

## ECD Programme Pre-opening Assessment Tool

<b>A. Details of ECD centre/programme</b>		
I, the undersigned, duly authorized to complete this application on behalf of the programme indicated in this application, herewith confirm the following (mark clearly with an X):		
Name and details of ECD centre/ programme		
Address		
Region		
Contact details: tel: Email: Cell:		
Name of supervisor or principal		
<b>B. Type of the ECD service (please tick)</b>		
ECD center	<input type="checkbox"/>	
Play group	<input type="checkbox"/>	
Toy library	<input type="checkbox"/>	
Mobile ECD	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	
<b>C. Type of registration (please tick)</b>		
1.	Children's ACT 38 of 2005 as Partial Care	<input type="checkbox"/>
2.	NPO Act	<input type="checkbox"/>
3.	Section 21	<input type="checkbox"/>
4.	LTD/PTY	<input type="checkbox"/>
5.	Other, specify	<input type="checkbox"/>
<b>D. Maximum number of children</b>		
The maximum number of children that can attend this programme (1.5 square metres of unobstructed floor space for every child and adult)		
What is the number of children enrolled for 2020		

How many children will be returning after lockdown?	
<b>E. Checklist</b> (tick to show each standard has been checked)	
1. The entire facility has been thoroughly cleaned and disinfected in line with the requirements in the COVID-19 ECD Programme Readiness Standards in Annexure A.	
2. All staff members have received training on: <ul style="list-style-type: none"> <li>• Standard Operating Procedures in Annexure C and the COVID-19 Screening and Response Procedures in Annexure D.</li> <li>• Supporting children and parents, and how to integrate protective measures in a non-threatening and age appropriate manner.</li> <li>• The revised curriculum or daily routine, and on appropriate play and learning activities.</li> </ul>	
3. The Standard Operating Procedures in Annexure C and the COVID-19 Screening and Response Procedures in Annexure D (or the programme’s own procedures which include all these measures) are clearly displayed on the wall.	
4. There is natural ventilation (windows or doors that can open) in the programme space.	
5. If the programme is run in a private home, it uses a dedicated space which other adults or older children do not walk through or sit in at any point during the session.	
6. There is a sufficient supply of clean water for drinking and hand-washing.	
7. There is a tap, a tippy-tap, a water dispenser or similar for hand-washing under running water.	
8. There is a sufficient daily supply of soap and/or hand sanitiser for hand-washing.	
9. At the entrance, there is a safe space to sanitise hands or to wash hands with soap/water.	
10. Hand sanitizer and cleaning materials are stored out of reach of children at all times.	
11. Toilets, potties and hand-wash stations are at least 1 metre apart, and/or a rotation system is in place for their use.	
12. If children have their nappies changed, there is a designated nappy changing area.	
13. There are at least 2 washable face masks per adult, and extra face masks for children who become sick with COVID-19 symptoms.	
14. There is a sufficient supply of a cleaning agent that kills germs, such as bleach or disinfectant.	
15. There are separate cloths/cleaning brushes (kept in labelled plastic bags) for different tasks. (Wiping surfaces and toys (tables, door handles, toys, etc.), cleaning floors, washing up food bowls and utensils, cleaning toilet and nappy-changing areas)	
16. Measures for daily cleaning of the facility are in place.	
17. There is a supply of clean tissues for wiping children’s nose.	
18. There is a sealable waste disposal container for which cannot be reached by children.	
19. The programme is laid out to enable children and adults to keep a distance of at least 1 metre.	
20. 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.	

21. Is the sleeping area clearly marked for all children to keep a distance of at least 1 metre.	
22. Has each child has his/her own mattress and blanket?	
23. There is a system in place for drop-off and pick-up, to ensure a) physical distancing is maintained (e.g. markings such as stones or rope on the ground to show the distance between each place in the queue), and b) an orderly screening process.	
24. Daily screening questions are written or printed out.	
25. There is a basic first aid kit, which includes gloves.	
26. There is an isolation space NOT sickbay for temporarily containing learners/staff identified with possible COVID-19 symptoms.	
27. Staff members who fall into high risk categories have been advised not to return unless they have a letter from a doctor.	
28. All parents and caregivers have been sent a letter that includes the following information: <ul style="list-style-type: none"> <li>• date of re-opening;</li> <li>• returning a child to the programme is voluntary and if the parent does not return their child there shall be no financial or other consequences;</li> <li>• instruction that children with underlying health conditions do not return;</li> <li>• screening procedures;</li> <li>• measures that will be implemented by the ECD programme during drop-off and pick-up;</li> <li>• things that parents and caregivers can do to prepare their child for returning to the programme.</li> </ul>	
<b>29. Admission area/ reception area</b> <ul style="list-style-type: none"> <li>• To be restricted to one person at a time</li> <li>• Every handling of paper, pens, phone cash etc, sanitizers to be used</li> <li>• No mask no entry</li> <li>• Visitation to be restricted to parents/ caregivers on emergencies only</li> <li>• The ECD to encourage EFT payments</li> <li>• Visitation by therapists, nurses, doctors etc, should always be subjected to the same COVID 19 procedures and PPES to be used</li> <li>• Visitation of therapists, nurses, doctors etc should use appointment system</li> </ul>	
<b>30. Main entrance</b> <ul style="list-style-type: none"> <li>• One entrance to be used</li> <li>• All staff members to be screened daily and during intervals</li> <li>• If readings of staff and children is exceeding the limit, should be send home immediately</li> <li>• Trained staff member/s to screen parents/caregivers and children on entry</li> <li>• Assessment form to be completed once a week for all children and staff members</li> <li>• Weekly records to be kept safe</li> </ul>	
<b>31 Security personnel</b> <ul style="list-style-type: none"> <li>• To ensure control access to the facility</li> <li>• Children to be ushered to the classes by parents/caregivers to avoid being touched by different hands</li> <li>• Security personnel not to touch children</li> <li>• Every guardhouse to have sanitizers</li> <li>• To cover themselves with masks at all times</li> </ul>	

<ul style="list-style-type: none"> <li>Keypad for the gates to be deactivated</li> </ul>			
<p><b>32 Management/ Principal/ Director</b></p> <ul style="list-style-type: none"> <li>To have signage inside and outside the gate outlining the following</li> <li>No mask no entry</li> <li>Sanitization is compulsory</li> <li>When entering the premises, screening is compulsory</li> <li>To minimize contact, one parent/caregiver or family member at the time</li> <li>To use appointment system</li> <li>To take regular rounds and record, to monitor compliance</li> <li>To have a consent form in place, for immediate contact with parents should the child present symptoms</li> <li>Request parents to update their contacts/ next of kin</li> </ul>			
<p><b>F. Signature</b></p>			
<p><i>I, the below signed person, am the principal or supervisor of this ECD centre/programme, and hereby undertake to ensure that my programme continues to implement each of the standards above as well as the standards in the COVID-19 ECD Standard Operating Procedures. I undertake to co-operate with all follow-up monitoring by social service practitioners, environmental health practitioners and other designated officials. I understand that I must not take the children in my programme on any excursions outside the facility.</i></p>			
SIGNATURE:		DATE:	