



**ATTENTION:** All Heads of Provincial Departments of Social Development

Managers and staff of early childhood development programmes and partial care facilities

Managers of early childhood development network organizations, training organizations, associations and similar entities

Stakeholders in the early childhood development sector

**CIRCULAR REGARDING PREPARATION AND PLANNING FOR THE RE-OPENING OF EARLY CHILDHOOD DEVELOPMENT PROGRAMMES AND/OR PARTIAL CARE FACILITIES THAT PROVIDE AN AFTER-SCHOOL SERVICE, SUBJECT TO THE ANNOUNCEMENT OF A DATE BY THE MINISTER OF SOCIAL DEVELOPMENT**

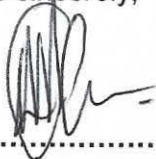
1. The following programmes that fall within the provisions of the Children's Act 38 of 2005 (the Act) **may not re-open** for the purpose of re-admitting any child until such time that the Minister of Social Development has pronounced a date and the conditions of such re-opening through Directions published in terms of regulation 10(3) of the *Regulations made in terms of section 27(2) of the Disaster Management Act, 2002.*
  - 1.1 ECD centres (partial care facilities that provide early childhood development programme in terms of section 93(5)(a) of the Act), playgroups, childminders (day mothers), toy libraries and mobile ECD's that provide an early childhood development programme registered or conditionally registered in terms of sections 95 or 98 of the Act, or are required to be registered in terms of the Act.
  - 1.2 A partial care facility registered or conditionally registered in terms of sections 76 or 80 of the Act, or are required to be registered in terms of the Act, 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 38 of 2005 (Government Notice No. R. 261 of 1 April 2010 published in Government Gazette No. 33076).
2. An early childhood development programme and/or partial care facility referred to in paragraph 1 of this circular does not include early learning and education programmes provided as part of a public or independent school as defined in section 1 of the South African Schools Act 84 of 1996 for learners below the age of admission to Grade R as contemplated in sections 5 and 45A of the South African Schools Act, as these are dealt with by the Department of Basic Education's *Directions issued in terms of Regulation 4 (3) of the Regulations made under the Act: Regarding the Re-Opening of Schools and Measures to Address, Prevent and Combat the Spread of COVID-*

19 in the National Department of Basic Education, all Provincial Education Departments, all Education District Offices and All Schools in the Republic of South Africa as published in General Notice 302 of 2020 of Government Gazette No. 43372 dated 29 May 2020 and amended on 1 June 2020.

3. Staff, including managers, early childhood development educators, early childhood development practitioners, administrative and other support staff, either full time or part time involved in the operations of the early childhood development programme and/or partial care facility, *may return to their work place*, subject to measures and conditions as set out in:
  - 3.1 The *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.
  - 3.2 The *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.
  - 3.3 *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.
  - 3.4 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 and/or partial care facility under COVID-19.
4. It is the responsibility of the management or body responsible for the employment of staff at the early childhood development programme and/or partial care facility to ensure that the staff referred to in paragraph 3 meet the minimum health, safety and social distancing measures on COVID-19 before and upon their return to the workplace
5. The return of staff as provided for in paragraph 3 is to allow for the commencement of preparations of the staff and premises of the early childhood development programme and/or partial care facility to comply with the minimum health, safety and social distancing measures on COVID-19, before the pronouncement of a date for re-opening by the Minister of Social Development.
6. The responsibility for the establishment of measures and procedures in respect of physical, material and programmatic requirements, as well as the requirements for the return, orientation and/or training of the staff to prepare for re-opening and the ongoing maintenances of such measures rests solely with the management of the early childhood development programme and/or partial care facility.

7. An early childhood development programme and/or partial care facility that intends to re-open under the 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, needs to *complete a pre-opening self-assessment form* (Annexure A: **Form 1**) that needs to be submitted online (<https://forms.gle/c7y8ZL5W94diuqTS6>) or in paper copy to the nearest local/service/ district office of the provincial Department of Social Development within which jurisdiction the ECD programme and/or partial care facility falls within two weeks after the date of this Circular.
8. The Department of Social Development, may visit any early childhood development programme and/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 as per Annexure A: Form 1; or direct in writing an authorised third party to do such a visit on its behalf. The outcome of such an onsite assessment shall be communicated to the early childhood development programme and/or partial care facility with findings and guidance, if any, to ensure compliance.
9. An early childhood development programme and/or partial care facility that needs guidance and information in respect of paragraph 7 may contact the local/service/ district office of the Department of Social Development.
10. The Department of Social Development will make available upon the issuing of this circular or soon thereafter interim guidelines and procedures for further guidance on compliance measures related to COVID 19 for the purpose of management of the ECD programme and/or partial care facility . Notwithstanding the aforementioned, the final directions, standard operating procedures and guidelines for re-opening of early childhood development programmes and/or partial care facilities shall be published with sufficient notice prior to the date of re-opening.
11. The Department of Social Development wishes to reiterate with reference to paragraph 1 that **no child may return to an early childhood development programme and/or partial care facility** until such time that the Minister has pronounced in the Government Gazette the date(s) and conditions of re-opening.
12. The Department of Social Development wishes to express appreciation to all stakeholders for their understanding and cooperation during these trying times, while we as a country together with the rest of the world continue to mitigate the risks of the COVID-19 virus.

Yours sincerely,



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**ACTING DIRECTOR GENERAL**

Department of Social Development

Date: 21 June 2020

## Department of Social Development

### FORM 1

## SELF-ASSESSMENT FORM TO BE COMPLETED BY AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME AND/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 and/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 and/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 and/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 and/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"/> | <b>NO.</b> This is the first time a self-assessment is being submitted for this early childhood development programme and/or partial care facility   |
| <input type="checkbox"/> | <b>YES,</b> 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 and/or partial care facility indicated in SECTION 2.\***  
Mark ONE (1) only.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | YES, I am authorised   |
| <input type="checkbox"/> | 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 and/or partial care facility?\***  
Mark ONE (1) only.

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Principal/ Manager | <input type="checkbox"/> Owner  | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Supervisor         | <input type="checkbox"/> Member of a support NGO responsible for the programme Management |  |
| <input type="checkbox"/> Committee Member   | <input type="checkbox"/> ECD Educator/ practitioner                                       | <input type="checkbox"/> Founder       |
| <input type="checkbox"/> 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 AND/OR PARTIAL CARE FACILITY THAT PROVIDES AN AFTER-SCHOOL SERVICE

**2.1 The NAME of the early childhood development programme and/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 and/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 and/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 and/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 and/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 and/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 and/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 and/or partial care facility operates in?

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

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

|  |
|--|
|  |
|--|

**2.10 EMAIL ADDRESS for the early childhood development programme and/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 and/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 Act**

Indicate the registration status of this early childhood development programme and/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 and/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) and/ 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, <b>as a condition</b> 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 | <input type="checkbox"/> YES, we agree |
|  | <input type="checkbox"/> NO            |

Self-assessment form to be completed by an early childhood development programme and/or partial care facility that provides an after-school service prior to re-opening under the national state of disaster

**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, <i>as a condition</i> 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 | <input type="checkbox"/> YES, we agree |
|  | <input type="checkbox"/> NO            |

**SECTION 3: CHILDREN AND STAFF**

**3.1 HOW MANY CHILDREN** (in total) were attending and/or participating in this early childhood development programme and/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 and/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



Self-assessment form to be completed by an early childhood development programme and/or partial care facility that provides an after-school service prior to re-opening under the national state of disaster

**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 and/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 include 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 include 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, 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 and/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 <sup>rd</sup> 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 ( <i>available at www.gov.za</i> )  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Annexure C: Directions issued by the Minister of Employment and Labour ( <i>available at www.gov.za</i> )  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Annexure D: Department of Health Guidelines ( <i>available at www.gov.za</i> )   | <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 and/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 and/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"/> |
| 7 All staff members are aware of the adaptations and/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 and/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 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"/> |

| Checklist 1  | YES                      | NO                       | Not applicable           |
|--|--------------------------|--------------------------|--------------------------|
| 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 and/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 and/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 8.8.5 of DSD SOP for more information)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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"/> <b>YES</b> , we have participated in the Vangasali Campaign either through the form or WhatsApp                                |
| <input type="checkbox"/> <b>NO</b> , we do not know what the Vangasali Campaign is. Please send us more information                                     |
| <input type="checkbox"/> <b>NO</b> , we know about the Vangasali Campaign but did not participate   |
| <input type="checkbox"/> <b>NO</b> , we did not know about the Vangasali Campaign but will go and participate after I complete this form                |
| <input type="checkbox"/> <b>NO</b> , we operate a partial care facility that is <b>NOT</b> 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 4 statements.**

|  |                              |                             |
|--|------------------------------|-----------------------------|
| I <i>confirm</i> that the information provided in this self-assessment has been confirmed and is truthful.   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| I <i>confirm</i> that the early childhood development programme and/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 and/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 and/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 and/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 and/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 and/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 and/or partial care facility should you wish to re-open on the date announced for re-opening.

**5.1 Does this early childhood development and/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 and/or partial care facility open?**

Mark **ONE** (1) only.

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

**5.3 Does this early childhood development and/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 and/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 and/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 and/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 and/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 and/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 and/or assessments after the re-opening of an early childhood development programme and/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.