the *National Integrated Early Childhood Development Policy* (2015), the provision of early learning and development opportunities, daily care and support to children from birth to six years, that falls within the provisions of the Children's Act, and includes –

- (a) an ECD centre (section 93(5)(a));
- (b) a child minder;
- (c) a playgroup;
- (d) a toy-library;
- (e) a mobile early childhood development programme; and
- (f) a parental support programme;

"head of department" has the meaning assigned to it in the Public Service Act, 1994 (Proclamation No.103 of 1994);

"Minister" means the Minister responsible for social development;

"offices" includes the national offices, provincial offices, district offices or any other office within the jurisdiction of the head of a provincial department and the national department of Social Development;

"official" means a person employed by the national or provincial department of social development under the provisions of the Public Service Act, 1994;

"partial care facility" means a partial care facility that provides an **"after school service"** as defined in regulation 12(2) of the *General Regulations regarding Children* made in terms of section 306 of the Children's Act (Government Notice No. R. 261 of 1 April 2010 published in Government Gazette No. 33076);

"permit" means a permit issued in terms of direction 12;

"premises" means the physical location where an early childhood development programme is conducted either on a permanent basis, in the case of a partial care facility, toy library or child minder, or on a temporary basis, in case of a playgroup, mobile early childhood development programme or parent support group, and includes all administrative spaces associated with the programme or being part of the physical location of the programme and outside play, recreation and waiting areas;

"the Regulations" means the Regulations made in terms of section 27(2) of the

Disaster Management Act, 2002 (Act No. 57 of 2002), and published in Government

Gazette No. 43258 under Government Notice No. R480 of 29 April 2020 as amended by Government Notice No. 608 of 28 May 2020 and Government Notice No. 714 of 25 June 2020;

"staff" unless otherwise indicated, includes an early childhood development educator, early childhood development practitioner, administrative and other support staff, either full time or part time involved in the operations of the early childhood development programme; and

"standard operating procedures" means the standard operating procedures and guidelines for early childhood development programmes on COVID-19 as published on the Department of Social Development's website or any amendment thereof.

Objects

2. The objects of these directions are—

- (a) to provide for arrangements for a phased return of children who have attended an early childhood development programme or a partial care facility immediately prior to the commencement of the lock down to such programme or facility;
- (b) to provide for an early childhood development programme or a partial care facility to comply with the provisions of, and obligations provided for in, the Regulations; and
- (c) to ensure a uniform approach in respect of the manner in which children may return to early childhood development programmes or partial care facilities.

Scope and application

3. (1) These directions apply to all—

- (a) early childhood development programmes;
- (b) partial care facilities registered or conditionally registered in terms of sections 76 or 80 of the Children's Act, or that are required to be registered in terms of the Children's Act, that provide an "after school service" as defined in regulation 12(2) of the *General Regulations regarding Children* made in terms of section 306 of the Children's Act;
- (c) children that attend an early childhood development programme or partial care facility;
- (d) parents who decide to return a child or children to an early childhood development programme or partial care facility;

- (e) civil society organisations that have a direct interest or involvement, either directly or indirectly, in the operation, training and support of early childhood development programmes or partial care facilities; and
- (f) any official.

(2) The provisions contained in these directions apply for the duration of the national state of disaster, unless otherwise indicated.

Reopening of early childhood development programmes or partial care facilities

4. (1) An early childhood development programme, other than a programme referred to in sub-direction (5), may, subject to sub-directions (3), (4), (6) and direction 7, reopen immediately subject to the appropriate and/or prescribed safety measures being in place and provided it —

- (a) is registered or conditionally registered in terms of section 95 or 98 of the Children's Act;
- (b) has applied to be registered in terms of section 96 of the Children's Act with a provincial department of social development: Provided that proof that such an application was submitted, and that the application was not rejected in terms of section 82(1)(a) of the Children's Act, is furnished to the provincial department of social development;
- (c) has received a notice of enforcement to register in terms of section 85 of the Children's Act: Provided that proof of such notice of enforcement is furnished to the provincial department of social development; or
- (d) is required to be registered in terms of section 95 of the Children's Act, but is not registered and has not applied to be registered: Provided that it undertakes in writing as part of Form 1 to submit its application to be registered within six months after the date of reopening.

(2) A partial care facility that provides an after-school service, other than a service referred to in sub-direction (6), may, subject to sub-directions (3), (4) and (7), reopen immediately subject to the appropriate and/or prescribed safety measures being in place and provided it —

- (a) is registered or conditionally registered in terms of sections 76 or 80 of the Children's Act;
- (b) has applied to be registered in terms of section 81 of the Children's Act with a provincial department of social development: Provided that proof that such an application was submitted, and that the application was not rejected in terms of section 97(1)(a) is furnished to the provincial department of social development; or
- (c) has received a notice of enforcement to register in terms of section 85 of the Children's Act: Provided that proof of such notice of enforcement is furnished to the provincial department of social development; or
- (d) is required to be registered in terms of section 80 of the Children's Act, but is not registered and has not applied to be registered: Provided that it undertakes in writing as part of Form 1 to submit its application to be registered within six months after the date of reopening.

(3) The provisions of sub-directions (1) and (2) only apply to an early childhood development programme or partial care facility that was operational during the month that the national state of disaster was declared.

(4) An early childhood development programme or partial care facility contemplated in sub-directions (1) and (2) must —

- (a) comply with the minimum health, safety and social distancing measures on COVID-19, referred to in these directions and the Regulations;
- (b) comply with the standard operating procedures published on the website of the Department of Social Development;

- (c) complete a self-assessment on Form 1 (Annexure A) to these directions manually or online at <https://www.forms.gle/R3WCFapcguyBfv7MA>;
 - (d) complete a declaration on Form 5 (Annexure E to these directions) confirming that the early childhood development programme or partial care facility complies with the minimum health, safety and social distancing measures and requirements on COVID-19 referred to in these directions and the standard operating procedures published on the Department of Social Development website and must display same publicly on the premises of the early childhood development programme or partial care facility;
 - (e) develop a workplace plan, contemplated in regulation 47(1)(b) and Annexure E to the Regulations;
 - (f) in the case of an early childhood development programme contemplated in sub-direction (1)(b), (c) or (d), the early childhood development programme must furnish proof that it has participated and submitted the required information as part of the national *Vangasali* campaign to identify and register unregistered early childhood development programmes (<https://www.nelsonmandela.org/vangasali>).
- (5) The provisions of sub-direction (1) exclude a Grade R programme or class that is provided as a part of a public school or an independent school that falls under the provisions of the South African Schools Act, 1996 (Act No. 84 of 1996).
- (6) A public school or an independent school that complies with the minimum health, safety and social distancing measures on COVID-19 and is open; and has already phased in Grade R and Pre-Grade R, may continue with the opening of such Grade R and Pre-Grade R.
- (7) The provisions of sub-direction (2) exclude aftercare facilities that are part of a public school, an independent school or education support centre that falls under the provisions of the South African Schools Act, 1996.
- (8) Aftercare facilities for Grade R and Pre-Grade R that are managed by or operate—
- (a) at a public school or an independent school; or
 - (b) in education support centres, are allowed to re-open: Provided that they comply with the minimum health, safety and social distancing measures and requirements on COVID-19, as contained in Department of Health Guidelines.
- (9) An early childhood development programme or partial care facility that does not comply with the minimum health, safety and social distancing measures on COVID-19, must remain closed or be required to close until all the health, safety and social distancing measures are in place.

Conditions for return of children to early childhood development programme or partial care facility

5. (1) A parent, legal guardian or a person designated by a parent or legal guardian, may, as far as it is practical, return a child to the same early childhood development programme or partial care facility that the child attended during the month that the national state of disaster was announced: Provided that such a programme or facility complies with the provisions of direction 4.
- (2) Subject to subdirection (3), a child must be accompanied by a parent or legal guardian, or, if not practically possible, by a person designated by a parent or legal guardian, every day when the child attends an early childhood development programme or a partial care facility and must be screened as provided for in direction 8. In the case of a child who is twelve years or younger and accompanied by a designated person, the parents or legal guardian must provide the child with the required information for the purpose of the symptom screening in terms of direction 8.
- (3) Where a child arrives at an early childhood programme or partial care facility without being accompanied by a person contemplated in subdirection (2) or without any information that may assist with symptom screening, that child may not be refused entry to the early childhood development programme or partial care facility and the procedure set out in the standard operating procedures must be applied.

(4) A parent, legal guardian or a person designated by a parent or legal guardian has a right to enquire from the early childhood development programme or partial care facility about the details of the measures that have been put in place in terms of paragraph 4, before the parent, legal guardian or the person designated by the parent or legal guardian considers returning a child to an early childhood development programme or partial care facility.

(5) A child with a known underlying health condition that may place the child at a higher than normal risk category as defined by the Department of Health, may not return to an early childhood development programme or partial care facility, unless a medical practitioner gives a written authorisation that it is safe for such a child to return to, and participate in, the early childhood development programme or partial care facility.

(6) An early childhood development programme or partial care facility must inform every parent, legal guardian or a person designated by a parent or legal guardian who returns a child to the early childhood development programme or partial care facility, in writing—

(a) of the provisions of subdirections (1) to (5);

(b) that the return of a child to an early childhood development programme or partial care facility is voluntary; and

(c) that a child who returns to the programme of facility will be subjected to a daily screening as contemplated in direction 8.

Programme specific conditions for reopening of early childhood development programme or partial care facility

6. (1) Despite the provisions of the Children's Act, 2005, the following requirements must be adhered to with regard to the physical space and number of children that may be readmitted to an early childhood development programme or partial care facility, so as to maximise physical social distancing and reduce the risks of transmission of COVID-19:

Type of ECD service	Inside early learning space	Outside space	Formula for number of children that may re-admitted
ECD centre	1.5 m ² (unobstructed space) per child	1.5 m ² (unobstructed space) per child	Total m ² unobstructed early learning space divided by 1.5 m ² = maximum number of children in that space.
Playgroup	1.5 m ² (unobstructed space) per child	1.5 m ² (unobstructed space) per child	Total m ² unobstructed early learning space / 1.5 m ² divided by maximum number of children in that space.
Child minder/ day mother	1.5 m ² (unobstructed space) per child	1.5 m ² (unobstructed space) per child	Total m ² unobstructed early learning space / 1.5 m ² divided by maximum number of children in that space.
Toy-library	Play areas where a toy-library is providing the small play groups		
	1.5 m ² (unobstructed space) per child	1.5 m ² (unobstructed space) per child	Total m ² unobstructed early learning space / 1.5 m ² divided by maximum number of children in that space
	Passages in between shelves		
	Marked distanced of 1.5 meter and moving in the same direction	Not applicable	Not applicable
Mobile ECD programme		1.5 m ² (unobstructed space) per child	Total m ² unobstructed early learning space / 1.5 m ² divided by maximum number of children in that space

Parental support programme	1 m ² per parent attending with social distance of 1 meter between seats		Total m ² space divided by maximum number of parents attending in that space
Partial care providing afterschool services	1.5 m ² (unobstructed space) per child	1.5 m ² (unobstructed space) per child	Total m ² unobstructed early learning space / 1.5 m ² divided by maximum number of children in that space

(2) Despite the provisions of the Children's Act, and the regulations thereto, the following requirements must be adhered to with respect to age groups that may be readmitted to an early childhood development programme or partial care facility, so as to allow for a phased approach balanced with associated risks and compliance:

Type of ECD service	Age groups	Date of return	Staff to child ratio
ECD centre	3, 4, 5 and 6-year olds	Immediately subject to the appropriate and/or prescribed safety measures being in place.	Subject to strict adherence to the child to staff ratios as contemplated in the norms and standards determined in terms of section 94 of the Children's Act.
	Birth to 35 months	Immediately subject to the appropriate and/or prescribed safety measures being in place.	
Playgroups	3, 4, 5 and 6-year olds	Immediately subject to the appropriate and/or prescribed safety measures being in place.	Subject to strict adherence to the child to staff ratios as contemplated in the norms and standards determined in terms of section 94 of the Children's Act.
	Birth to 35 months	Immediately subject to the appropriate and/or prescribed safety measures being in place.	
Child minder/ day mother	All age groups	Immediately subject to the appropriate and/or prescribed safety measures being in place.	Subject to requirements that a maximum of 6 children may return.
Toy-library	3 years and older	Immediately subject to the appropriate and/or prescribed safety measures being in place.	One play-facilitator per 15 children and no more one group at a time (in the case where a toy library provides group play activities)
Mobile ECD programme	All age groups	Immediately subject to the appropriate and/or prescribed safety measures being in place.	One ECD educator/ practitioner for every group of 10 children, with a maximum of 2 groups at a time OR Two staff members (one ECD educator/practitioner and one assistant) for every 15 children, with a maximum of 2 groups at a time.
Parental support programme	Not applicable	Immediately subject to the appropriate and/or prescribed safety measures being in place.	Maximum of 12 parents per group facilitator
Partial care providing afterschool services	All age groups	Immediately subject to the appropriate and/or prescribed safety measures being in place.	Subject to strict adherence to the norms and standards determined in terms of section 79 of the Children's Act.

(3) Irrespective of whether an early childhood development programme or partial care facility meets the requirements contemplated in subparagraph (1), an early childhood development

programme or partial care facility may not readmit more children than the number allowed in subparagraph (2).

Prohibited activities

7. (1) The following activities are prohibited for the duration of the national state of disaster, irrespective of the applicable risk level:
- (a) outing and excursions;
 - (b) extramural activities;
 - (c) activities that are implemented by any external party that are not part of the staff establishment of the programme or facility; and
 - (d) open days for external persons to visit the programme or facility.

Screening

8. (1) An early childhood development programme or partial care facility must conduct screening in accordance with the Department of Health Guidelines.

(2) A person who enters the premises where an early childhood development programme or partial care facility operates, must be screened to ascertain whether such a person has any of the observable symptoms associated with COVID-19 such as fever, cough, sore throat, redness of eyes, shortness of breath or difficulty in breathing.

(3) A person who has any of the symptoms referred to in subdirection (2) or who experiences additional symptoms such as body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness, while at an early childhood development programme or partial care facility, must immediately report such symptoms to the compliance officer or designated official.

(4) If a person has or displays the symptoms referred to in subdirections (1) and (2), or informs the compliance officer or the designated official of having such symptoms, the early childhood development programme or partial care facility must—

- (a) not permit the person to enter the premises; or
- (b) not permit the child to enter the premises, except where the child is not accompanied by a parent or legal guardian in which case the child may enter the premises and must then be dealt with in the same manner as outlined in item (c); or
- (c) if the person is already on the premises of an early childhood development programme or partial care facility—
 - (i) immediately isolate the person and require that person, or in the case of a child, advise the parent or guardian, to make arrangements to be transported in a manner that does not place any other person or members of the public at risk, either to be self-isolated or for a medical examination or testing;
 - (ii) assess the risk of transmission, disinfect the area and any staff member's workstation or area where the child participated in learning activities, refer those persons who may be at risk for screening and take any other appropriate measure to prevent possible transmission; and
 - (iii) inform the parent or legal guardian of a child without delay.

(5) If there is evidence that a staff member contracted COVID-19 as a result of occupational exposure, the staff member may lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020, if applicable.

(6) If a person has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an early childhood development programme or partial care facility

may allow the return of such a person to the early childhood development programme or partial care facility only if such a person has—

- (a) undergone a medical evaluation in line with the Regulations; and
 - (b) tested negative for COVID-19.
- (7) If, on the advice and direction of the Department of Health, an early childhood development programme or a partial care facility is directed to close due to the risk of transmission of COVID-19, the early childhood development programme or partial care facility must close immediately and—
- (a) inform all parents immediately of such a closure;
 - (b) inform the provincial department of social development in writing of such closure within 24 hours;
 - (c) adhere to the conditions and measures prescribed by the Department of Health with regard to the closure and the disinfection of all areas and equipment; and
 - (d) only reopen on the date as directed by the Department of Health.

Sanitisers, hand washing, disinfectants and masks

9. (1) An early childhood development programme or a partial care facility must ensure that there are—
- (a) easily accessible and sufficient quantities of soap and hand sanitisers at its entrance and inside for use by children and staff members or other persons entering the early childhood development programme or partial care facility; and
 - (b) facilities for washing of hands with soap and clean water.
- (2) An early childhood development programme or a partial care facility must take proper measures to ensure that—
- (a) premises, equipment and furniture are cleaned and disinfected;
 - (b) teaching and learning materials are thoroughly cleaned and disinfected as prescribed in the standard operating procedures; and
 - (c) all areas, such as toilets, common areas, door handles and shared electronic equipment, are regularly cleaned and disinfected.
- (3) An early childhood development programme or a partial care facility must—
- (a) provide each staff member with a minimum of two cloth face masks; and
 - (b) require children, subject to subparagraph (4), and any other person entering the premises, to wear a cloth face mask, a homemade item that covers the nose and mouth or another appropriate item to cover the nose and mouth.
- (4)
- (a) No child aged 24 months or younger may be required to wear a mask due to the associated risks¹.
 - (b) A child aged two to five years must be encouraged to wear a cloth face mask to prevent disease transmission, subject to measures set out in the standard operating procedures

¹ Scientific evidence shows that babies up to the age of two are at risk of suffocation when wearing a mask. The South African Pediatric Association also advised strongly that wearing of masks by children under two years should be discouraged because of the possible risk of suffocation.

to guide and support young children with compliance and taking into account the child's age and developmental abilities².

- (5) For the purposes of these directions, a hand sanitiser must be one that contains at least 70% alcohol and complies with the recommendations of the Department of Health.

Social distancing in an early childhood development programme or partial care facility

10. (1) An early childhood development programme or a partial care facility must, subject to subdirections (2) and (3), comply with the social distancing requirement of at least 1.5 meters prescribed in the Regulations.

(2) The measures for social distancing may be adjusted in a manner prescribed in the standard operating procedures to accommodate the age and development stage of children attending an early childhood development programme or a partial care facility.

(3) An early childhood development programme or partial care facility must review and adjust its daily programmes and routines in a manner that is supportive towards the implementation of social distancing for children attending an early childhood development programme or a partial care facility.

Adjustment to and implementation of early learning curriculum and learning programme

11. (1) An early childhood development programme and, where applicable, a partial care facility, must adjust and adapt the curriculum and content of the early learning programmes to integrate into the existing learning areas, age appropriate content relating to—

- (a) COVID-19; and
- (b) health and hygiene practices.

(2) The normal daily routines that form part of the early learning programme must be adjusted to accommodate additional hygiene practices and age appropriate learning activities in relation to COVID-19 measures.

Issuing of permits and certificates for movement of staff and children

12. (1) In accordance with regulation 33(4) of the Regulations, read with regulations 34(5) and (6) of the Regulations, movement between provinces, metropolitan areas and districts is permitted—

- (a) for a staff member working at an early childhood development programme or a partial care facility who has a permit that substantially corresponds with Form 2 (in Annexure A to the Regulations) to perform a permitted service during the applicable Alert Level and who has to commute to and from work on a daily basis; and
- (b) for a child who has been issued with a certificate that substantially corresponds with Form 3A (Regulation 34(5)), in Annexure A to the Regulations, to commute to and from an early childhood development programme or a partial care facility on a daily basis.

(2) A permit referred to in subdirection (1)(a) may be issued by a delegated official or, in the case of an early childhood development programme or a partial care facility, by a principal or manager or a person delegated by him or her.

(3) The certificate referred to in subdirection (1)(b) may be issued by the principal or manager of an early childhood development programme or a partial care facility or a delegated official.

² Though it is recommended that a child older than 2 years should ideally wear a cloth face mask to prevent disease transmission. However, it is well recognised that children between 2 and 5 years cope poorly with wearing a mask, regularly touching or removing it, reducing any benefit.

(4) The issuing of permits and certificates referred to in subdirection (1) must be done in compliance with the Regulations.

(5) A staff member of an early childhood development programme or a partial care facility may commute between his or her place of residence, office and school within his or her provincial area of work for purposes of performing permitted services upon presenting the permit referred to in subdirection (1), together with any form of identification, if requested to do so by an enforcement officer.

(6) A child, other than a child referred to in subdirection (1)(b), must be issued with a certificate, by the principal or manager or a person so delegated on a form which corresponds to Form 2 (Annexure B to these directions) for purposes of travel, which states that the child attends that specific early childhood development programme or partial care facility.

(7) A certificate referred to in subdirection (6) must contain the name and address of the early childhood development programme or partial care facility and the particulars of the child concerned, including the contact details of the parent or legal guardian of the child.

(8) A certificate and permit referred to in subdirections (1), (3) and (7) respectively, must be issued no later than seven days from the respective commencement dates specified for the phased return of children and staff contemplated in direction 6.

General safety measures at early childhood development programme or partial care facility for duration of national state of disaster

13. (1) An early childhood development programme or a partial care facility must keep a record of the following information pertaining to every child that is admitted to the programme or facility:

- (a) Full names and surname of the child;
- (b) Medical history of the child (if any);
- (c) Date of birth of the child; and
- (d) Information of at least one contactable parent or legal guardian, which must include—
 - (i) full name and surname;
 - (ii) contact telephone number;
 - (iii) relationship with the child, if not parent;
 - (iv) alternative contact number;
 - (v) physical residential address;
 - (vi) physical work address, if applicable; and
 - (vii) name and contact details of alternative emergency contact person if the parent cannot be reached.

(2) An early childhood development programme or partial care facility must keep an up to date record of—

- (a) attendance register of children;
- (b) attendance register of staff;
- (c) orientation and training attendance of staff in relation to the measures set out in these directions;
- (d) reasons for absenteeism of staff and children if applicable;

- (e) daily screening for each child and staff member; and
- (f) health details of a child which must include health information regarding screening, testing, quarantine, illness and hospitalisation, where applicable, for COVID-19.

(3) Any food and beverages prepared on the premises of an early childhood development programme or a partial care facility must adhere to standard operating procedures.

Subsidisation of early childhood development centres

14. The department must continue to subsidise early childhood development centres or partial care facilities during the national state of disaster.

Commencement

15. These Directions come into effect on the date of publication in the *Government Gazette*.

ANNEXURE A

Department of Social Development

FORM 1

SELF-ASSESSMENT FORM TO BE COMPLETED BY AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME OR PARTIAL CARE FACILITY THAT PROVIDES AN AFTER-SCHOOL SERVICE PRIOR TO RE-OPENING UNDER THE NATIONAL STATE OF DISASTER

This form can also be completed online at <https://forms.gle/c7y8ZL5W94diuqTS6>. If possible, you are encouraged to complete the online form.

INTRODUCTION

This self-assessment form must be completed by an early childhood development programme or partial care facility that provides an after school service and intends to re-open under duration of the state of disaster, subject to the pronouncement of a date and the conditions of such re-opening by the Minister of Social Development.

This SELF-ASSESSMENT is a series of questions and statements based on the minimum health, safety and social distancing measures on COVID-19 that an early childhood development programme or partial care facility must comply with before it may re-open and receive children again. It helps you, when you answer the questions truthfully, to be certain that you meet the minimum requirements, and also provide the information on your own assessment to the Department of Social Development to confirm that you have checked all the measures yourself.

Please READ the following before you complete this self-assessment:

1. The completion and submission of this form does not mean that you can re-open the early childhood development programme or partial care facility. It may only be re-opened when the Minister of Social Development has announced a date for the re-opening and if you meet all the requirements as indicated below and in sections 4.1 and 4.2.
2. Please do not complete this form unless you have completed all the preparations needed to comply with the minimum health, safety and social distancing measures on COVID-19 before re-opening (the relevant information can be found in the DSD's *Standard operating procedures and guidelines for early childhood development programmes and partial care facilities on COVID-19*). Your answers need to be based on these preparations.
3. You must answer all the sections and questions that apply to your type of programme. If it does not apply, please mark the 'not applicable' option.
4. The information that you provide in this self-assessment will be submitted to the DSD, who may conduct a site visit prior to the re-opening date (still to be announced) or anytime thereafter to check whether the information provided is correct.
5. If you have completed the self-assessment form and have indicated that you are ready to reopen, a copy of this form needs to be submitted to your closest office of the Department of Social Development who may conduct a site visit to verify this.

PLEASE NOTE: This self-assessment form may only be completed by a person authorized (have the permission) by the ECD programme or partial care facility manager/ principal/ owner to complete it.

IMPORTANT: All sections and questions marked with an * are compulsory and must be completed.

A1. HAVE YOU SUBMITTED THIS SELF-ASSESSMENT BEFORE?*

Mark ONE (1) only.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | NO. This is the first time a self-assessment is being submitted for this early childhood development programme or partial care facility |
| <input type="checkbox"/> | YES, this is an update of the previous self-assessment that was completed online YES, this is an update of the previous self-assessment that was submitted in paper copy (hard copy) and the information is now provided in this online version |

SECTION 1: CONFIRMATION OF PERMISSION TO COMPLETE THIS SELF- ASSESSMENT**DETAILS FOR PERSON AUTHORISED TO COMPLETE THIS SELF-ASSESSMENT**

- 1.1** I confirm that I am authorised (have permission) to complete and submit this self- assessment on behalf of the early childhood development programme or partial care facility indicated in SECTION 2. *
Mark ONE (1) only.

☐ **YES**, I am authorised

☐ **NO**, I am not authorised. If NO, please DO NOT PROCEED with this form

- 1.2** Your **FIRST NAME(S)***

- 1.3** Your **SURNAME***

- 1.4.** What best describes your **POSITION** at the early childhood development programme or partial care facility? *
Mark ONE (1) only.

☐ Principal/ Manager

☐ Owner

☐ Administrator

☐ Supervisor

☐ Member of a support NGO responsible for the programme management

☐ Committee Member

☐ ECD Educator/ practitioner

☐ Founder

☐ Other (specify):

- 1.5** Your **CONTACT TELEPHONE NUMBER***
(if we want to get hold of you)

- 1.6** Another **CONTACT TELEPHONE NUMBER**
(if we cannot get hold of you on the above number)

- 1.7** **EMAIL ADDRESS**

Only complete if you have one - If you do not have one, leave this blank. Please make sure that you type it correctly and with no spaces, otherwise we will not be able to send you any feedback

SECTION 2: DETAILS OF ECD PROGRAMME OR PARTIAL CARE FACILITY THAT PROVIDES AN AFTER-SCHOOL SERVICE

2.1 The NAME of the early childhood development programme or partial care facility*

(Write Not Applicable or NA if there is no name)

2.2 TYPE OF PROGRAMME*

What best describes the early childhood development programme or partial care facility you are completing this for? Mark **ONE** (1) only.

<input type="checkbox"/> ECD centre	<input type="checkbox"/> Playgroup	<input type="checkbox"/> Child-minder <i>(Including day mother)</i>
<input type="checkbox"/> Toy library	<input type="checkbox"/> Mobile ECD programme	<input type="checkbox"/> Parental support programme
<input type="checkbox"/> Partial care facility that provides an after-school service (which does not operate as an ECD centre)		

2.3 PROVINCE *

What PROVINCE is this early childhood development programme or partial care facility located in? Mark **ONE** (1) only.

<input type="checkbox"/> Eastern Cape	<input type="checkbox"/> KwaZulu-Natal	<input type="checkbox"/> North West
<input type="checkbox"/> Free State	<input type="checkbox"/> Limpopo	<input type="checkbox"/> Northern Cape
<input type="checkbox"/> Gauteng	<input type="checkbox"/> Mpumalanga	<input type="checkbox"/> Western Cape

2.4 LOCAL MUNICIPALITY or METRO *

What is the name of the LOCAL MUNICIPALITY or METRO this early childhood development programme or partial care facility is located in?

2.5 MUNICIPAL WARD *

What is the name or number of the MUNICIPAL WARD where this early childhood development programme or partial care facility is located or operates in?

2.6 Please provide the name of at least ONE of the following that are the closest to this early childhood development programme or partial care facility: SAPS police station or public school or post office or clinic. *

2.7 FULL PHYSICAL ADDRESS*

Please provide the FULL PHYSICAL ADDRESS of where this early childhood development programme or partial care facility operates in? Including suburb/ area/ village

2.8 POSTAL CODE*

What is the POSTAL CODE of where this early childhood development programme or partial care facility operates in?

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2.9 CONTACT TELEPHONE NUMBER for the early childhood development programme or partial care facility*

--

2.10 EMAIL ADDRESS for the early childhood development programme or partial care facility*

(Only complete if you have one. If you do not have one, write Not Applicable or NA). Please make sure that you type it correctly and with no spaces, otherwise we will not be able to send you any feedback

--

2.11 WEBSITE address (complete ONLY if you have one)

--

2.12 FUNDING/ SUBSIDY from government*What best describes the subsidy status of this early childhood development programme or partial care facility? Mark **ONE** (1) only.

<input type="checkbox"/>	YES , we normally receive a subsidy from the Department of Social Development, and CONTINUE to receive subsidy to date from the department (including during the period of the lock down)
<input type="checkbox"/>	YES , we normally receive a subsidy from the Department of Social Development BUT this subsidy has STOPPED over the period of the lockdown
<input type="checkbox"/>	NO , we do NOT normally receive a subsidy from the Department of Social Development

2.13 REGISTRATION STATUS in terms of the Children's ActIndicate the registration status of this early childhood development programme or partial care facilities in terms the Children's Act 38 of 2005. Please mark the **ONE** (1) option that applied to you only.

<input type="checkbox"/>	Is REGISTERED or CONDITIONALLY REGISTERED in terms of sections 76 or 80 (for partial care) / section 95 or 98 (for ECD) of the Children's Act 38 of 2005
<input type="checkbox"/>	Is NOT registered , but HAS APPLIED to be registered in terms of section 81 (for partial care) / section 96 (for ECD) of the Children's Act 38 of 2005
<input type="checkbox"/>	Is NOT registered and does NOT have a pending application for registration in terms of Children's Act 38 of 2005 to be registered
<input type="checkbox"/>	Other (specify):

2.14 ONLY for UNREGISTERED early childhood development programme or partial care facilities

PLEASE READ HERE BEFORE YOUR PROCEED with this section: The following sections only need to be completed by an UNREGISTERED early childhood development programme (including an ECD centre) or UNREGISTERED partial care facility that is required to be registered in terms the Children's Act 38 of 2005, but is NOT registered and **DOES NOT have a pending application for registration**.

2.14.1 UNDERTAKING by an UNREGISTERED early childhood development programme (including an ECD centre)

Only to be completed by an UNREGISTERED early childhood development programme (including an ECD centre) that is required to be registered in terms of section 95 of the Children's Act 38 of 2005, but is NOT registered and does NOT have a pending application for registration

We undertake, **as a condition** for our re-opening under the measures and regulations related to the national state of disaster - should we meet the requirements for such re-opening - to submit an application to be registered within 6 months after the date of re-opening

☐ YES, we agree

☐ NO

2.14.2 UNDERTAKING by an UNREGISTERED partial care facility that provides an after-school service

Only to be completed by an UNREGISTERED partial care facility that provides an AFTER-SCHOOL SERVICE that is required to be registered in terms of section 80 of the Children's Act 38 of 2005, but is NOT registered and does NOT have a pending application for registration

We undertake, **as a condition** for our re-opening under the measures and regulations related to the national state of disaster - should we meet the requirements for such re-opening - to submit an application to be registered within 6 months after the date of re-opening

☐ YES, we agree

☐ NO

SECTION 3: CHILDREN AND STAFF

3.1 HOW MANY CHILDREN (in total) were attending or participating in this early childhood development programme or partial care facility immediately prior to the commencement of the national lockdown.*

3.2 Please indicate the **AGES** of the children referred to above.*
You may mark **MORE THAN ONE** (1) option

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Birth to 11 months (baby) |
| <input type="checkbox"/> | 12 to 23 months (1-year olds) |
| <input type="checkbox"/> | 24 to 35 months (2-year olds) |
| <input type="checkbox"/> | 36 to 47 months (3-year olds) |
| <input type="checkbox"/> | 48 to 59 months (4-year olds) |
| <input type="checkbox"/> | 60 to 71 months (5-year olds) |
| <input type="checkbox"/> | 72 to 83 months (6-year olds) |
| <input type="checkbox"/> | Children 7 years and OLDER |
| <input type="checkbox"/> | Children 6 years or younger WITH A DISABILITY |

3.3 NUMBER OF CHILDREN that will be admitted upon re-opening*

Taking into account the DSD's Standard operating procedures and guidelines for early childhood development programmes and partial care facilities on COVID-19, including the other legal requirements under COVID-19 state of national disaster, HOW MANY CHILDREN per age group will this early childhood development programme or partial care facility be able to accommodate when it re-opens. Please answer all questions

3.3.1 Children aged birth to 23 months (younger than 2 years)*

If you will not admit children in this age group, please indicate = 0

3.3.2 Children aged 2 years (24 to 35 months)*

If you will not admit children in this age group, please indicate = 0

3.3.3 Children aged 3 and 4 years (36 to 59 months)*

If you will not admit children in this age group, please indicate = 0

3.3.4 Children aged 5 years (60 to 71 months)*

If you will not admit children in this age group, please indicate = 0

3.3.5 Children aged 6 years (72 to 83 months)*

If you will not admit children in this age group, please indicate = 0

3.3.6 Children aged 6 years or younger WITH A DISABILITY that will be re-admitted to the early childhood development programme.

Only to be completed by an early childhood development programme (including ECD centre). If you will not admit children in this age group, please indicate = 0

3.3.7 Children aged 7 years and older*

Only to be completed by partial care facility that provide an after-school service. If you will not admit children in this age group, please indicate = 0

3.4 NUMBER OF STAFF that will be working at this early childhood development programme or partial care facility that provides an after-school service once it reopens.*

Please answer the questions below per category of staff.

3.4.1 TOTAL number of staff that will be returning*

The total of number of staff should equal (=) the number of staff indicated in section 3.4.2 to 3.4.4

3.4.2 Management*

Indicate the number of staff members in a management position that will return. This includes the principal, or manager of the programme.

IMPORTANT: If you have counted a staff member here, DO NOT count them again in any of the other categories. If you do not have any staff in this category, please just indicate NA to show that this question is not applicable to you.

3.4.3 ECD educators/ practitioners/ educators/ assistants*

Indicate the number of staff members that fall in this category that will return. This includes the assistants that work in the programme with the educator or practitioner, if applicable. IMPORTANT: If you have counted a staff member here, DO NOT count them again in any of the other categories. If you do not have any staff in this category, please just indicate NA to show that this question is not applicable to you.

3.4.4 Administrative and support staff *

Indicate the number of staff members that fall in this category that will return. This include staff members that are mainly responsible for the administration such as a bookkeeper, secretary, cooks, gardeners, and security guards or similar. IMPORTANT: If you have counted a staff member here, DO NOT count them again in any of the other categories. If you do not have any staff in this category, please just indicate NA to show that this question is not applicable to you.

SECTION 4: SELF-ASSESSMENT CHECKLIST

After you have done all the preparations for the re-opening go through this self-assessment checklist and answer truthfully. Please also read the Department of Social Development's *Standard operating procedures and guidelines for early childhood development programmes and partial care facilities on COVID-19* (and the Annexures).

This CHECKLIST will assist you to determine whether this of the early childhood development programme or partial care facility that provides an after-school service meets minimum health, safety and social distancing measures on COVID-19.

4.1 Do you have copies of the following documents to use as a reference to prepare for the re-opening?*

Only indicate YES if you have either a paper or electronic copy. You must indicate an answer next to all 5 statements.

Department of Social Development's <i>Standard operating procedures and guidelines for early childhood development programmes and partial care facilities on COVID-19</i> (available from 23 rd of June 2020)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Annexure A: Minister of Social Development's <i>Directions on COVID-19 (once published in the Government Gazette)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Annexure B: Regulations to the Disaster Management Act (available at www.gov.za)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Annexure C: Directions issued by the Minister of Employment and Labour (available at www.gov.za)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Annexure D: Department of Health Guidelines (available at www.gov.za)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

4.2 Checklist 1*

You must indicate an answer next to all 28 statements/ questions. If any statement is NOT applicable to your early childhood development or partial care facility, please mark NOT APPLICABLE. NOTE: "requirements on the COVID-19" below refers to the minimum health, safety and social distancing measures on COVID-19 as indicated in the documents mentioned in 4.1

Checklist 1	YES	NO	Not applicable
1 The physical space where the early childhood development programme or partial care facility operates has been thoroughly cleaned and disinfected in line with the requirements on the COVID-19. (see paragraph 8.2.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 All teaching and learning support materials, including toys, equipment and apparatus have been thoroughly cleaned and disinfected in line with the requirements on the COVID-19 in preparation for re-opening. (see paragraph 8.7.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Measures are in place for the daily cleaning and sanitising of the programme space in line with the requirements on the COVID-19 when open. (see paragraph 8.7.1 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Measures are in place for the routine and daily cleaning of teaching and learning support materials, equipment and apparatus when open. (see paragraph 8.7.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 All staff members have received an orientation and have been made aware of the provisions contained in the documents indicated above in section 4.1. (see paragraph 8.2.1 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 All staff members received a proper orientation on the measures to be implemented prior to receiving any child back into the programme. (see paragraph 8.2.1 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist 1	YES	NO	Not applicable
7 All staff members are aware of the adaptations or changes to the daily routines to accommodate the minimum health, safety and social distancing measures on COVID-19. (see paragraphs 8.4, 8.5 and 8.6 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Own procedures, based on the documents in section 4.1, have been developed and are clearly displayed on the walls. (see paragraph 8.2.1 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 If an early childhood development programme or partial care facility is run as part of a private home (for example child minders/ day mothers / some playgroups/after school service) or any other space that is shared (for example play groups / mobile ECD programmes) it can be confirmed that these programmes will be implemented in a dedicated space where other persons (including adults and children) cannot access, walk through or sit in for the full duration of the programme). (ONLY COMPLETE IF APPLICABLE, mark not applicable if it does not apply) (see paragraph 8.8.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Procedures for the drop-off and pick-up of children have been established to ensure that the requirements on the COVID-19 are met and will be communicated to all parents prior to the re-opening. (see paragraph 8.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 At the entrance, there is a safe space to wash hands with soap and clean water or sanitize hands (see paragraph 8.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Daily screening questions are written or printed out and ready to be used. (see paragraph 8.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 A standard letter/ communication to be send to parents have been drawn up (ready to be sent) regarding the procedures, conditions and other matters with regard to returning their child to the programme. (see paragraph 8.2.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Staff members responsible for the early learning, development and care of children have received an orientation on the adaptation and implementation of the early learning programme to accommodate the requirements for re-opening. (see paragraphs 8.8 and 8.9 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 If the programme has more than one group/class, there is a schedule in place for outdoor play time to ensure that different groups/classes do not mix. (see paragraphs 8.4 and 8.9 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 The programme area is laid out or adapted to enable children and adults to keep a distance of at least 1 meter, where appropriate. (see paragraph 8.4 and 8.9 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 There is natural ventilation (windows or doors that can open) where this early childhood development programme or partial care facility. (see paragraphs 8.1 and 8.2.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 There is a sufficient supply of clean water for drinking and handwashing or measures are in place and confirmed to ensure that there is sufficient supply. (see paragraph 8.1 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 There is a tap, a tippy-tap, a water dispenser or similar for handwashing under clean running water with measures that allow for physical distancing as appropriate. (see paragraphs 8.1 and 8.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Every staff member has at least 2 washable cloth face masks. (see paragraph 8.5 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 There are additional clean face masks (about 1 for every 10 children) that can be used in the case where a child become sick with COVID-19 symptoms. (see paragraphs 8.5 and 8.11 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 There is a sufficient supply of clean tissues or toilet paper (in separate pieces) for wiping children's noses. (see paragraphs 8.2 and 8.6 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 Hand sanitizer and cleaning materials are stored out of reach of children at all times and labelled in accordance with their use. (see paragraph 8.5 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist 1	YES	NO	Not applicable
24 There is a sufficient supply of soap, hand sanitizers, cleaning agents that kills germs, such as bleach or disinfectant, cloths/cleaning brushes. (see paragraph 8.8.5 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 There is a basic first aid kit, which includes rubber gloves. (see paragraph 8.11.4 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 Procedures are developed and in place for management of basic hygiene practices, including the changing of nappies, use of potties, disposal of the aforementioned, amongst others. (see paragraph 8.6.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 Staff members who fall into high risk categories have been advised not to return unless they have a letter from a doctor. (see paragraph 8.11.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28 There is an isolation space for temporarily containing learners/staff identified with possible COVID-19 symptoms. (see paragraph 8.11.4 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.3 VANGASALI CAMPAIGN: Have you participated in the Vangasali Campaign aimed at finding every ECD service?*

Mark ONE (1) only. Find more information about the Vangasali Campaign here: <https://www.nelsonmandela.org/vangasali>

<input type="checkbox"/> YES, we have participated in the Vangasali Campaign either through the form or WhatsApp
<input type="checkbox"/> NO, we do not know what the Vangasali Campaign is. Please send us more information
<input type="checkbox"/> NO, we know about the Vangasali Campaign but did not participate
<input type="checkbox"/> NO, we did not know about the Vangasali Campaign but will go and participate after I complete this form
<input type="checkbox"/> NO, we operate a partial care facility that is NOT an ECD service (<i>not part of the Vangasali Campaign</i>)

4.4 DECLARATION *

To be completed by person authorized to complete the self-assessment. **You must indicate an answer next to all statements.**

I confirm that the information provided in this self-assessment has been confirmed and is truthful.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I confirm that the early childhood development programme or partial care facility that this self-assessment applies to, has the responsibility to ensure that all the required minimum health, safety and social distancing measures on COVID-19 are complied with as published and directed by the Department of Social Development before and after the re-opening of the programme.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I understand that this is a pre-opening self-assessment and the Department of Social Development, including the provincial department of social development, or any other authorised party may visit any early childhood development programme or partial care facility that intends to re-open for an onsite assessment to verify whether it complies with the minimum health, safety and social distancing measures.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I understand that the completion and submission of this self-assessment do not mean that the early childhood development programme or partial care facility can re-open. It may only be re-opened when the Minister of Social Development has announced a date for the re-opening and if it meets all the requirements.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I understand that it is the responsibility of the early childhood development programme or partial care facility to remain up to date with any changes in relation to requirements in relation to the operations of an early childhood development programme or partial care facility under the national state of disaster and changes when a risk level is adjusted for the country or any part of the country.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION 5: REQUEST FOR SUPPORT (OPTIONAL)**PLEASE NOTE:**

This section should only be completed if you are applying to the Department of Social Development (DSD) for support.

Support is based on availability of resources and prioritisation thereof. The completion of this section *does not automatically* mean that you will be considered or receive support. Should your request be considered you will be notified by the Department of Social Development.

However, it **remains your responsibility** to ensure that you meet all the requirements related to the reopening of the early childhood development programme or partial care facility should you wish to re-open on the date announced for re-opening.

5.1 Does this early childhood development or partial care facility operate in an underprivileged area or target children and parents that are poor?

Mark **ONE** (1) only.

<input type="checkbox"/> YES
<input type="checkbox"/> NO

5.2 When did this early childhood development or partial care facility open?

Mark **ONE** (1) only.

<input type="checkbox"/> 2020 (opened this year)
<input type="checkbox"/> 2019 (opened or started operating in 2019)
<input type="checkbox"/> 2018 (opened or started operating in 2018)
<input type="checkbox"/> 2017 or earlier (opened or started operating in 2017 or earlier)

5.3 Does this early childhood development or partial care facility have access to clean water?

Mark **ONE** (1) only.

<input type="checkbox"/> YES
<input type="checkbox"/> NO

5.4 If you are part of an ECD FORUM or another ECD NETWORK/ALLIANCE or NETWORK for partial care facilities, please give us the full name of the forum or alliance or network.

--

5.5 Please indicate below support that the early childhood development programme or partial care facility requires. Please note that this is an assessment of support needed and support marked with an * is subject to the availability of funding.

You may mark more than one response.

<input type="checkbox"/>	Guidance on how to comply with the required minimum measures on COVID-19
<input type="checkbox"/>	Hygiene and cleaning products*
<input type="checkbox"/>	PPE equipment*
<input type="checkbox"/>	Water storage equipment or tank*

5.6 Checklist 2: PPE

Based the pre-opening self-assessment conducted, please indicate whether the following IS AVAILABLE. Indicate an answer next to each statement.
Mark all that apply.

Checklist 2	YES	NO
1 Adult two cloth masks for every adult at the site	<input type="checkbox"/>	<input type="checkbox"/>
2 Additional masks/visors if child becomes ill at the site (1 additional mask for every 10 children)	<input type="checkbox"/>	<input type="checkbox"/>
3 Temperature Gun/Thermometer	<input type="checkbox"/>	<input type="checkbox"/>
4 Empty (1 Litre) Spray gun for cleaning or sanitising	<input type="checkbox"/>	<input type="checkbox"/>
5 Water soluble sanitiser tablets (1 tablet makes 1 litre) to make sanitiser/ sanitiser	<input type="checkbox"/>	<input type="checkbox"/>
6 Duct Tape or similar for physical distancing marking	<input type="checkbox"/>	<input type="checkbox"/>
7 Rubber gloves for cleaning & managing waste	<input type="checkbox"/>	<input type="checkbox"/>
8 30 cleaning cloths	<input type="checkbox"/>	<input type="checkbox"/>
9 5 litre bleach for cleaning	<input type="checkbox"/>	<input type="checkbox"/>
10 Tippy taps if extra water points are needed	<input type="checkbox"/>	<input type="checkbox"/>
11 Tissues (or toilet paper that can be used as tissues)	<input type="checkbox"/>	<input type="checkbox"/>
12 Disposable hand paper towels instead of cloth towels for drying hands	<input type="checkbox"/>	<input type="checkbox"/>
13 Soap bars (pack of 12)	<input type="checkbox"/>	<input type="checkbox"/>
14 5 litre dishwashing liquid	<input type="checkbox"/>	<input type="checkbox"/>
15 5 litre disinfectant (Dettol)	<input type="checkbox"/>	<input type="checkbox"/>

SUBMISSION

The information that you provided in this self-assessment must be submitted to the Department of Social Development (closest office to you), who may conduct a site visit prior to the re-opening date (still to be announced) or anytime thereafter to check whether the information provided is correct.

If information changes, you may re-submit this same form. Please just indicate in section A1 that you have updated this self-assessment.

If Form 1 was completed online, please do not submit a paper copy.

Thank you for completing this self-assessment.

Signed at _____ this _____ day of _____ 2020.

Authorised signature
(person who completed the form)

AFTER SUBMISSION:

Thank you for completing and submitting this self-assessment of your early childhood development programme or partial care facility that provides an after school service that intends to re-open under duration of the state of disaster, subject to the pronouncement of a date and the conditions of such re-opening by the Minister of Social Development.

If you have answered YES to all the questions in (unless not applicable to you):

- Section 4.1 (Documents to use as a reference to prepare for the re-opening)
- Section 4.2 (Checklist 1)

you may be ready to re-open as soon as the date for re-opening is announced.

Please note:

1. it is your responsibility to ensure that the childhood development programme or partial care facility meets all the requirements as set out in the relevant regulations, directions issued and standing operating procedures before re-opening and after reopening for the duration of the national state of disaster;
2. it is your responsibility to remain up to date with any changes in relation to requirements in relation to the operations of an early childhood development programme or partial care facility under the national state of disaster and changes when a risk level is adjusted for the country or any part of the country;
3. the Department of Social Development, including the provincial department of social development, or any other authorised party may visit any early childhood development programme or partial care facility that intends to re-open for an onsite assessment to verify whether it complies with the minimum health, safety and social distancing measures.
4. Department of Social Development, including the provincial department of social development, or any other authorised party do compliance monitoring visits or assessments after the re-opening of an early childhood development programme or partial care facility.

If you have any queries, please contact your closest office of the Department of Social Development.

Thank you for your submission.

ANNEXURE B

FORM 2

(FORM 3A to the Regulations)

CERTIFICATE FOR CHILD TO TRAVEL TO ANOTHER PROVINCE OR METROPOLITAN AREA OR DISTRICT AREA

(Regulation 34(5))

To be completed by the head or manager or a person authorized by the head or manager

I, _____ (Name and surname)

Details of head/manager or delegated person and an early childhood development programme or partial care facility	
Full name	
Surname	
Identity number	
Mobile number	
Details of an early childhood development programme or partial care facility	
Name	
Full physical address	
Province it is situated	
Metropolitan area/ district	
Telephone	
Email address (if available)	

In my capacity as head/ manager or delegated person of the above early childhood development programme or partial care facility, I hereby declare that the undermentioned child is attending this early childhood development programme or partial care facility, and need to travel between different provinces/ metropolitan areas / districts to attend this programme.

Details of CHILD attending	
Full names:	
Surname:	
Date of birth	
Full address of place of residence of child:	
Province of residence	
Metropolitan area/ district	
Details parent of legal guardian	
Name and surname	
Mobile number	
Telephone number	
Email address (if available)	

Signed at _____ this _____ day of _____ 2020.

Principal/ manager or or delegated person issuing

Official stamp
In the case where there is no
official stamp, another person
needs to co-sign in this
space.

ANNEXURE C

Department of Social Development

FORM 3

APPLICATION

by a person / civil society organisation or entity to be a designated organisation to assist the
DEPARTMENT OF SOCIAL DEVELOPMENT

with the assessment of an early childhood development programme or partial care facility prior to the re-opening or compliance monitoring visits or assessments after the re-opening of an early childhood development programme or partial care facility [direction 4(7)]

IMPORTANT:

Only Form 3's that are completed online through this link (<https://forms.gle/gpacUTXvbdnzVVsr7>) will be considered. Please do not submit in any other format.

Applications will open on 24 June 2020 only, and no application received prior to that date will be processed.

Please note the following definitions:

Self-assessment process: Assistance with the dissemination of the self-assessment form (Form 1) and support, if required regarding the completion of Form 1. This includes support to be provided to an early childhood development programme or partial care facility

Verification: The conduct of spot checks to an early childhood development programme or partial care facility **before it re-opens** as to verify the information that was provided as part of the self-assessment and to provide written feedback in a prescribed manner to the Department of Social Development.

Compliance monitoring visits: The conduct of a monitoring visit to an early childhood development programme or partial care facility **after it has re-opened** to verify that it continues to comply with the requirements and measures as prescribed, and to provide written feedback in a prescribed manner to the Department of Social Development.

SECTION A: DETAILS OF APPLYING ORGANISATION	
A.1 Details organisation	
Name of organisation	
Physical address	
Town	
Postal code	
Contact person	
Mobile number	
Email address (please write clearly)	
Website (if available)	
Type of organisation	<input type="checkbox"/> Resources and training organisation <input type="checkbox"/> National association <input type="checkbox"/> Provincial association <input type="checkbox"/> Forum <input type="checkbox"/> Network organisation <input type="checkbox"/> Business/ Donor

<input type="checkbox"/> Other: specify: _____		
A.2 Status of organisation (verification)		
<i>More than one may be indicated. Please provide relevant reference /or registration numbers if the options marked with an * are chosen.</i>		
Status	Number/ Reference (as applicable)	
<input type="checkbox"/> NPO registration number*		
<input type="checkbox"/> PBO number*		
<input type="checkbox"/> Constitution if you are unable to provide a registration number.	Please provide a link. If no link is available, you will be contacted to provide a valid and duly approved copy of your organisation's constitution.	
<input type="checkbox"/> Business/ Donor		
<input type="checkbox"/> Other, specific		
A.3 COMPETENCIES		
<i>Please indicate the particular competencies that your organisation has in relation to this application. Only complete applicable areas. Leave other areas open.</i>		
Main area	Indicate specific competencies	
<input type="checkbox"/> General (monitoring and support)		
<input type="checkbox"/> Training and development		
<input type="checkbox"/> ECD centres		
<input type="checkbox"/> Play groups		
<input type="checkbox"/> Child minders		
<input type="checkbox"/> Mobile ECD programmes		
<input type="checkbox"/> Toy Libraries		
<input type="checkbox"/> Parent support groups		
<input type="checkbox"/> Partial care facility that provides an after-school service		
<input type="checkbox"/> Other, specific		
A.4 Reach <i>(Please indicate the province where your organisation has offices in)</i>		
<input type="checkbox"/> Eastern Cape	<input type="checkbox"/> Free State	<input type="checkbox"/> Gauteng
<input type="checkbox"/> KwaZulu-Natal	<input type="checkbox"/> Limpopo	<input type="checkbox"/> Mpumalanga
<input type="checkbox"/> Northern Cape	<input type="checkbox"/> North West	<input type="checkbox"/> Western Cape
SECTION B: APPLICATION		
B.1 Application to be designated to (mark applicable clearly)		
<i>Please choose at least one option based on your capacity</i>		
<input type="checkbox"/> assessment of an early childhood development programme or partial care facility <u>prior to the re-opening</u>		
<input type="checkbox"/> compliance monitoring visits or assessments <u>after the re-opening</u> of an early childhood development programme or partial care facility		
<input type="checkbox"/> provision of compliance support/ PPE/ clean water supply		
B.2 Confirmation of capacity		

<p>I hereby <i>confirm</i> that the organisation referred to in section A has the required capacity to interpret, guide and provide support according to the conditions and requirements as set out in the documents indicated below. You must indicate an answer next to each statement below</p>		
Reference document	Yes	No
Circular regarding preparation and planning for the re-opening of early childhood development programmes or partial care facilities that provide an after-school service, subject to the announcement of a date by the Minister of Social Development, dated 21 June 2020.	<input type="checkbox"/>	<input type="checkbox"/>
Department of Social Development's Standard operating procedures and guidelines for early childhood development programmes and partial care facilities on COVID-19 (available from 23 rd of June 2020)	<input type="checkbox"/>	<input type="checkbox"/>
Department of Social Development's Directions on COVID-19 (<i>once published in the Government Gazette</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Regulations in terms of section 27(2) of the Disaster Management Act, 2002, published by Government Notice No. R. 480 of 29 April 2020 (Government Gazette No. 43364), or amendment thereof	<input type="checkbox"/>	<input type="checkbox"/>
<i>Directions on Health and Safety Measures in the Workplace</i> by the Minister of Employment and Labour in terms of regulation 4(10) of the Regulations R480 of 29 April 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) by Government Notice No. R. 639 of 4 June 2020 (Government Gazette No. 43400), or any subsequent Directions that may be issued	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health Guidelines for symptom monitoring and management of essential workers for COVID -19 related infection, issued by the Department of Health in April 2020	<input type="checkbox"/>	<input type="checkbox"/>
<i>Directions issued in terms of regulation 10(5) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No. 57 OF 2002): Measures to Prevent And Combat The Spread of COVID-19</i> published by Government Notice No 430 of 30 March 2020 (Government Gazette No. 43182), as amended, issued by the Minister of Social Development	<input type="checkbox"/>	<input type="checkbox"/>
B.3 Undertaking		
<p>I, as the person submitting this application on behalf of the organisation indicated in section A understands that –</p> <p>(a) the terms related to the appointment as a designated organisation have been discussed and agreed to by the management of the organisation prior to the submission of this application;</p> <p>(b) the organisation applies to voluntarily assist with the execution of the tasks associated with this application;</p> <p>(c) the organisation may not ask any fee, or any other form of compensation, in cash or in kind, to an early childhood development programme or a partial care facility, for the execution of any of the tasks associated with this application;</p> <p>(d) it is the responsibility of the organisation to ensure that the staff members who participate in the execution of the tasks associated with this application meet the minimum health, safety and social distancing measures on COVID-19;</p> <p>(e) the Department of Social Development is not responsible, neither should it be assumed to be responsible, for the health and safety of staff members from the organisation while executing the tasks associated with this application;</p> <p>(f) the organisation has communicated to every staff member that will participate in the tasks associated with this application that their participation is voluntary;</p> <p>(g) the Department of Social Development has no obligation to pay the organisation or any staff member for the execution of the tasks associated with this application, neither does the Department have any obligation to pay for the costs associated with the implementation of the tasks;</p> <p>(h) the Department of Social Development may at any time quality assure the work of the organisation in respect of the tasks associated with this application;</p> <p>(i) the Department of Social Development reserves the right to cancel this appointment as designated organisation immediately should it comes to its attention that the organisation is acting outside the scope of the appoint or behave in any manner inappropriately or unethically, upon which the name of the organisation shall be published in the Government Gazette;</p> <p>(j) a designated organisation may not in any manner use its appointment and any information obtained as part of the execution of this designation to recruit in any manner an early childhood development programme or partial care facility to become a member of its, or any other, organisation, association, forum or similar; and market any services, goods or materials that a designated organisation may provide as part of its normal operations, to an early childhood development programme or partial care facility that it visits as part of the execution of this designation.</p>		
B.3.1 Compliance		
	Yes	No
(a) Does your organisation have the necessary PPE equipment in order to carry out these site visits?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Are your staff members who are conducting these site visits fully aware of the risks involved in conducting these site visits?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Are your staff aware that site visits will be conducted at their own risk and that the Department of Social Development will not be held liable for any injuries, infections or other hazards which may occur in the process of conducting these site visits?	<input type="checkbox"/>	<input type="checkbox"/>
B.4 Designation and related tasks		
<p>Please indicate the designation you apply for and the associated tasks per designation that your organisation is willing to undertake</p>		

The option chosen here must be the same as the option chosen in section B.1	
<input type="checkbox"/> assessment of an early childhood development programme or partial care facility prior to the re-opening	<input type="checkbox"/> compliance monitoring visits or assessments after the re-opening of an early childhood development programme or partial care facility
<input type="checkbox"/> Assist the programme with the understanding of the pre-opening requirements	<input type="checkbox"/> Visit of programme for monitoring of compliance post opening
<input type="checkbox"/> Assist the programme with practical guidance in relations to the required measures that need to be implemented before and after re-opening	<input type="checkbox"/> Completion of the post opening compliance monitoring tool
<input type="checkbox"/> Guidance and advice on integration of COVID-19 regulations into administrative processes	<input type="checkbox"/> Identify any gaps or inaccuracies in the conduct of the ECD programmes and advise accordingly (in cases of gross negligence to the SoP, then officials will have to be notified)
<input type="checkbox"/> Orientation to staff	<input type="checkbox"/> Submission of the post opening monitoring tool after completion to the Department of Social Development, with or without recommendation
<input type="checkbox"/> Financial Management guidance and advice due to COVID-19 impact	<input type="checkbox"/> Continued support and orientation of staff
<input type="checkbox"/> Basic training or orientation regarding programme and activity adjustment in relation to COVID-19	<input type="checkbox"/> Assistance and guidance with the implementation of the programme
<input type="checkbox"/> Assist with the completion of the pre-assessment form (Form 1), and where feasible the online version.	<input type="checkbox"/> Assistance with trouble shooting of potential challenges related to the programme.
<input type="checkbox"/> Collection of pre-assessment forms	<input type="checkbox"/> Provision of compliance support/ PPE/ clean water supply
<input type="checkbox"/> Verification of the pre-assessment information provided by the programme	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Submit verification form and information to the Department of Social Development	
<input type="checkbox"/> provision of compliance support/ PPE/ clean water supply	
<input type="checkbox"/> Other (specify):	

B.5 Geographical area and capacity

Province(s)	Districts /Metro's	Municipalities	Capacity
Indicate the province based on the information provided in A.4	List the district in the province where you have to capacity to support	List the municipalities where you have the capacity to support	Indicate the number of programmes that you will be able to support per municipality/metro based on the information provided in A.3

C. Declaration

I declare as the person duly authorised by the organisation contemplated in section A (the organisation) that the information provided in this self-assessment has been confirmed and is truthful.

Furthermore,

- (a) I *understand* that the appointment of the organisation as a designated organisation is subject to approval by the provincial Department of Social Development and the confirmation of such approval in writing;
- (b) I *understand* that it will be required from the organisation to act in an ethical and responsible manner in the execution of its responsibilities related to this application, should the organisation be appointed as a designated organisation;
- (c) I *understand* that the Department of Social Development may set such conditions as needed to ensure that a designated organisation in terms of this application executes its responsibilities in a fair, just and unbiased manner.
- (d) I *agree* that any information that the organisation obtains as a designated organisation, if appointed, from any early childhood development programme or partial care facility that it engages with or visits as part of its responsibilities related to this application shall only be disclosed to the Department of Social Development, unless national legislation legally requires otherwise, and shall under no circumstances disclose such information to any other third party.

Only online

Thank you for completing this application.

The information provided in this application will be submitted to the provincial Departments of Social Development for consideration.

Please note that the final decision regarding the designation of your organisation to assist based on the information provided rests with the provincial Department of Social Development.

The completion and submission of this form do not automatically mean that your organisation is designated to provide support as indicated. You will be notified in writing if your organisation is designated and appointed by the provincial Department of Social Development.

ANNEXURE D

Department of Social Development

FORM 4 VERIFICATION & MONITORING

compliance with measures to address, prevent and combat the spread of COVID-19 in early childhood development programmes or partial care facilities in the Republic of South Africa. [Direction 4(7)]

PURPOSE OF THIS FORM

Form 4 needs to be used for the purpose of verification or monitoring of compliance with the conditions set for the re-opening and management of an early childhood development programme or partial care facility, which may include, -

- (a) an assessment/verification of an early childhood development programme or partial care facility prior to the re-opening; and
- (b) monitoring visits or assessments for the purpose of ensuring compliance after the re-opening of an early childhood development programme or partial care facility.

This verification or monitoring may be done by an official from the National Department of Social Development, provincial Department of Social Development, or a person from a designated organisation that has been authorized in writing to assist with assessment, verification, monitoring and support.

GUIDELINE

Online: Form 4 is available online at <https://forms.gle/sriVSvqiBijMHYvBA> and needs to be completed online. If it is not possible to do an online form, a paper-based copy may be used and needs to be submitted to the nearest service office.

Rationale for monitoring

Due to the COVID-19 pandemic several and various policies, protocols and practices have to be implemented to reduce the transmission of the virus. With the risks associated with the COVID-19 pandemic, it is vital that the early childhood development programme or partial care facility be monitored to determine whether the measures to address, prevent and combat the spread of COVID-19 are in place, and if not, to provide the necessary guidance, support and direction for adherence.

Preparation for verification or monitoring

Verification or monitoring should always be done in a supportive manner. Never do any verification or monitoring without being thoroughly prepared. The person doing the verification or monitoring needs to have sufficient and correct knowledge regarding the measures to address, prevent and combat the spread of COVID-19 in general, and these apply to an early childhood development programme or partial care facility, so that the monitor can also guide programme or facility to meet the requirements.

The person doing the verification or monitoring visit shall have copies (paper or electronically) and a reasonable level of knowledge of the following documents as to be able to execute a high-quality monitoring visit and to be able to provide guidance and support as needed:

- (a) *Department of Social Development's Standard Operating Procedures and Guidelines for an early childhood development programme or partial care facility that provides an after-school service on measures to address, prevent and combat the spread of COVID-19*
- (b) *Circular regarding preparation and planning for the re-opening of early childhood development programmes or partial care facilities that provide an after-school service, subject to the announcement of a date by the Minister of Social Development issued under the signature of the Acting Director-General of the DSD on 21 June 2020;*
- (c) *Minister of Social Development's Directions regarding the re-opening of early childhood development programmes or partial care facilities and measures to address, prevent and combat the spread of COVID-19 in early childhood development programmes or partial care facilities that provide an after school service in the Republic of South Africa ((once published in the Government Gazette)*
- (d) *Regulations in terms of section 27(2) of the Disaster Management Act, 2002*, published by Government Notice No. R. 480 of 29 April 2020 (Government Gazette No. 43364), or amendment thereof;
- (e) *Directions on Health and Safety Measures in the Workplace by the Minister of Employment and Labour in terms of regulation 4(10) of the Regulations R480 of 29 April 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) by Government Notice No. R. 639 of 4 June 2020 (Government Gazette No. 43400), or any subsequent Directions that may be issued;*
- (f) The Department of Health's Guidelines can be downloaded here: https://cdn.ymaws.com/www.saioh.co.za/resource/resmgr/docs/2020/9_2020_v4_14_4_2020_guidance.pdf
- (g) *Directions issued in terms of regulation 10(5) of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No. 57 OF 2002): Measures to Prevent And Combat The Spread of COVID-19 published by Government Notice No 430 of 30 March 2020 (Government Gazette No. 43182), as amended, issued by the Minister of Social Development.*
- (h) *Directions issued in terms of regulation 4 (3) of the Regulations made under the Act regarding the re-opening of early childhood development programmes or partial care facilities that provide an after-school service and measures to address, prevent and combat the spread of COVID-19 issued by the Minister of Social Development (once published in the Government Gazette).*
- (i) *Any other Direction issued by a member of Cabinet in terms of regulation 10 of the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No. 57 OF 2002) that apply directly or indirectly to the operations of an early childhood development programme or partial care facility under COVID-19.*

An enabling approach

The verification or monitoring to ensure compliance with the measures to address, prevent and combat the spread of COVID-19 is a requirement, but is also a collaborative and supportive process between the party responsible for the monitoring and the early childhood development programme or partial care facility that is being monitored. Therefore, it is important that the verification or monitoring process is engaging based on discussions with principal, programme supervisor or person responsible regarding areas of compliance and non-compliance.

In the case where there is any area of non-compliance apply the following principles:

1. Discuss the area of non-compliance with the early childhood development programme or partial care facility as to ascertain whether they understand what is being required and explain the reasons, if any, for non-compliance (non-compliance may be due to not understanding what is required in a particular area).
2. Determine the reasons why the early childhood development programme or partial care facility is struggling to comply with or implement the specific area or element.
3. Focus on solving the problem of non-compliance with the early childhood development programme or partial care facility through creative and innovative means.
4. In the case where there it is evident that the area or element that needs to be in place and implemented will not be possible, contact a social service practitioner at the nearest office of the Department of Social Development for advice and support.

How to conduct the monitoring visit

Every verification or monitoring visit needs to be conducted in a professional and respectful manner. The following will assist with that:

1. Upon arrival, first find the manager or person in charge of the early childhood development programme or partial care facility before you start the verification or monitoring visit.
2. Introduce yourself and confirm that you have permission to do the verification or monitoring visit. Introduce yourself, the organisation you represent and explain the purpose of the verification or monitoring visit and how it will be conducted.
3. Explain that the verification or monitoring visit is needed to ensure that the early childhood development programme or partial care facility is compliant with the measures to address, prevent and combat the spread of COVID-19 as published in the Regulations, the Directives and the SOP issued by the Department of Social Development, but ALSO to determine where you can be of assistance when they struggle with some areas of compliance or refer them for assistance.
4. Also indicate that you will be looking at the same areas that they indicated in the self-assessment questionnaire as well as some items in the standard operating procedures.
5. Request the manager or person in charge or person designated to accompany you when you walk through the early childhood development programme or partial care facility.
6. Complete this Form 4 while you conduct the verification or monitoring visit.
7. If something is unclear, ask the person who accompanies you.
8. Always provide your contact details to the manager before you leave.
9. Before you leave the early childhood development programme or partial care facility, you must first provide the manager with feedback on your findings and recommendations, as far as possible and feasible.
10. Be clear about the next steps.

REMEMBER:

- You are required to wear a face mask during the whole visit
- You must adhere to the entry symptom screening before you enter the premises
- Wash your hands regularly or use hand sanitiser.
- Maintain a physical distance of at least 1 metre from staff and children at all times
- Refrain from touching surfaces and objects if possible

Remember the success of a verification or monitoring visit largely depends on the attitude and approach of the person conducting the monitoring. Always be friendly, supportive and caring in your interactions with management and staff.

Monitoring questionnaire

How to complete this form:

- The person doing the verification or monitoring (monitoring official) must complete section A.
- All sections must be completed. If an area or element is not applicable, indicate clearly **N/A** for not applicable. Do not leave open.
- Each item in the checklist in section C should have a tick (to show requirement has been met) or cross (to show not met) next to it – none should be left blank.
- The monitoring official should then tick **ONE OPTION ONLY** of the three statements in section D.
- This form must be signed and dated by the monitoring official, as well as the manager or designated person of the early childhood development programme or partial care facility that was verified / monitored. (If this form is completed electronically, this will be done automatically)

SECTION A: DETAILS OF PERSON CONDUCTING THE VERIFICATION / MONITORING VISIT			
Name of monitoring department or designated organisation			
Name of person doing the monitoring (monitoring official)			
Mobile telephone number			
Email address (please write clearly)			
Date and time of the monitoring visit.	Date	Start time	End time
Purpose of the visit (mark ONE only)	<input type="checkbox"/> Verification prior to the re-opening		<input type="checkbox"/> Monitoring visits or assessments after the re-opening
B. Details of early childhood development programme or partial care facility			
Province			
<input type="checkbox"/> Eastern Cape	<input type="checkbox"/> Free State	<input type="checkbox"/> Gauteng	
<input type="checkbox"/> KwaZulu-Natal	<input type="checkbox"/> Limpopo	<input type="checkbox"/> Mpumalanga	
<input type="checkbox"/> Northern Cape	<input type="checkbox"/> North West	<input type="checkbox"/> Western Cape	
Name of early childhood development programme or partial care facility			
Name of manager/ contact person			
Full physical address			
Postal code			
Telephone number			
Email address (if available and please write clearly)			
Municipality			
Type of early childhood development programme or partial care facility (mark ONE only)			
<input type="checkbox"/> ECD centre	<input type="checkbox"/> Play group	<input type="checkbox"/> Childminder/ day mother	
<input type="checkbox"/> Mobile ECD	<input type="checkbox"/> Toy library	<input type="checkbox"/> Parent support group (ECD)	
<input type="checkbox"/> Partial care facility providing an after-school service			
REGISTRATION STATUS in terms of the Children's Act			
Indicate the registration status of this early childhood development programme or partial care facilities in terms the Children's Act 38 of 2005. Please mark only ONE (1) option that applies.			
<input type="checkbox"/> Is REGISTERED or CONDITIONALLY REGISTERED in terms of sections 76 or 80 (for partial care) / section 95 or 98 (for ECD) of the Children's Act 38 of 2005			

<input type="checkbox"/>	Is NOT registered, but HAS APPLIED to be registered in terms of section 81 (for partial care) / section 96 (for ECD) of the Children's Act 38 of 2005
<input type="checkbox"/>	Is NOT registered and does NOT have a pending application for registration in terms of Children's Act 38 of 2005 to be registered
<input type="checkbox"/>	Other (specify):
Name of district office of the Department of Social Development that it falls under	
C. VERIFICATION / MONITORING QUESTIONS	
C.1 Children	
What is the maximum number of children that may attend the early childhood development programme or partial care facility based on the formula of 1.5 <i>square metres of unobstructed floor space for every child and adult</i>	
C.2 Compliance indicators	Yes No N/A
1 Was a self-assessment done for the purpose of re-opening? If Yes, please ask for a copy and use it as a basis.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 The number of children present does not exceed the number in C above.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3 Is the number of staff sufficient and in line with the child to staff ratios as contemplated in the norms and standards as determined in terms of section 79 or 94 of the Children's Act 38 of 2005, as appropriate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4 The physical space where the early childhood development programme or partial care facility operates has been thoroughly cleaned and disinfected in line with the requirements on the COVID-19. (see paragraph 8.2.2 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5 All teaching and learning support materials, including toys, equipment and apparatus have been thoroughly cleaned and disinfected in line with the requirements on the COVID-19 in preparation for re-opening. (see paragraph 8.7.2 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6 Measures are in place for the daily cleaning and sanitising of the programme space in line with the requirements on the COVID-19 when open. (see paragraph 8.7.1 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7 Measures are in place for the routine and daily cleaning of teaching and learning support materials, equipment and apparatus when open. (see paragraph 8.7.2 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8 All staff members have received an orientation and have been made aware of the provisions contained in the documents indicated above in section 4.1. (see paragraph 8.2.1 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9 All staff members received a proper orientation on the measures to be implemented prior to receiving any child back into the programme. (see paragraph 8.2.1 of DSD SOP for more information).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10 All staff members are aware of the adaptations or changes to the daily routines to accommodate the minimum health, safety and social distancing measures on COVID-19. (see paragraphs 8.4, 8.5 and 8.6 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11 Own procedures have been developed and are clearly displayed on the walls. (see paragraph 8.2.1 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12 If an early childhood development programme or partial care facility is run as part of a private home (for example child minders/ day mothers / some playgroups/after school service) or any other space that is shared (for example play groups / mobile ECD programmes) it can be confirmed that these programmes will be implemented in a dedicated space where other persons (including adults and children) cannot access, walk through or sit in for the full duration of the programme). (ONLY COMPLETE IF APPLICABLE, mark not applicable if it does not apply) (see paragraph 8.8.3 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13 Procedures for the drop-off and pick-up of children have been established to ensure that the requirements on the COVID-19 are met and will be communicated to all parents prior to the re-opening. (see paragraph 8.3 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14 At the entrance, there is a safe space to wash hands with soap and clean water or sanitize hands (see paragraph 8.3 of DSD SOP for more information)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

C.2 Compliance indicators		Yes	No	N/A
15	Daily screening questions are written or printed out and ready to be used. (see paragraph 8.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	A standard letter/ communication to parents have been drawn up (ready to be sent) regarding the procedures, conditions and other matters with regard to returning their child to the programme. (see paragraph 8.2.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Staff members responsible for the early learning, development and care of children have received an orientation on the adaptation and implementation of the early learning programme to accommodate the requirements for re-opening. (see paragraphs 8.8 and 8.9 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	If the programme has more than one group/class, there is a schedule in place for outdoor play time to ensure that different groups/classes do not mix. (see paragraphs 8.4 and 8.9 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	The programme area is laid out or adapted to enable children and adults to keep a distance of at least 1 meter, where appropriate. (see paragraph 8.4 and 8.9 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	There is natural ventilation (windows or doors that can open) where this early childhood development programme or partial care facility. (see paragraphs 8.1 and 8.2.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	There is a sufficient supply of clean water for drinking and handwashing or measures are in place and confirmed to ensure that there is sufficient supply. (see paragraph 8.1 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	There is a tap, a tippy-tap, a water dispenser or similar for handwashing under clean running water with measures that allow for physical distancing as appropriate. (see paragraphs 8.1 and 8.2 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Every staff member has at least 2 washable cloth face masks. (see paragraph 8.5 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	There are additional clean face masks (about 1 for every 10 children) that can be used in the case where a child becomes sick with COVID-19 symptoms. (see paragraphs 8.5 and 8.11 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	There is a sufficient supply of clean tissues or toilet paper (in separate pieces) for wiping children's noses. (see paragraphs 8.2 and 8.6 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Hand sanitizer and cleaning materials are stored out of reach of children at all times and labelled in accordance with their use. (see paragraph 8.8.5 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	There is a sufficient supply of soap, hand sanitizers, cleaning agents that kills germs, such as bleach or disinfectant, cloths/cleaning brushes. (see paragraph 8.8.5 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	There is a basic first aid kit, which includes rubber gloves. (see paragraph 8.11.4 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Procedures are developed and in place for management of basic hygiene practices, including the changing of nappies, use of potties, disposal of the aforementioned, amongst others. (see paragraph 8.6.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Staff members who fall into high risk categories have been advised not to return unless they have a letter from a doctor. (see paragraph 8.11.3 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	There is an isolation space for temporarily containing learners/staff identified with possible COVID-19 symptoms. (see paragraph 8.11.4 of DSD SOP for more information)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3 Other observations				

D. FINDINGS AND FEEDBACK			
D.1 Finding in relation to compliance			
<input type="checkbox"/>	D.1.1 This early childhood development programme or partial care facility complies with measures to address, prevent and combat the spread of COVID-19 as set out in the Directions and SOPs.		
<input type="checkbox"/>	D.1.2 This early childhood development programme or partial care facility has minor areas of non-compliance in terms of the standards above. Advice and support have been given and a follow-up visit will be undertaken within 2 weeks.		
<input type="checkbox"/>	D.1.3 This early childhood development programme or partial care facility has major areas of non-compliance in terms of the standards above and has been advised to close temporarily. The provincial Department of Social Development will be informed.		
D.2 The following feedback was provided to the early childhood development programme or partial care facility before departure.			
D.3 Signature of monitoring officer			
Signature		Date	
D.4 Signature of programme supervisor or principal			
<i>I, the below signed person, confirm that I am the principal or supervisor of this early childhood development programme or partial care facility, and that I have been visited by the above-named official today. I hereby undertake to ensure that my programme continues to implement each of the standards above.</i>			
Signature		Date	
Full name			

This Form 4 needs to be submitted by the monitoring officer within 2 working days to the office of the Department of Social Development within which jurisdiction this early childhood development programme or partial care facility falls.

ANNEXURE E

FORM 5

DECLARATION
CONFIRMING COMPLIANCE OF AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME OR
PARTIAL CARE FACILITY*(To be completed and signed by the principal or manager)*

I, _____ (Name and surname), the principal / manager *(delete whichever is not applicable)*, of _____ (name of early childhood development programme or partial care facility), hereby declare that the early childhood development programme or partial care facility *(delete whichever is not applicable)* has complied with the health, safety and social distancing measures for COVID-19, set out in Directions issued by the Minister of Social Development, the Department of Social Development's Standard Operating Procedures and Guidelines, as well as the Regulations made in terms of section 27(2) of the Disaster Management Act, 2002 (Act no. 57 of 2002).

I further acknowledge that it is the responsibility of the principal /manager to take all reasonable steps to comply with the health, safety and social distancing measures for COVID-19, set out in Directions issued by the Minister of Social Development, the Department of Social Development's Standard Operating Procedures and Guidelines, as well as the Regulations made in terms of section 27(2) of the Disaster Management Act, 2002 (Act no. 57 of 2002).

I further accept that any civil liability that may arise from the early childhood development programme or partial care facility decision *(delete whichever is not applicable)* to re-open and the manner in which it operates following such re-opening, shall fall exclusively on the early childhood development programme or partial care facility, and that National Department of Social Development and Provincial Department of Social Development shall bear no liability in this regard.

Signed at _____ this _____ day of _____ 2020.

Principal/ manager or or delegated person issuing

Witness

Official stamp
In the case where there is no official stamp, another person needs to co-sign in this space.