

ASSESSMENT TOOL FOR DAY CARE CENTER AND DAY CARE WORKER

Status of Application

- ☐ New Application
☐ Renewal
DSWD Previously Issued
Certificate No: _____
Date of Issuance: _____
Date of Expiration: _____

Source of Funds

- ☐ NGA
☐ GOCC
☐ LGU
☐ NGO
☐ PO
☐ Private Individual
☐ Others _____

1. Name of Day Care Center: _____
2. Address: _____
3. Date Established: _____
4. Name of Day Care Worker: _____ Age: _____
5. Educational Attainment: _____ Status of Appointment: _____
6. Name of C/MSWDO ECCD Focal Person (DCS Supervisor/Administrator)

7. Telephone/Mobile/Fax Number/s: _____
8. E-mail Address and Website: _____
9. Registration & License No: _____ Date Issued: _____ Expiry Date: _____
(if applicable)

Instructions:

1. **Methods for Assessment.** The following will be used during the assessment:
 - a. Document Review – is needed for items marked “DR” (including I/DR, O/DR, I/O/DR) under the Methods column of the tool. Check the corresponding DR item that is present but leave the corresponding item blank if it is not available. Hence, all items with DR should be noted as these are the documents needed to be prepared.
 - b. Observation – is needed only for the items marked O (including O/I, O/DR, and I/O/DR) under the Methods column of the tool. Others require an ocular inspection of the facilities and surrounding areas of the center which can be done before or after the session.
 - c. Interview – is to be conducted only for items marked I (including I/DR, I/O, I/O/DR) under the Methods column of the tool. You will need to interview several stakeholders as stated in the various forms. Check those items that are available but leave the corresponding item blank if they are not indicated.
 - d. Perform the document review, observation and interview separately. Do not examine documents while observing. Do not interview the service provider while observing.
 - e. Interview shall be done to the Day Care Worker, members or representative of the Parent Committee (for public programs) or its equivalent for private programs and NGAs/GOCCs, and to the member or representative of the Barangay Early Childhood Care and Development Coordinating Council (BECCDEC) or Barangay Council for the Protection of Children (BCPC) or Program Management Team or Board of Trustees/Directors (for private programs and NGAs/GOCCs).

2. **Accreditation Tool.** There will be separate tool for the Centers being managed by the Local Government Units (LGUs), Social Welfare and Development Agencies (SWDAs) and Peoples' Organizations (POs) and the centers under the National Government Agencies (NGAs) and Government Owned and Controlled Corporations (GOCCs). Each tool however, is divided into two parts. First part focuses on the Day Care Centers while the second part focuses on the Day Care Workers.
3. Standards and Indicators for the Day Care Centers are divided into the following categories:
 - a. Please take note of the level of indicators to wit:
 - **3 STARS /Level 1** – these are **MANDATORY** compliance (minimum) which should be complied with since absence of one would compromise the effectiveness of the service implementation. Certificate of Accreditation will state that the center has a **SATISFACTORY** rating.
 - **4 STARS /Level 2** – are optimal but compliance would increase the quality of service implementation to a higher level. Certificate of Accreditation will state that the center has a **VERY SATISFACTORY** rating.
 - **5 STARS / Level 3** – are highest standards that, if complied, will make the facility a **CENTER FOR EXCELLENCE** and its Certificate of Accreditation will state that the center has an **OUTSTANDING** rating.
4. Standards and Indicators for the Day Care Workers, on the other hand, are also divided into the following categories:
 - a. Please take note of the level of indicators to wit:
 - **Level 1** – these are **MANDATORY** compliance (minimum) which should be complied with since absence of one would compromise the effectiveness of the service implementation. Certificate of Accreditation will state that the Worker is **COMPETENT**.
 - **Level 2** – are optimal but compliance would increase the quality of service implementation to a higher level. Certificate of Accreditation will state that the Worker is **VERY COMPETENT**.
 - **Level 3** – are highest standards that, if complied, will make the facility a **CENTER FOR EXCELLENCE** and its Certificate of Accreditation will state that the Worker is **HIGHLY COMPETENT**.
5. The P/M/CSWDO will conduct the first visit to assess the preparedness of the DCC/DCW for accreditation. They will also be responsible in the provision of technical assistance and other assistance needed by the DCC/DCW for the accreditation. Thereafter, they will inform their respective DSWD Field Office for the latter to schedule the accreditation visit.
6. If on the first visit of accreditation of the Field Office Accreditor the day care center and day care worker fail to meet the minimum standards, they will be given six months to comply with all the requirements needed in the work areas where they have failed.
7. **The Accreditation Process**
 - a. The C/MSWDO or Program Administrator for SWDAs and POs, will help the Day Care Worker prepare for the accreditation.
 - b. The Day Care Worker and the C/MSWDO or Program Administrator shall coordinate with all the stakeholders concerned i.e. Parents Committee (or its equivalent for the Private, SWDAs and POs) BECCDCC or BCPC or Sangguniang Barangay (SB) at least two weeks before the actual visit of the Accreditor. They will be informed of the following:
 - i. purpose of visit;

- ii. that the DCW will be observed during actual session;
- iii. that they will be interviewed by the Accreditors;
- iv. that they will have to prepare and make available pertinent documents during the actual visit.
- c. During the visit, the accreditor must arrive ahead of the children to familiarize one's self in the setting of the center and the start with the document review.
- d. The accreditor must sit where he/she can see everything that is happening during the session and must avoid starting conversation with the children while the session is ongoing.
- e. Scoring:
 - i. Since this is ladderized accreditation, the level of accreditation will be determined with the total score provided at the end of the accreditation tool.
 - ii. However, in case where certain items do not apply, indicate N/A and add the total N/A to the corresponding work areas per level. Use of N/A only applies to those indicators which score is 1 point AND has an indication of "if applicable."
 - iii. Level of accreditation relies on the total of score achieved.

Number of Items per Area and Level of Accreditation to be given to the Day Care Center.

Work Areas	SCORING		
	1 point	2 points	3 points
Advancement of Children's Growth and Development	35	6	8
Partnership with Families, Communities, and Local Government	6	3	7
Human Resource Development	12	9	8
Program Management	10	7	3
Physical Environment and Safety	38	7	4
Total	101	32	30

1. To achieve the Level 1 Accreditation, the 1 point should have a minimum score of 97.
2. To achieve the Level 2 Accreditation, the 2 points should have a minimum score of 30 plus the minimum score of 1 point which is 97 (97 + 30).
3. To achieve the Level 3 Accreditation, the 3 points should have a minimum score of 26 plus the minimum score of 1 point which is 97 and the minimum score of 2 points which is 30 (97 + 30 + 26).

On items for User's Fee, Employment Status of Day Care Worker, Honorarium and the Screening of Centers, the DCC can achieve the higher score without necessarily getting the 1 point.

Number of Items per Work Area and Level of Accreditation to be given to the Day Care Worker

Work Areas	COMPETENT (3 yrs. accreditation)	VERY COMPETENT (4 yrs. accreditation)	HIGHLY COMPETENT (5 yrs. accreditation)
	Score	Score	Score
Advancement of Children's Growth and Development	46	5	4
Partnership with Families, Communities, and Local Government	11	3	3
Human Resource Development	17	4	7
Program Management	11	4	2
Physical Environment and Safety	3		
Total	88	16	16

1. To become Competent in the Accreditation, the 1 point should have a minimum score of 87.
2. To become Very Competent in the Accreditation, the 2 points should have a minimum score of 15 plus the minimum score of 1 point which is 87 (87 + 15).
3. To become Highly Competent in the Accreditation, the 3 points should have a minimum score of 14 plus the minimum score of 1 point which is 87 and the minimum score of 2 points which is 15 (87 + 15 + 14).

On item for Educational Attainment, the DCW can achieve the higher score without necessarily getting the 1 point.

- f. The accreditor must be very careful in the scoring to determine the accreditation level. If the DCC and/or DCW fail to meet the minimum standards, they will be given six months to comply all the other requirements needed in the work areas where they have failed.

8. Standards and Indicators for the Local Government Units, Social Welfare Development Agencies and People's Organizations:

a. Part I. Day Care Centers

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
Area A. Advancement of Children's Growth and Development – The advancement of children's growth and development is the primary objective of day care service and service providers. Service providers have the responsibility to facilitate children's progress in all domains of development.				
<i>I. Assessment of Children</i>				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
A. Methods and Instruments				
1. ECCD Checklist	1 point	DR		
2. Different methods and instruments				
a. Intake form	1 point	DR		
b. Growth monitoring chart	1 point	DR		
c. Recordings of observations	2 points	DR		
d. Compilation of children's work samples	3 points	DR		
3. Recording on assessment of competencies that require one-on-one tasks.	1 point	DR		
II. Health and Nutrition				
A. Nutrition and Feeding Practices				
1. Complementary Feeding				
a. Ensure that foods being served to children are nutritious	1 point	I/O		
b. Drinking water is safe	1 point	DR		
c. Food served are brought at the Center by the member of Parents Committee	2 points	I/O		
d. Food served are cooked and prepared by the member of Parents Committee in the Center	3 points	I/O		
e. Considers special diets and food allergy of children	3 points	I/O		
2. Food Handling				
a. Ensure that clean utensils are used in preparing and serving food.	1 point	O		
b. Availability of food covers, utensils, area for food storage to avoid insects, dust and other elements.	1 point	O		
c. Serves freshly prepared food.	3 points	O		
B. Health and Sanitation Practices				
1. Maintains a copy of the following for each child as part of the child's individual health records:				
a. Pertinent health history (e.g. previous illness, allergies)	1 point	DR		
b. Log of medications administered, injury reports and other health observations	1 point	DR		(if applicable)
c. Parents' permission to administer vitamins and prescribed medicines				
d. Physician's written instructions.				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
2. Child Injury Prevention and Reporting				
a. A first aid kit is available at all times (in class or on any fieldtrip)	1 point	O		
b. Stores all medications, sharp objects and other hazardous objects in a secure place and out of reach of children.	1 point	O		
3. Personal Hygiene and Cleaning				
a. Ensures that the following are washed with soap or disinfectant at least daily: i. Toilets and toilet seats ii. Sink and sink faucets iii. Mops/rags used for cleaning iv. Washcloths and towels	1 point	O/I		
b. Keeps floor clean or when applicable, wash with soap and water or disinfectant at least daily.	1 point	O		
c. Keeps surrounding areas (outdoor) clean.	1 point	O		
d. Instructs children to (or inspects if children)				
i. Wear clean clothes everyday	1 point	O		
ii. Wash their hands before and after eating and after using the toilets	1 point	O		
iii. Have trimmed hand and toe nails.	1 point	O		
iv. Brush or clean their teeth after eating	1 point	O		
e. Requires and uses labeled washcloth or towel for each child.	2 points	O		
f. Ensures that all children are wearing comfortable footwear in going to the Center everyday.	1 point	O		
C. Complementary Services				
Has on file a certified true copy of the child's birth certificate upon admission OR if child is not yet registered, the signed Home-Center agreement includes parents' promise to submit it three months after admission.	1 point	DR		
III. Curriculum				
A. Learning Materials, Facilities and Equipment				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
1. Utilizes materials that are:				
a. Safe, durable or non-hazardous/non-toxic	1 point	O		
b. Made of local or reusable resources abundant in community	1 point	O		
2. Utilizes a variety of learning materials that include:				
a. Storybooks or picture books made by the service provider, parents or children	1 point	O		
b. Musical instruments (indigenous or non-indigenous) or other facilities for music and movements (CDs and player and cassettes)	1 point	O		
c. Art materials from indigenous or locally available sources or reusable items (e.g. empty boxes, plastic bottles)	1 point	O		
d. Drawing tools, scissors and paste	1 point	O		
e. Materials and toys for play	1 point	O		
f. Provision of unstructured materials (e.g. sand, water, clay or play dough) and appropriate tools.	2 points	O		
g. Utilizes other audio visual facilities for children (e.g. DVDs, players, recorders, and television)	3 points	O		Issue on electricity
h. Utilizes the facilities/materials in the library or resource center for the children's use	3 points	O		
IV. Guidance and Interactions				
A. Indirect Guidance: Structuring the Indoor Space				
1. Learning/Activity Areas. a. Provides the following learning activities: i. Story and picture books ii. Table games, table blocks and other manipulative materials iii. Arts and crafts iv. News sharing	1 point	O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
<ul style="list-style-type: none"> b. Provides space/area for at least one for the following learning activities: <ul style="list-style-type: none"> i. Science and discovery ii. Music and movement 	2 points	O		
<ul style="list-style-type: none"> c. Provides space/area for at least one for listening to music or stories 	3 points	O		
2. Storage and Space Units <ul style="list-style-type: none"> a. Defines learning/activity areas by using any of the following: <ul style="list-style-type: none"> i. Placing dividers, storage units, floor mats or assigning markers like colors, shapes, numbers, other symbols ii. Labeling the areas iii. Or using outside space as learning/activity area as long as security measures is in place. 	1 point	O		
3. Provides storage space and units: <ul style="list-style-type: none"> a. For children's belongings, preferably near the entrance b. For indoor and outdoor materials used daily: <ul style="list-style-type: none"> i. Readily accessible and available to children. ii. Placed in the learning/activity area where these are used. 	1 point	O		
4. Display space: <ul style="list-style-type: none"> a. Uses wall space to display children's works and other printed materials. b. Displays children's works and other printed materials at children's eye level. 	1 point	O		
<ul style="list-style-type: none"> c. Walls are with murals painted by the children. 	3 points	O		
5. Layout: <ul style="list-style-type: none"> a. Assigns areas for low-level activities together or near each other (i.e. drawing); assigns areas for high level activities together or far from each other (i.e. calisthenics). b. Uses space with best light for activities requiring close eye work 	1 point	O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
(i.e. drawing, puzzles). c. Arrange materials, facilities equipment in a way that: i. Allow safe use by children ii. Enable DCWs to supervise all children at all times iii. Facilitate smooth flow of movement of people. d. Changes learning/activity area or adds new ones depending on children's needs.				
e. Uses outside area as activity area if indoor area is limited as long as security measure is in place.	1 point	O		(if applicable)
B. Indirect Guidance: Daily Schedule and Routines				
1. Daily schedules of activity periods and routines are posted in a highly visible area. 2. Large group or sedentary activities for children are limited. 3. Self-help tasks such as toileting, eating and dressing are practiced.	1 point	O/DR		
4. Every full day program shall have an outdoor play or access to an equivalent and suitable play area within a reasonable distance of the facility, and the play area must be supervised, safe and sanitary.	2 points	O		
Area B. Partnership with Families, Communities and Local Government – Partnership with families, community and local government indicates that a high quality ECCD program is a result of the shared responsibility among parents and members of the families, service providers, community members and organizations, and the local government unit.				
I. The Service Provision				
A. Parents' Committee or Supervisor				
1. Coordinates with resource persons/trainers for the conduct of parent education on three topics or issues i.e. alternative discipline, responsible parenthood, modules on ERPAT and PES, depending on the parents' needs.	2 points	DR/I		
2. Manages a complementary feeding program for the children at the center.				
a. Follows a monthly menu plan prepared or approved by a	3 points	DR/I/O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
nutritionist or a barangay nutrition scholar (BNS).				
b. Provides written menu information to parents every month.	2 points	DR/I/O		
c. Keeps on file all menu information provided to parents.	3 points	DR/I/O		
II. A. Community Involvement				
1. The Parents' Committee/ representative				
a. Attends at least 75% of BECCDCC/BCPC/Sangguniang Bayan (SB) meetings/sessions to update regarding the program.	3 points	DR/I		
b. Prepares annual action plan in support of the Day Care Service.	1 point	DR		
c. Implements one planned project	1 point	DR/I		
d. Holds meeting at least once a month	1 point	DR		
e. Provides user's fee every month, which has been consulted and agreed by the parents (either through cash, volunteer service or in kind).	1 point	DR		Case in point that it can have no score
f. Day Care Service is fully supported by the LGU, hence, DCWs are not allowed to impose user's fee.	3 points	DR		Only this instead of the e
g. Maintains financial records of funds generated by the committee.	1 point	DR		
h. Submits a copy of the financial records to the BECCDCC/BCPC or SB.	1 point	DR		
2. The Community Leaders (Governors, Mayors, Barangay Officials)				
a. Extend ample moral support to the Day Care Service.				
i. Allocate an adequate budget for the service.	3 points	DR/I		
ii. Ensure timely procurement of needed materials	3 points	DR/I/O		
iii. Ensure continuity of service of experienced Day Care Worker regardless of political affiliation.	3 points	DR/I		
iv. Show/Manifest ownership of the project	2 points	DR/I		
Area C: Human Resource Development – refers to the recruitment and hiring; training and development; competencies and continuing education of the service providers; supervision and conditions of employment that are part of the management and administration of the ECCD				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
program.				
A. Conditions of Employment				
1. <i>Work Hours and Load</i>				
a. Ensures that the appropriate ratio between adults and children is maintained in the center: (Adult can be parent volunteer or DCW Aide).				
i. One adult to ten children	1 point	DR/O		
ii. One adult to 6 – 9 children	2 points	DR/O		
iii. One adult to five children	3 points	DR/O		
b. Maximum of 30 children per session.	2 points	DR/O		
2. <i>Performance-based Appraisal by either the M/CSWDO Focal Person or the Supervisor</i>				
a. Conducts monthly meetings with the Day Care Worker to follow up on program implementation and provide technical assistance.	1 point	DR/I		
b. Collaborates with the Day Care Worker in planning the curriculum.	1 point	DR/I		
c. Conducts session observations in the center at least twice a year.	1 point	DR/I		
d. Uses the following basic monitoring and evaluation instruments: i. Performance appraisal tool (similar to what is being used in the LGU)	1 point	DR		
ii. Reflection journal of DCWs	2 points	DR		
e. Conducts conferences with the DCW after each monitoring period or as often as necessary.	1 point	DR		
f. Ensures that the DCW meets with fellow DCWs/teaching team at least once every month for peer support and exchange.	2 points	DR/I		
g. Minutes of the Peer support and exchange.	2 points	DR		
B. Provides on-the-job or apprenticeship training to the DCW.				
1. Training and development	1 point	DR		
2. Conducts training needs assessment of the staff at the beginning of the calendar year.	2 points	DR		
3. Prepares a written plan for the staff training.	3 points	DR		
4. Provides or makes available at least 12 hours per calendar year of staff	1 point	DR		

Work Areas	Level/ Score	Methods	Com plian ce	Specific Findings/Remarks
development for the DCW.				
5. Let the Service Provider experience classroom observation in or exposure trips to high quality DCCs.	3 points	DR/I		
C. Recruitment and Hiring by either the M/CSWDO Focal Person or the Supervisor				
1. Recruits or hires a high school level according to the qualifications stated in the Day Care Worker recruitment and hiring.	1 point	DR		
2. Recruits or hires a high school graduate or college level according to the qualifications stated in the Day Care Worker recruitment and hiring.	2 points	DR		
3. Recruits or hires college graduate according to the qualifications stated in the Day Care Worker recruitment and hiring.	3 points	DR		
D. Compensation and Benefits				
a. Assigns employment status of the Service provider with either contractual or MOA (yearly service contract).	1 point	DR		Another case of point system
b. Employment status of the Service Provider is casual.	2 points	DR		
c. Employment status of the Service Provider is permanent or regular employee.	3 points	DR		
d. Range of honorarium of the Service Provider is based on the income classification of its location, listed below:				
CITY / MUNICIPALITY INCOME CLASSIFICATION	SATISFACTORY (three stars)	HIGHLY SATISFACTORY (four stars)	OUTSTANDING (five stars)	
1st class	Php6,000.00	Php8,000.00	Php12,000.00	
2nd class	Php4,000.00	Php6,000.00	Php10,000.00	
3rd class	Php3,500.00	Php4,000.00	Php8,000.00	
4th class	Php3,000.00	Php3,500.00	Php6,000.00	
5th class	Php2,500.00	Php3,000.00	Php4,000.00	
6th class	Php2,000.00	Php2,500.00	Php3,500.00	
i. Honorarium received is under Satisfactory rating.	1 point	DR/I		Point system
ii. Honorarium received is under Highly Satisfactory rating.	2 points	DR/I		
iii. Honorarium received is under Outstanding rating.	3 points	DR/I		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
iv. Provision of incentive/s to DCW for being accredited.	3 points	DR/I		
E. Supervision				
a. Receives semestral supervision from Social Worker/C/MSWDO Focal Person on ECCD.	1 point	DR/I		
b. Maintains a written plan for regular, ongoing supervision of the staff.	3 points	DR		
Area D: Program Management and Administration – refers to the planning and budgeting, implementation, supervision, monitoring and evaluation, management information system and financial management of the program that ensures the high standard of service delivery to the children.				
A. Planning and Budgeting				
1. Has an annual work and financial plan (for public program and GOCCs and NGAs) or quality improvement plan or its equivalent (for private programs).	1 point	DR		
2. Utilizes the evaluation results of the previous year(s) as bases for planning.	1 point	DR/I		
3. Allocates an annual budget or generates external resources for the following: a. Compensation of Day Care Workers. b. Continuing education for the Day Care Worker. c. Purchase of learning materials and supplies. d. Purchase, repair, maintenance of center, its equipment, furniture and fixtures, facilities or structures.	2 points	DR		
4. Has an annual operating budget that estimates income and expenses.	2 points	DR		
5. Determines user's fee (public) or tuition fees (private) of children in consultation with parents and other stakeholders.	1 point	DR		(applicable to those user's fee are imposed)
B. Implementation, Monitoring and Supervision				
1. Supervises, at least once every six months, the performance of all Day Care Workers.	1 point	DR		
2. Supervises the coordination of the services of the other Day Care Workers for integrated service delivery in the center.	2 points	DR		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
3. Reviews and updates program policies and information annually.	2 points	DR		
4. Has a written administrative plan that includes the following:				
a. Maintenance of children's records, personnel files, attendance, other operational records; as well as use of ECCD-Information System (ECCD-IS)	1 point	DR		
b. Development and maintenance of the curriculum	2 points	DR		
c. Staffing / organizational chart	2 points	DR		
d. Staff development	1 point	DR		
e. Parent involvement and education	2 points	DR		
5. Has written policies and procedures that include the following:				
a. Assessment of children	3 points	DR		
b. Children's records, including confidentiality policy	3 points	DR		
c. Child protection policy	3 points	DR		
C. Evaluation				
1. Evaluates the implementation of work and financial plan or its equivalent at the end of the calendar year.	1 point	DR		
D. Financial Management				
1. Incurs expenditures on items included in the annual budget only.	1 point	DR		
2. Maintains complete and accurate accounting of receipts and expenditures, books and records.	1 point	DR		
3. Prepares financial statements annually.	1 point	DR		
Area E: Physical Environment and Safety – refers to giving of importance to child-friendliness of the location, the indoor and outdoor environments of the center and the ensuing quality and safety measures that are critical in protecting and promoting children's holistic development.				
I. Location				
1. Ensures that the center				
a. Is fenced by a non-climbable barrier or contained by natural barriers, OR employs security measures for children's entry to and exit from the center grounds.	1 point	O		
b. Is in an area free from hazards.	1 point	O		
c. Does not have gaming and gambling stations or dens, beerhouses or similar places of vice within its 200	1 point	O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
meter radius.				
d. If gaming and gambling stations or dens, beerhouses or similar places of vice within its 200 meter radius is present, security measures for children is imposed.	1 points	O		
e. If gaming and gambling stations or dens, beerhouses or other such places within its 200 meter radius is present, a barangay ordinance to cease its operation during session is imposed.	2 points	DR		
f. Is a smoke free zone.	1 point	O		
g. With signage of "No Smoking"	2 points	O		
h. Is near the fire exit if location is inside the building.	1 point	O		(if applicable)
II. Indoor Environment				
A. Space, Lighting and Ventilation				
1. Ensures that the appropriate ratio between indoor room space and children is maintained in the center, which is 1 child = 1 sq. meter.	1 point	O/DR		
2. Maintains a well-lighted room/center.	1 point	O		
3. Maintains a well-ventilated room/center.	1 point	O		
4. Maintains an air-conditioned center.	2 points	O		
B. Furniture and Fixtures				
1. Maintains door for entry and exit that:				
a. Are in clear view of the staff	1 point	O		
b. Light in weight	1 point	O		
c. Open inward	1 point	O		
d. Open outward (but not swinging)	2 points	O		
2. Maintains 2 doors for entry and exit.	3 points	O		
3. Have doorknobs within children's reach and easy for them to turn.	1 point	O		
4. Can be locked from inside.	1 point	O		
5. Screened by any of the following:				
a. Metal screen	3 points	O		Point system
b. Indigenous materials as long as its purpose is served and that is to deflect insects from coming in to the room.	1 point	O		
6. Maintains floors that:				
a. Are smooth but non-skid/ not slippery.	1 point	O		
b. Are easy to clean.				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
c. Are free from splinters, cracks and sharp or protruding objects. d. Have coverings, if any that are attached to the floor or backed with non-slip materials. e. Are free from clutter.				
7. Maintains walls and ceilings that:				
a. are free from cracks or falling plaster. b. are free of peeling paint, if painted. c. use lead-free paint, if painted. d. are free from sharp or protruding objects and other safety hazards.	1 point	O		
8. Maintains windows that are fitted with guards or locks (or screens, if applicable).	1 point	O		
9. Should not use materials that are harmful to the health of children e.g. asbestos.	1 point	O		
10. Maintains at least 1 toilet and bath and 1 lavatory that is: a. inside the center b. very near the center (for centers inside a building) c. have sufficient supply of clean water for washing and brushing/cleaning of teeth d. well lighted e. well ventilated f. in a relatively private space with low doors that allow adult supervision g. functional and child-size, OR when adult toilets and wash basins are used, non-tippable stairs or stalls are provided h. have rubber floor mats OR its floor is kept dry at all times	1 point	O		
11. Separate male and female toilet and bath and lavatory	3 points			
12. One door for toilet and bath and lavatory but with two cubicles that would separate male and female use.	2 points			
13. Maintains hallways and stairs, if any that:				
a. Are well lighted. b. have hand railings which: <ul style="list-style-type: none"> • are steady • within child's height • are on both sides of the 	1 point	O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
stairs c. have stairway gates or guards in place at the top and bottom opening into areas used by children.				
14.Has accessibility feature for children with disabilities.	1 point	O		
15.Maintains furniture pieces that:				
a. include tables and chairs, shelves, storage racks that are made of plastic blackboard/chalkboard b. are child-sized c. are easy to clean d. are sturdy and durable e. are in good condition, movable/portable f. for tables and chairs—quantities are enough for children to sit and eat together during snack/mealtime	1 point	O		
16.Provides a sleeping/rest area that: a. is quiet and can be dimly lit b. has mats and pillows that are <ul style="list-style-type: none"> child sized clean 	1 point	O		
C. Equipment, Learning Materials and Toys				
1. provides equipment, learning materials and toys that include:	1 point	O		
a. Storybooks or picture books with large print and pictures. b. Musical instruments (indigenous and/or non-indigenous). c. Puzzles, wooden blocks, dominoes, play boards; toys and materials that develop understanding of causes and effects. d. Safe household items, e.g. measuring cups, spoons, non-breakable bowls and cardboard boxes.				
e. Unstructured materials i.e. water, sand, clay.	2 points	O		
f. Other audio-visual facilities for the children (TV, DVD players and recorders).	3 points	O		
2. Provides learning materials and toys that are:	1 point	O		
a. Sufficient in quantity. b. Free from sharp edges or points				

<i>Work Areas</i>	<i>Level/Score</i>	<i>Methods</i>	<i>Compliance</i>	<i>Specific Findings/Remarks</i>
c. In workable condition d. Made from non-toxic materials (e.g. lead-free paint) e. Easy to wash				
D. Other Safety Precaution Measures				
1. Provides or makes available equipment or materials for fire extinction (e.g. unexpired fire extinguishers, covered pails of water, bags of sand) daily.	1 point	O		
2. Stores gasoline and other flammable materials, if any, separately from the center.	1 point	O		
3. Provides fire and/or earthquake drills for children at least once in every quarter.	1 point	DR/I/O		
4. Replenishes content of first aid kits yearly or as often as necessary.	1 point	O		
5. Keeps electrical cords, if any, out of children's reach.	1 point	O		
6. Covers unused electrical outlets, if any, with furniture or shock stops.	1 point	O		
7. Stores all toxic substances, medications, sharp objects, and other hazardous objects in a secure place or separately from the center and out of reach of children.	1 point	O		
8. Labels all containers with contents especially when not in their original containers in order to facilitate poison control.	1 point	O		
9. Places gates, guards or locks at door entrances to unsupervised/ unsafe areas.	1 point	O		
10. Keeps all garbage disposal containers: a. Segregated with proper markings i.e. nabubulok (biodegradable), di nabubulok (non-biodegradable) b. covered c. emptied and cleaned every day	1 point	O		
11. Conducts major housekeeping and repair activities when children are not around.	1 point	O		
III. Outdoor Environment – please take note that not all DCCs are given space for outdoor play of children, hence, if one is present, they are given an automatic score of 2 but the following standards	2 points	O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
must be followed.				
A. Space and Surroundings: Maintains or provides access to an outdoor play area that:				
1. Is in clear view of the staff at all times.				
2. Is fenced by a non-climbable barrier or contained by natural barriers, OR employs security measures for children's entry to and exit from the outdoor play area (e.g. deploys barangay tanods/ parent volunteers as watchpersons).				
3. Is free from hazards (e.g. poisonous plants, water hazards, debris, broken glass, dangerous machinery or tools, air pollutants like asbestos).				
4. Is always clean.				
5. Has ample space for children to run, walk, jump, hop, move around, throw, and catch.				
6. Has outdoor structures that allow children to climb (e.g. small trees), slide, creep, crawl (e.g. recycled drums), balance (e.g. logs or tree trunks), and swing (e.g. used tires)				
B. Outdoor Structures:				
1. Provides outdoor structures that: a. Are firmly anchored. b. Are in workable condition. c. Do not store water where mosquitoes can propagate.				
2. Maintains metal structures, if any, that: a. Have nuts, bolts, or screws sticking out covered with masking tape or sanded down. b. Are free from rust or chipping paint. c. Are under a shade to prevent burns. d. Have no pinched or crushed parts.				
3. Maintains wooden structures (constructed or purchased), if any, that:				
a. Are free from splinters or rough surfaces.				
b. Have no sharp edges.				
4. Maintains climbing structures that:				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
a. Have a maximum height of 6 ft from the ground.				
b. Have regularly spaced footholds from top to bottom.				
c. Have easy, safe “way out” for children when they reach the top.				
5. Maintains slides that:				
a. Have a maximum height of 6 ft from the ground.				
b. Have rims at least 2 ½ inches high.				
c. Have an enclosed platform at the top for children to rest and get into position for sliding.				
d. Have ladders with handrails on both sides.				
e. Have steps and rungs 7-11 inches apart to accommodate children’s leg and arm reach.				
f. Have a flat surface at the bottom of the slide for slowing down.				
g. Are waxed, or oiled with linseed oil, if made of wood.				
h. Have an incline that is equal to or less than a 30° angle.				
6. Maintains seesaws that:				
a. Have handholds that stay in place (do not turn or wobble) when grasped.				
b. Have a device that prevents children’s foot to get pinned.				
7. Maintains swings that have seats that hung at most 1 foot from the ground.				
8. If outdoor activities are impossible and no outside space is provided, physical activities must be conducted inside the day care center to ensure that all aspects in the development of the children are provided.	1 point	O		

b. Part II. Day Care Workers

Work Areas	Level/ Score	Methods	Com plian ce	Specific Findings/Remarks
Area A. Advancement of Children's Growth and Development – The advancement of children's growth and development is the primary objective of day care service and DCWs. DCWs have the responsibility to facilitate children's progress in all aspects of development.				
<i>I. Assessment of Children</i>				
<i>A. Regularity</i>				
1. Assess children, within a 12 month period. a. Within the 2nd month upon entry b. 5 months after 1 st assessment c. 8 months after 1 st assessment	3 points	DR		
2. Assess children, within a 10 month period. a. Within the 2 nd month upon entry b. 4 months after entry c. 6 months after entry	1 point	DR		
<i>B. Purpose and Utilization</i>				
1. Result of assessment to be used as reference on the conduct of parent conference	1 point	DR		
2. Documentation of parent conference	1 point	DR		
3. Result used as basis for referral of child suspected of having special needs.	1 point	DR/I		If applicable
4. Compilation of results to endorse to the next level service provider or teacher.	1 point	DR		
<i>C. Confidentiality</i>				
1. Records are kept in a secured place.	1 point	DR		
2. Results of assessment are only shown and discussed with the parents and family member or with whom the child was referred to.	1 point	DR/I		
3. Records are only released upon approval of C/MSWDO Focal person and/or Administrator and/or Supervisor.	1 point	DR/I		
<i>II. Health and Nutrition</i>				
<i>A. Health and Sanitation Practices</i>				
1. Follows proper hand washing procedures, whenever appropriate. a. Before and after food preparation. b. Before and after eating. c. After coming in contact with bodily fluids and discharges (i.e. urine,	1 point 1 point 1 point	O O O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
feces) d. Before and after administering medication e. After cleaning or handling equipment/materials	2 points 1 point	O O		
2. Child Injury Prevention and Reporting				
a. Keeps on hand up to date contact information of children (name and address of person to contact, emergency numbers, if available) b. The DCW gives first aid to the injured child and if needed to bring the child to the doctor immediately. c. Informs parents of any first aid administered to the child. d. Informs parents immediately of any injury or illness of the child that requires medical attention other than the minor first aid.	1 point 1 point 1 point 1 point	I/DR I/DR I/DR I/DR		(if applicable) (if applicable) (if applicable)
3. Child Abuse and Neglect a. Refers to the City/Municipal Social Welfare Officer or to the nearest authority any child suspected or reported to be a victim of child abuse and neglect.	1 point	DR/I		(if applicable)
4. Infectious Diseases a. Notifies parents immediately when any communicable disease (e.g. measles) has been detected in the child. b. Child observed to have symptoms of communicable diseases shall be sent home and will not be permitted to associate with other children until seen by a qualified medical practitioner.	1 point	DR/I		(if applicable)
B. Complementary Services				
1. Refers children to the health center for the following programs or provides the center as venue for other service providers to deliver/advocate the following to the children and parents.				
a. Expanded program on immunization	1 point	DR		
b. Growth monitoring	1 point	DR		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
c. Deworming	1 point	DR		
d. Consumption of fortified food/food with micronutrient supplementation	2 points	O/DR		
e. Dental care	1 point	O/DR		
2. Refers pregnant mothers, breastfeeding mothers and mothers of young children to the health center for the following or provides the center as venue for other service providers to deliver/advocate the following:				
a. Information and support on breastfeeding	1 point	DR/I		
b. Information and support on appropriate complementary feeding.	3 points	DR/I		
III. Curriculum				
A. Content				
1. Has an individualized development plan for each child	2 points	DR		
2. Uses a curriculum theme, organizing question and concepts/answers that:				
a. Are based on children's interests, their socio-economic backgrounds and/or culture.	1 point	DR		
b. Integrate health, nutrition, sanitation, environment education, gender fairness, and/or preventive education for abuse and exploitation.	1 point	DR/O		
c. Incorporates multimedia learning activities (i.e. digital media, sculpture photography, VHS, DVD)	3 points	O/I		
d. Uses skill building activities to recognize the talent and skill of every child	2 points	O		
B. Activities				
a. Provides creative activities that:				
1. Are based on assessment results of the children on all seven (7) domains of development which are Fine Motor, Gross Motor, Self Help,	1 point	DR/O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
Receptive Language, Expressive Language, Cognitive, Social – Emotional.				
2. Use or adapt indigenous resources (e.g. folk literature, music, traditional games, cultural events)	1 point	DR/O		
3. Facilitate the development of next level characteristics and competencies of the children according to ECCD checklist	1 point	O		
4. Set up an environment where the children are allowed to express their own ideas and let them explore things/objects around them that will contribute to their creativity, fluency, flexibility, sensitivity and aesthetics.	1 point	O		
5. Watches and observes individual children of what activities appeal to them	1 point	O		
b. Provides varied creative activities daily that include the following:				
1. Storytelling, puppetry and dramatic play.	1 point	O		
2. Music and poetry	1 point	O		
3. Arts and crafts	1 point	O		
4. Table activities / games	1 point	O		
5. Group, indoor/outdoor games	1 point	O		
6. Special activities (e.g. field trips, gardening, cooking, family day)	3 points	DR/I/O		
C. Management				
1. Prepares weekly program activity guide	1 point	O/DR		
2. Uses webbing as a method in working around a theme.	1 point	DR		
3. Uses the commonly used language as medium of communication	1 point	O		
4. Documents actual curriculum implementation (what actually happened) weekly through notes entered in the journal/diary	1 point	DR		
5. Reviews and/or updates curriculum every two years.	1 point	DR		
IV. Guidance and Interactions				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
A. Direct Guidance Techniques				
<p>1. Employs the following physical guidance techniques, whenever appropriate:</p> <ul style="list-style-type: none"> a. Assists children in need; responds calmly and tenderly to calls of distress. b. Demonstrates desired behavior to children. c. Uses meaningful / appropriate gestures or body language. d. Restrains a child to protect from harm. e. Places the child to another side of the room when a situation occurs (i.e. when the children start to fight with each other). 	1 point	O/I		
<p>2. Employs the following verbal techniques whenever appropriate:</p> <ul style="list-style-type: none"> a. Listens carefully to children's communication. b. Making eye contact when speaking to a child. c. Giving simple, clear positive directions. d. Giving logical and accurate responses. e. Expanding children's statements. f. Giving children options and choices. g. Providing children with opportunities for problem solving or conflict resolution. h. Uses positive verbal guidance that is respectful towards children, labels and validates children's feelings, and clarifies rules and responsibilities. i. Uses words and tone of voice that will help the child feel confident and reassured. 	1 point	O		
<p>3. Employs the following effective guidance techniques, whenever appropriate:</p> <ul style="list-style-type: none"> a. Gives positive feedback. b. Gives attention, responds 	1 point	O/I		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
<p>consistently to child's needs.</p> <p>c. Offers alternative strategies for inappropriate behaviors.</p> <p>d. Asks questions to help children express emotions appropriately.</p> <p>e. Encourage children to express feelings.</p> <p>f. Develops understanding about new feelings by explaining to them the feelings expressed.</p> <p>g. Develop special skills, such as learning to cooperate, share and take turns.</p>				
B. Indirect Guidance: Structuring the Indoor Space				
<p>1. Learning/Activity Areas</p> <p>a. Provides the following learning activities:</p> <p>i. Meeting time where all children are gathered to inform them that all activities will henceforth commence.</p> <p>ii. Story and picture books.</p> <p>iii. Table games, table blocks and other manipulative materials.</p> <p>iv. Arts and crafts.</p> <p>v. News sharing</p>	1 point	O		
C. Indirect Guidance: Daily Schedule and Routines				
<p>1. Posts daily schedules of activity periods and routines in a highly visible area.</p> <p>2. Provides a predictable sequence of activity periods daily.</p> <p>3. Immediately inform the children any change/s introduced, if any in a relaxed way.</p> <p>i. Sequence</p> <p>ii. Changes in weather</p> <p>iii. Children's needs</p> <p>4. Limits large group or sedentary activities for children.</p> <p>5. Provides routines for self-help tasks such as toileting, eating and dressing.</p>	1 point	O/DR		
6. Every full day program shall have	2 points	O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
an outdoor play or access to an equivalent and suitable play area within a reasonable distance of the facility, and the play area must be supervised, safe and sanitary.				
D. Creative Facilitation				
<ol style="list-style-type: none"> 1. Starts creative activities with a motivating introduction. 2. Ends creative activities only after providing children ample time to finish their tasks. 3. Allows children to participate in setting rules and procedures, if applicable. 4. Organizes activities and materials in advance to avoid children waiting. 5. Informs children before transitions. 6. Uses cues such as songs, familiar phrases, sounds, or visual cues to support children's transitions. 7. Uses small groups to manage children's activities. 8. Processes the creative activities/learning materials with children by asking them to: <ol style="list-style-type: none"> a. Observe or describe b. Compare or contrast c. Identify causes and effect d. Predict outcomes e. Express personal opinion, judgment or feelings 9. Treats all children equally and fairly by: <ol style="list-style-type: none"> a. Rotating tasks and assignments. b. Rotating sets of materials according to their developmental needs or at least four times a year. c. Using terms that are free from gender bias. d. Providing activities that allow all children, regardless of gender, to participate. 	1 point	O		
Area B. Partnership with Families, Communities and Local Government – Partnership with families, community and local government indicates that a high quality ECCD program is a product of the shared responsibility among parents and members of the families, service providers, community members and organizations, and the local government unit.				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
A. Parent Involvement and Education				
1. Conducts parents' orientation on Day Care Service before child's entry.	1 point	DR/I		
2. Conducts parents' orientation/meeting upon child's entry.	1 point	DR/I		
3. Provides parents a handbook containing basic information, policies and procedures of the service.	3 points	DR/I		
4. Keeps a signed Home-Center Agreement or its equivalent.	1 point	DR		
5. Regularly updates parents regarding their children's development and activities through:				
a. Letters, notes or anecdotal records (twice a month)	1 point	DR/I		
b. Posts on the bulletin/notice boards (weekly)	1 point	DR		
c. Diaries or journal (monthly)	2 points	DR		
d. Newsletter/news bulletins (at least quarterly) which may be coordinated with the LGU	3 points	DR/I		
6. Invites parents as resource persons or volunteers for children's activities.	1 point	DR/I		
7. Invites parents to enhance/enrich the service' curriculum during curriculum review.	2 points	DR/I		
8. Holds open house/exhibits of children's works at least once a year.	1 point	DR		
9. Organizes the parents' committee of the center within a month upon start of regular session.	1 point	DR		
10. Ensures that there is continuity of what is being practiced in the Center at their respective homes (i.e. washing of hands before and after meals).	1 point	DR/I		
B. Parents' Committee				
1. Conducts parent education on three topics or issues i.e. alternative discipline, responsible parenthood, modules on ERPAT and PES, depending on the needs of parents.	1 point	DR/I		
C. Community Involvement				
1. Attends, at least once, meeting/s of BECCDCC or sessions of Sangguniang Pambarangay (SB).	1 point	DR/I		
2. Invites community members as resource persons or volunteers in	2 points	DR/I		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
the center during special activities or special events in the center.				
3. Active in the BCPC and regularly attends meetings of BECCDCC or sessions of SB.	3 points	DR/I		
Area C: Human Resource Development – refers to the recruitment and hiring; training and development; competencies and continuing education of the service providers; supervision and conditions of employment that are part of the management and administration of the ECCD program.				
I. The Day Care Worker				
A. Competencies and Continuing Education				
1. The following should be in the personnel file (a copy of which must be at DCC):				
a. Personnel data sheet with latest 2x2 ID picture	1 point	DR		
b. Hiring must be 20 years old but not more than 50 years old	1 point	DR		
c. Barangay clearance and police clearance or NBI clearance	1 point	DR		
d. Certified true copy of Diploma (high school or college)	1 point	DR		
e. Copy of Transcript of Records or Form 137	1 point	DR		
f. Three (3) reference letters from persons not related within the fourth degree of consanguinity or affinity (for newly hired DCW)	1 point	DR		
g. Be in good health				
i. Medical certificate (annual update)	1 point	DR		
ii. Chest x-ray (annual update)	1 point	DR		
iii. Psychological evaluation (for newly hired and every 5 years thereafter)	2 points	DR		
h. Assessment report from the Municipal or City ECCD Supervisor (for newly hired DCW)	1 point	DR		
2. Qualifications				
a. If High School Level				
i. At least 5 years of experience in dealing with children and/or working on children-related programs and services	1 point	DR/I		Point system
ii. At least 7 years of experience in dealing with children and/or	2 points	DR/I		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
working on children-related programs and services.				
iii. At least 10 years of experience in dealing with children and/or working on children-related programs and services.	3 points	DR/I		
iv. Has sub-professional eligibility.	3 points	DR/I		
If High School Graduate or College Level				
i. At least 2 years of experience in dealing with children and/or working on children-related programs and services.	1 point	DR/I		Point system
ii. At least 5 years of experience in dealing with children and/or working on children-related programs and services.	2 points	DR/I		
iii. More than 5 years of experience in dealing with children and/or working on children-related programs and services.	3 points	DR/I		
iv. Has sub-professional eligibility.	3 points	DR/I		
If the Service Provider is a College Graduate				
i. At least 2 months of experience in dealing with children and/or working on children-related programs and services.	1 point	DR/I		Point system
ii. Has professional eligibility or is a Licensure Examination for Teachers (LET) passer.	3 points	DR/I		
iii. Graduate of Early Childhood Education, Early Childhood Care and Development or Family Life and Child Development.	3 points	DR/I		
b. Have attended at least two (2) hours of course(s) or training on each of the following topics: i. Convention on the Rights of the Child ii. Child Development iii. Assessment of children iv. Curriculum planning v. Development of learning materials	1 point	DR/I		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
vi. Classroom management or guiding children's behavior vii. Conduct of creative activities viii. Partnership/working with families and communities or parent involvement and education ix. First aid administration x. Health and nutrition xi. Parent Effectiveness Service xii. ERPAT xiii. National and local laws/ordinances on children and ECCD programs. xiv. ECCD in Emergencies				
c. Attended the above training for more than two (2) hours.	2 points	DR/I		
d. Have attended other training relevant to child development, ECCD curriculum, classroom management and/or capability building as service provider (which are not listed above).	3 points	DR/I		
e. Completed a continuous one-month on-the-job training.	1 point	DR		
B. Conditions of Employment				
1. Work Hours and Load				
a. Holds a maximum of two sessions per day, one in the morning and one in the afternoon.				
i. Requires the service provider to render eight (8) working hours a day or a total of 40 working hours a week.	1 point	O/DR		
ii. Maximum of 6 hours is devoted to actual management of sessions.	1 point	DR/O/I		
b. At least (two) 2 hours in the center per day is devoted to non-session management tasks, such as classroom re-structuring, preparation of materials, session planning, documenting the day's activities, recording observation of children, homevisit.	1 point	DR/O/I		
Area D: Program Management and Administration – refers to the planning and budgeting, implementation, supervision, monitoring and evaluation, management information system and financial management of the program that ensures the high standard of service delivery to the				

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
children.				
A. Planning and Budgeting				
1. Indicates work schedules of the following activities:				
a. Application and registration schedules.	1 point	DR		
b. Assessment of children.	1 point	DR		
c. Parent orientation meeting.	1 point	DR		
d. Parent-service provider conferences.	1 point	DR		
e. Needs assessment of families.	2 points	DR		
f. Parent education seminars.	1 point	DR		
g. Curriculum planning with other stakeholders.	2 points	DR		
h. Resource generation activities.	2 points	DR		
i. Update of data for the ECCD-Information System	1 point	DR		
B. Management Information System				
1. Systematically manages the following: a. Children's records and documents b. Service provider's records and documents	1 point	DR		
c. Curriculum plans and logs	1 point	DR		
d. Annual financial statements of parent education	2 points	DR		
e. Annual inventory record of facilities and materials in the center	1 point	DR		
f. Annual written evaluation of the service provider	3 points	DR		
2. Keeps the above in a secured place.	1 point	DR/O		
3. Submits reports timely to C/MSWDOs using the prescribed template for web-based management information system developed by the DSWD known as the ECCD-IS.	1 point	DR/I		
a. Utilization of Child's Profile in the ECCD-IS.	3 points	DR/I		
Area E: Physical Environment and Safety – refers to giving of importance to child-friendliness of the location, the indoor and outdoor environments of the center and the ensuing quality and safety measures that are critical in protecting and promoting children's holistic development.				
I. A. Other Safety Precaution Measures				
1. DCW is trained on how to use fire extinguisher.	1 point	DR/O		(if applicable)
2. DCW is trained on other emergency procedures, as necessary (e.g. for	1 point	DR/O		

<i>Work Areas</i>	<i>Level/ Score</i>	<i>Methods</i>	<i>Com plian ce</i>	<i>Specific Findings/Remarks</i>
storms, floods, armed conflict).				
3. DCW is trained on how to use the contents of the first aid kit.	1 point	DR/O		

Highlights of Interview/Observation:

Number of Items per Area and Level of Accreditation to be given to the Day Care Center.
Summary of Rating for the DCCs: (Please include in the computation those which are not applicable.)

<i>Work Areas</i>	<i>Level 1 Score</i>	<i>Level 2 Score</i>	<i>Level 3 Score</i>
	<i>Score</i>	<i>Score</i>	<i>Score</i>
Advancement of Children's Growth and Development			
Partnership with Families, Communities, and Local Government			
Human Resource Development			
Program Management			
Physical Environment and Safety			
Total			

Summary of Rating for the DCWs: (Please include in the computation those which are not applicable variables.)

<i>Work Areas</i>	COMPETENT (3 yrs accreditation)	VERY COMPETENT (4 yrs accreditation)	HIGHLY COMPETENT (5 yrs accreditation)
	<i>Score</i>	<i>Score</i>	<i>Score</i>
Advancement of Children's Growth and Development			
Partnership with Families, Communities, and Local Government			

Human Resource Development			
Program Management			
Physical Environment and Safety			
Total			

Recommendations:

A. For Issuance of Accreditation Certificate

In view of the above findings, the _____
(Name of DCC)
has satisfactorily met the standards of accreditation under **Level** _____. An issuance of Certificate of Accreditation is hereby recommended with validity period of _____ **years** for implementing day care services.

B. For Non- Issuance of Accreditation Certificate

In view of the above findings, the issuance of accreditation certificate for _____

(Name of DCC)
is hereby held in abeyance, pending compliance to _____.

The DCC/DCW shall comply with the agreed action plan within _____ months after the assessment visit:

Areas for Compliance	Activities	Time Frame	Responsible Person	Resources Needed

Assessed by:

(Name and Signature of DSWD Authorized Accreditor/ Date)

Concurred By:

(Name and Signature of DCW/Agency Head or Authorized Representative/Designation)/Date