



# ECD Survey for eThekweni

0. SURVEY PARAMETERS/QUESTIONS										
0.1 Project reference number <i>e.g. "1012 ETH"</i>			0.2 Unique centre number: <i>e.g. KETH001bamb = KZN, eThekweni, Bambisanani Crèche and number generated randomly</i>							
0.3 Survey Participation			Full participation	Partial participation	Not participating now	Not participating at all				
0.4 Date of Survey:			DD / MM / YYYY							
0.5 Time of survey:					:			[24 hr time format please]		
0.6 Type of ECD service			ECD centre	ECD hub	Playgroup	Toy Library	Other (Specify)			
0.7 Interviewer:	Name and surname:									
	Cellphone number:		0							
0.8 Interviewee:	Name and surname:									
	Position at ECD centre/ hub:		Owner		Principal			Supervisor		
			Practitioner		Facilitator for ECD hub			Committee member		
0.9 Alternate contact	Name and surname:									
	Position at ECD centre /hub:									
	Cellphone number:		0							

1. CENTRE OVERVIEW:				
1.1. Name of ECD facility: <i>[Please confirm spelling]</i>				<i>[Take a photo of the front of the centre]</i>
1.2. Municipality:				
1.3. Ward number:				
1.4. Name of area/ village/ informal settlement:				
1.5. Traditional Authority:				
1.6. Type of area:	Informal Settlement	Township	Peri-urban	Rural
1.7. Coordinates: <i>[Save co-ordinates to tablet]</i>	<i>Latitude (S/N)</i>		<i>Longitude (E/W)</i>	
1.8. Physical Address				
1.9. Postal Address				

-1 =Do Not Know

-2 =Not Applicable

-3 =Refuse to Answer

-4 =Must call back

1.10. During which year was the facility established:	Y Y Y Y				Do not know			
1.11. Operational base for facility	Private home	Dedicated ECD Centre	Church	School	Community centre/hall	Clinic	Other	
1.12. <i>If other, Specify</i>								
1.13. Operating days <i>[Select all days mentioned – in order]</i>	MON	TUES	WED	THURS	FRI	SAT	SUN	
1.14. Operating times <i>[24 hour format]</i>	Starting time:						:	
	Finishing time:						:	
	How many hours a day is the centre operational for?						:	

## 2. INSTITUTIONAL

2.1 Who owns / is in charge of the ECD centre:	Private individual	CBO	FBO	Registered NPO	Other	Do not know
2.2 Is the facility registered as an NPO:	Yes	No	In progress		Do not know	
2.3 Provide NPO number:	NPO					
2.4 Is the ECD facility registered with the DSD <i>[evidenced by Form 12: registration certificate]</i>	Unregistered	In process	Conditional registration		Full Registration	Do not know
			Bronze	Silver		
2.5 <i>If so, provide date of registration:</i>	D D / M M / Y Y Y Y					
2.6 If conditional, indicate what was found to be inadequate <i>[No max: select one or more]</i>	ECD Programme	Training	Emergency Plan			Other
	Infrastructure	Nutrition	Equipment (outdoor)			Do not know
	Health & safety	Staff	Equipment (indoor)			
2.7 Does the DSD fund this ECD centre?	Yes		No		Do not know	
2.8 <i>If so, how many children receive subsidies?</i>	# of subsidies				Do not know	

## 3. GOVERNANCE

3.1 Is there a management committee for the facility?	Yes	No	Under establishment	Do not know
3.2 <i>If yes, does the management committee keep minutes of their meetings?</i>	Yes	No		Do not know
3.3 Did the management committee hold meetings last year?	Yes	No		Do not know
3.4 <i>If yes, How many times did the management committee meet during the last year?</i>	# of meetings held			Do not know
3.5 Have members of the management committee received committee work training?	Yes	No		Do not know
3.6 <i>If yes, Which training institution provided the most recent training?</i>	<i>e.g. DSD / NDA, TREE/ Unlimited Child/ LETCEE</i>			

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3.7	What topic or topics were the management committee trained on? <i>[Max 3: select one or more, but no more than three]</i>	Role of committee members			Health and safety			
		Engagement with parents			Financial management			
		Personnel management and training			Policies			
		Chairing a meeting and minute taking			Other			
		Do not know						
3.8	<i>[Parents]</i> How many times in the last year did the staff meet a group of parents to discuss this centre?	# of meetings held				Do not know		
3.9	Are parents' views taken into account when changes are made to the centre?	Yes always	Yes sometimes	Not very often	Hardly ever	Never	Do not know	
3.10	Does your centre receive any funding or support from donors?	Yes		No		Do not know		
3.11	<i>If yes</i> , list all the donors (Not DSD or parents) <i>[No max: record all donors]</i> <i>[PLEASE use comma as separator, with no spaces either side of comma]</i>							
3.12	What do donors fund? <i>[No max: select one or more]</i>	Building costs		Maintenance		Operational costs		Food
		Training		Equipment /toys		Outdoor equipment		Other
3.13	<i>If other</i> , specify:							
3.14	Does the ECD centre have a constitution?	Yes		No		Do not know		
3.15	Are there annual financial statements in place?	Yes		No		Do not know		

#### 4. RELATIONSHIPS WITH DEPARTMENTS AND ENTITIES

4.1.	Do the staff at the ECD Centre have contact with any government departments?	Yes		No		Do not Know	
4.2.	If so, with which department? <i>[No max: select one or more]</i>	DSD		Health		Clinic	
		Other department		Municipality		None	

#### 5. PERSONNEL

5.1.	Principal/supervisor/owner: <i>[Record Name and surname]</i>									
5.2.	Cellphone number:	0								
5.3.	Highest qualification of the principal/supervisor/owner?	No education	Passed grade 7	Passed grade 10	Passed grade 12	Passed degree/diploma	Other	Do not know		
5.4.	Has the principal/ supervisor/ owner attended training on the use of educational equipment and toys)	Yes			No		Do not know			
5.5.	What is the highest formal ECD Training NQF level achieved by the principal/ supervisor/ owner?	None	NQF level 1	NQF level 2	NQF level 3	NQF level 4	NQF level 5	Higher	Other	Do not know

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## 6. ECD PRACTITIONERS

6.1. Number of ECD practitioners (excluding the principal)?	# of practitioners
6.2. Number of ECD practitioners who received training on the use of educational equipment and toys)	Don't know
6.3. Number of ECD practitioners (excluding the principal) who have received formal ECD training?	# of trained practitioners

6.4. Record highest formal qualification for each of the practitioners (excluding the principal):

<i>[Enter data on printed sheet – to be transferred to “ECD practitioner Qualification” matrix at end of Tablet questions]</i>	No formal education	Passed grade 7	Passed grade 10	Passed grade 12	Passed degree/ diploma	Other	Do not know
1st practitioner							
2nd practitioner							
3rd practitioner							
4th practitioner							
5th practitioner							
6th practitioner							
7th practitioner							
8th practitioner							
9th practitioner							
10th practitioner							

6.5. For each practitioner (excluding the principal) record the highest formal ECD Training NQF level achieved.

<i>[Enter data on printed sheet – to be transferred to “ECD practitioner NQF level” matrix at end of Tablet questions]</i>	None	NQF level 1	NQF level 2	NQF level 3	NQF level 4	NQF level 5	Higher	Other	Do not know
1st practitioner									
2nd practitioner									
3rd practitioner									
4th practitioner									
5th practitioner									
6th practitioner									
7th practitioner									
8th practitioner									
9th practitioner									
10th practitioner									

## 7. OTHER STAFF

7.1. How many other people work at this ECD centre (full-time or part-time), other than the principal/ owner and the practitioners mentioned above?	# of other workers
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-1 =Do Not Know

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[Record number. If none, put 0]		
7.2.	How many of these 'other workers' mentioned, prepare food for children as their main job? (This would be someone included in the number of other workers mentioned just above) [If yes, record number employed as cooks; if No, record 0]	# of cooks
7.3.	How many of these 'other workers' mentioned, clean the ECD centre as their main job? (This would be someone included in the number of other workers mentioned under first question). [If yes, record number employed as cleaners; if No, record 0]	# of cleaners

## 8. ADMINISTRATION

8.1. Does the facility keep the following:  <i>[Indicate answer for each type of record or document]</i>	8.1.1	<i>Enrolment/admission forms / register for children</i>	Yes	No	Do not know
	8.1.2	<i>Staff Job description</i>			
	8.1.3	<i>Accident / incident register</i>			
	8.1.4	<i>Staff attendance registers</i>			
	8.1.5	<i>Staff development plan</i>			
	8.1.6	<i>Children's attendance registers</i>			
	8.1.7	<i>Visitors book</i>			
	8.1.8	<i>Medication register for children</i>			
	8.1.9	<i>Receipt book</i>			
	8.1.10	<i>Fees register</i>			
	8.1.11	<i>Road to health immunization card</i>			
	8.1.12	<i>Emergency plan (including evacuation plan)</i>			
	8.1.13	<i>Other</i>			
8.2. Does the ECD centre have written policies for the following:  <i>[Indicate answer for each type of policy]</i>			Yes	No	Do not know
	8.2.1.	<i>Health</i>			
	8.2.2.	<i>Admission</i>			
	8.2.3.	<i>HIV/AIDS</i>			
	8.2.4.	<i>Child abuse</i>			

	8.2.5.Complaints procedures						
	8.2.6.Finances						
	8.2.7.None						
	8.2.8.Other						
	8.2.9.Do not know						
8.3.	Does the ECD facility report child abuse that happens outside the centre?	Yes, would if aware	Yes, would in future but haven't done so in the past	No have not in the past when heard of the incident		Do not know	
		Yes, have done	Depends on nature of incident	No would probably not if heard			

### 9. FEES

9.1.	Fees for babies 0-18 months at the ECD Centre:	R0-R50	R51-R100	R101-R150	R151-R200	R201-R250	R251-R500	R500+	No children of this age
9.2.	Fees for children 18 months to 3-years at the ECD Centre:	R0-R50	R51-R100	R101-R150	R151-R200	R201-R250	R251-R500	R500+	No children of this age
9.3.	Fees for children 3- 4 years at the ECD Centre:	R0-R50	R51-R100	R101-R150	R151-R200	R201-R250	R251-R500	R500+	No children of this age
9.4.	Fees for children 4-5 years at the ECD Centre:	R0-R50	R51-R100	R101-R150	R151-R200	R201-R250	R251-R500	R500+	No children of this age
9.5.	Fees for children 6 years and older at the ECD Centre:	R0-R50	R51-R100	R101-R150	R151-R200	R201-R250	R251-R500	R500+	No children of this age

### 10. HEALTH AND SAFETY (KEY THREATS):

10.1.	Are there any obvious health and safety threats:  <i>[No max: indicate all obvious threats]</i>	Open trenches	Exposure to shebeen and /or other drug abuses
		Exposed electrical wires	Unsafe pit latrines
		Sharp objects	Exposure to cooking area
		Unfenced water body	Exposure to gas cylinders and/ or paraffin
		Buildings that may collapse	Exposure to cleaning materials
		Exposed refuse / landfill	Exposed water containers
		Exposure to busy road	Other
		Exposure to railway line	None

### 11. HEALTH AND SAFETY (GENERAL)

11.1.	Are medicines, detergents and harmful substances stored in lockable cupboard, and kept out of reach of children?	Yes	No
11.2.	How many of the staff at the ECD centre have formal first aid training? <i>[Indicate actual number of staff]</i>	# of staff	Do not know

11.3.	Does the ECD centre have a First Aid kit?	Yes, kit seen	Yes, but <b>not</b> stocked	No kit
11.4.	Does the ECD Centre have a fire extinguisher?		Yes	No
11.5.	How many fire extinguishers?			
11.6.	<i>If yes:</i> Is the fire extinguisher visible and within reach (i.e. accessible) from the main common area in the ECD centre?		Yes	No
11.7.	<i>If yes:</i> Is the fire extinguisher serviced at least once a year?	Yes	No	Do not know
11.8.	How often are the playrooms cleaned (swept and mopped)?	Twice a day (or more often)	Once a day	About three or four times a week
		About once or twice a week	Less often than once a week	Do not know
11.9.	In the event that the ECD Centre makes use of a gas stove – is there a suitable lockable cage for the storage of the gas cylinder outside the building?	Yes	No	Not applicable (don't use gas)
11.10.	How often is the kitchen (or area where food is prepared) cleaned (swept and mopped)?	Twice a day (or more often)	Once a day	About three or four times a week
		About once or twice a week	Less often than once a week	Don't prepare food.

## 12. CHILDREN

12.1.	Age Groups [Enter number of boys and number of girls, separately]	0-18 months	
		18 months to 3years	
		3-4 years	
		4-5 years	
		6+ years	
12.2.	Number of children with physical or sensory disabilities (e.g. problems with limbs and movement, or problems with speech, hearing and/or sight).		

## 13. ECD PROGRAMMES

13.1.	Is there a daily programme on the wall that is usually followed each day:	Yes, on wall	Yes, but not on wall	No		
13.2.	Is the ECD programme registered with the DSD? (evidence by form 17 – registration certificate)	Yes, certificate seen	Yes, but certificate not seen	No, not registered	Underway	Do not know
13.3.	Is there a book corner? <i>[Observe]</i>		Yes	No		
13.4.	Are there educational puzzles or toys? <i>[Observe]</i>		Yes	No		
13.5.	Is there drawing/painting equipment? <i>[Observe]</i>		Yes	No		
13.6.	Is the children's work displayed? <i>[Observe]</i>		Yes	No		
13.7.	Are there learning posters on the walls: <i>[Observe]</i>	Yes many	Yes some	Hardly any	No, none	
13.8.	Are there separate 'spaces' or playrooms assigned for children of different age groups participating in different programmes?		Yes	No		
13.9.	Are there tables and chairs for the children?	Yes	Yes, but not enough	No		
13.10.	Is there a mattress for each child?	Yes, one for each child.	Yes, but not enough	No mattresses (but they are needed )	No mattresses, children do not sleep here	

-1 =Do Not Know

-2 =Not Applicable

-3 =Refuse to Answer

-4 =Must call back

14. NUTRITION				
14.1.	Who provides breakfast	ECD Centre		Parents
14.2.	Who provides lunch?	ECD Centre		Parents
14.3.	If the centre provides the food - does the centre have an approved nutritious daily meal plan /menu evidenced by meal plan on wall of kitchen?	Yes displayed on wall	Yes but not displayed on wall	No
14.4.	Is there a food garden at the ECD Centre?	Yes		No
14.5.	If Yes,Is the garden used to teach the children about growing food?	Yes		No

15. TENURE/LAND OWNERSHIP						
15.1.	Who owns the underlying land of the existing ECD Centre?	Private individual		Traditional authority		
		ECD Centre		Government department		
		School		NPO/NGO ( <i>other than ECD Centre</i> )		
		Church		Private entity/organization		
		Municipality		Do not know		
15.2.	<i>If owned by the ECD Centre:</i> Indicate the form of ownership	Title deed		Unregistered transaction (when buying land)		
		Written PTO / lease				
		Oral PTO		Do not know		
15.3.	<i>If not owned by ECD centre, ask:</i> Do you rent this land and if so, has a formal lease been signed?	Yes, rent with signed lease.	Yes, rent but no signed lease.	Yes, rent but don't know if lease or not?	Do not know about renting or lease.	Not applicable – ECD centre owns land
15.4.	Does the ECD Centre own or have access to any land, other than the land that the centre is built on, that is immediately available?			Yes	No	Do not know

16. DISTANCE TO ECD CENTRE							
16.1.	What is the most common way that children get to school?	By foot		By taxi		By bus	
		By private car/bakkie (single)		By private car/bakkie (group)		Do not know	
16.2.	And the second most common way?	By foot		By taxi		By bus	
		By private car/bakkie (single)		By private car/bakkie (group)		Do not know	
16.3.	What proportion of children are accompanied by an adult, when travelling to and from school?	all children	most children	about half the children	less than half	almost no children	Do not know
16.4.	Thinking of children who stay further away from the ECD centre, how long does it take an adult to walk the distance of the child that stays the furthest away from the centre?	... are accompanied by an older person.			Up to 15 mins		46 – 60 min
					16-30 min		More than 1 hour
					31-45 min		Do not know
16.5.	How long does it take an adult to walk from this centre to the nearest primary school?				Up to 15 mins		46 – 60 min
					16-30 min		More than 1 hour
					31-45 min		Do not know

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17. SITE	
17.1.	What is the estimated size of the site (m*m): [Calculation ... m x ...m = m <sup>2</sup> ]

.....m x .....m

18. FENCING				
18.1.	Is the property fenced?	Yes	No	Partially

19. BUILDING				
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19.1.	Type of building	Formal		Informal	
19.2.	Does the ECD centre have building plans for existing structures?	Yes for all	Yes for most	No do not think so	Do not know
19.3.	Have the plans been approved (stamped and signed) by the municipality?	Yes		No	Do not know
19.4.	What is the overall extent of the main building (excluding outside toilets)? <i>[If more than one building specify use and give size of all buildings]</i>	..... m x .....m <i>If only one building</i>		..... m x .....m ..... m x .....m ..... m x .....m ..... m x .....m	

Walls					
19.5.	Indicate type of walls <i>[Select most common wall type and if there is more than one type, select second most common type i.e. max 2 answers]</i>	Brick	Block	Wood	Mix
		Metal sheets	Wattle & Daub	Plastic	Other
19.6.	Are there problems with the walls? [Ask and Observe]	Yes			No
19.7.	If yes, Indicate problems <i>[No max: Select one or more]</i>	Cracks		Dampness	
		Crumbling/ collapsing,		Permeates wind & water	
		Base of wall eroded		Other	
		Holes in wall			

Roof					
19.8.	Indicate type of roof <i>[Select most common roof type and if there is more than one type, also select second most common type i.e. max 2 answers]</i>	Corrugated iron	Tiles	Asbestos	Fiber Cement
		Thatched	Plastic	Canvas	Other
19.9.	Are there problems with the roof?	Yes			No
19.10.	If yes: Indicate appropriate problems <i>[Select one or more: no maximum]</i>	Roof Leak			Trusses / rafters rotten
		Roof Sheets / tiles missing			Other

Floor					
19.11.	Type of floor? <i>[Max 2: Select most common, and second most common, if any]</i>	Earth		Wooden floor base	
		Dung		Other	
		Concrete slab			
19.12.	Type of floor covering? <i>[Max 2: Select most common, and second most common, if any]</i>	Vinyl tiles		Carpet/ carpet tiles	
		Vinyl sheets		Linoleum	
		Wood covering floor base		Other (Specify)	
		Ceramic tiles		No floor covering	
19.13.	Floor condition?	Good	Average	Poor	Mixed (some good, some poor)

-1 =Do Not Know

-2 =Not Applicable

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Doors					
19.14.	How many external doors, that can open?				# of doors
19.15.	Indicate the condition of the doors.	Good	Average	Poor	Mixed (some good, some poor)
Windows					
19.16.	How many external windows in the activity rooms of the ECD centre can open?				# of windows
19.17.	What is the condition of the windows?	Good	Average	Poor	Mixed (some good, some poor)
Ventilation & lighting					
19.18.	Is there cross ventilation?	Yes		No	
19.19.	Is there sufficient natural light (e.g. to read)?	Yes		No	

## 20. KEY FUNCTIONAL SPACES

Activity room					
20.1.	Number of activity/ playrooms:				# of playrooms
20.2.	Playroom Sizes <i>[Use the "Playroom Sizes" matrix at the end of the tablet questions to record this data]</i>	Activity room 1			
		Activity room 2			
		Activity room 3			
		Activity room 4			
		Activity room 5			
Kitchen					
20.3.	Is there a dedicated space used only for food preparation:	Yes	No		
20.4.	<i>If YES:</i> Are children separated from entering this space by some form of physical barrier:	Yes	No	Not Applicable (no Kitchen/ food area)	
20.5.	Is there running water (tap) in the kitchen (or place where food is usually prepared)?	Yes	No	Not Applicable (no Kitchen/ food area)	
20.6.	Is there a separate area (e.g. a table) for milk kitchen for the preparation and washing of feeding bottles	Yes	No		
20.7.	Kitchen size <i>[Calculate]</i>	..... m x .....m =			
Sick bay					
20.8.	Is there a separate space for a sick bay?	Yes		No	
20.9.	<i>If so,</i> how is it separated from the other areas?	Curtain	Low partition	Separate room In office	
Office					
20.10.	Is there a dedicated space used only for office/ administrative work?	Yes	No		
20.11.	<i>If so,</i> is it a separate room?	Yes	No		
20.12.	<i>If so,</i> What is the size of the office? <i>[Calculate]</i>	..... m x .....m =			
21. SERVICES					
Electricity					
21.1.	Does the ECD centre have electricity?	Yes		No	
21.2.	What source of energy (other than usual grid electricity) does the ECD centre make use of (if any)? <i>[Max 1: if two other sources, choose only main other source]</i>	Wood	Coal	Paraffin	Other
		Oil	Gas	Generator	(Specify)

-1 =Do Not Know

-2 =Not Applicable

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<b>Water</b>				
21.3.	Does the ECD centre have water on site (i.e. no need to fetch water elsewhere on a regular basis)	Yes	No	
21.4.	If so, how is the water supplied: <i>[No max: select one or more]</i>	Municipal water on site (Tap)		Own borehole
		Municipal Communal standpipes		Natural spring
		Municipal Delivery by truck		River water
		Water tank (rain water)		Other
<b>Sanitation</b>				
21.5.	Type of sanitation: <i>[No max: select one or more]</i>	Municipal waterborne sewerage		Potties
		On-site septic tank and soak-away		Buckets
		On-site municipal VIP		Chemical toilets
		Informal pit latrine		No toilets
21.6.	Number of toilets for use by adults:	# of adult toilets		
21.7.	Number of toilets for use by children: <i>[NO double counting: If adults and children use the same toilet (or set of toilets), then record here: "0" and record under adults the total number of toilets.]</i>	# of children's toilets		
21.8.	Quality of the children's toilets:	Good	Average	Poor
21.9.	Are the toilets safe for use by children? [i.e. do they have a smaller opening so children can't fall in]	Yes	No	
21.10.	Is there a separate nappy changing area?	Yes	No	
<b>Hand wash facilities</b>				
21.11.	Type of hand wash facility for children <i>[Max 1: select main one used by children]</i>	Tap		Bowl or bucket of water
		Tippy tap		None
21.12.	Is there an seperate hand wash facility in the nappy changing area?	Yes	No	Not applicable (No Nappy changing area)
<b>Road access</b>				
21.13.	Is the site accessible by road?	Yes	No	
<b>Refuse disposal</b>				
21.14.	How does the ECD centre dispose of their refuse: <i>[No max: select one or more]</i>	Maintenance of on- site refuse trench		ECD takes refuse to transfer station/ landfill / skip
		Municipal Collection		No refuse management
		ECD dumps refuse somewhere		
21.15.	Is there a safe space, away from children, to store soiled nappies before they are thrown away?	Yes	No	Not Applicable
21.16.	How are dirty disposable nappies disposed of?	Throw in special hole, just for nappies		Burn it
		Disposed with the rest of the refuse		Send it home with the babies
		Throw in pit latrine		N/A (no nappies used at centre)

## 22. OUTDOOR PLAY SPACE AND EQUIPMENT

22.1.	Is there an outdoor play area?	Yes	No	
22.2.	What is the extent of the outdoor space available to children for play? <i>[Pace it]</i>	.....m x .....m =		
22.3.	Type of equipment available in outdoor play area: <i>[No max: select one or more]</i>	Swings	Slide	
		Jungle gym	Other	
		Sandpit	(Specify)	
		None	Not Applicable (no outdoor area)	

-1 =Do Not Know

-2 =Not Applicable

-3 =Refuse to Answer

-4 =Must call back

**23. ECD CENTRE PLANS FOR IMPROVEMENT**

<p><b>List the improvements you are planning for your Centre:</b>  <i>[Max 3: list up to three most important improvements – but do not ask for three improvements]</i></p>	

**24. OTHER CRECHES OR HUBS**

<p>24.1. List all the crèches that you know of in this area.</p>		
<p>24.2. Do you know of any playgroups or ECD Hubs or Toy libraries in this area?</p>		

**25. ADDITIONAL INFORMATION**

*Please note anything unusual about this centre or anything that explains answers which seem to not make sense.*
