



October 30, 2002

DEPT. OF SOCIAL WELFARE & DEVT.
BFP ROAD, CONSTITUTION HILLS, Q.C.

NOV 06 2002

LEGAL SERVICE

RECEIVED BY:

1724

Administrative Order No. 231
Series of 2002

SUBJECT: Guidelines on the Implementation of the Supervised
Neighborhood Play

I. Rationale

The Philippine government recognizes the rights of children to survival, development and special protection with full recognition of the nature of childhood and its special needs and to support parents in their roles as primary caregivers. This is enshrined in the constitution and further boosted with passage of Republic Act No. 8980 or the Early Childhood Care and Development Act. Anchored on the above state policy, the Supervised Neighborhood Play is instituted to promote the rights of the child to survive, be protected, develop and participate in their development. The Supervised Neighborhood Play (SNP) serves as a complementary strategy and intervention for day care center under the day care service by providing a home-based approach in rendering an early childhood education program. It aims to respond to the needs of children three to six years old who are unable to avail the services of a day care center due to distance, non-existence and high number of children that are hardly accommodated by the said center.

The Supervised Neighborhood Play recognizes the psycho-social importance of play in the development of the child throughout his/her early childhood formative years. It introduces a variety of play activities and opportunities constructively guided and supervised by trained child development workers and parent volunteers vital to the physical, mental, social and emotional development of a child. It is also important from the social and cultural point of view of children, along with the provision of their basic needs such as nutrition, health, shelter and education.

II. Description of Supervised Neighborhood Play

Supervised Neighborhood Play is a form of day care for those children 3 to 6 years old. Children are provided with early childhood enrichment activities through a variety of play activities, guided exercises and other learning opportunities by a trained child development worker and/or parent volunteers under the supervision of a social worker.

The intervention provides a play-learning environment wherein the emphasis is on the development of spiritual and social values, development of creative and analytical ability, personal and physical ability and human relations of children for their optimum growth and development.

The primary target for SNP which is carried out through a home-based scheme at a designated area in the community are children 3-6 years old who are not recipients of the services of a day care center, children of parents attending Parent Effectiveness Service (PES) who need playmates in the neighborhood and children who are deprived of a safe and wholesome recreation.

III. Objectives

A. For the Child

1. To enhance the physical, social, emotional, cognitive, psychological, spiritual and language development of young children through various play activities;
2. To promote the basic rights of children particularly for safe and wholesome recreation;
3. To provide alternative parental care and protection to children deprived of safe and wholesome care; and
4. To promote the use of play activities as a tool in achieving psychosocial development and school preparedness and adjustment.

B. For the Parents

1. To enhance the role of parents and other community caregivers as the primary caregivers and educators of their children;
2. To enhance and sustain interest and abilities of parents in providing enrichment activities on Early Childhood Care and Development (ECCD) through various play and guided activities through SNP;
3. To enhance productivity of parents by providing appropriate care for their children while they are at work or at home; and
4. To encourage and facilitate parents involvement in promoting Early Childhood Care and Development programs in the community.

C. For the Communities

1. To enhance and sustain efforts of communities to promote ECCD programs and ensure that special support is provided for poor and disadvantaged communities;
2. To ensure that other young children in the community who are not recipients of services of a day care center and other forms of center-based ECCD program are adequately provided services responsive to their developmental needs; and
3. To establish an efficient system for early identification, prevention, referral and intervention for developmental disorders and disabilities in early childhood.

IV. Eligibility Requirements for Admission to SNP

Children 3 to 6 years old who:

- a. are not recipients of services of a Day Care Center
- b. have parents attending PES and do not have playmates at home
- c. have parents who are both working and unable to attend to their children
- d. are deprived of a safe and wholesome recreation around the home and in the neighborhood

V. Procedure

A. Preparatory Stage

1. The LGU social worker shall identify the target children through a family survey using the eligibility requirements of this guidelines. Based on the results, a pre-listing of children beneficiaries all be made available.
2. With the above baseline data, the social worker shall convene a meeting with barangay captains and the barangay council to orient them on the strategy of SNP, its objectives, the need for volunteers and activities to be undertaken.

3. The social worker shall assist the Barangay Council for the Protection of Children (BCPC) undertake an information campaign on the need for volunteers who are capable and willing to be trained and supervised on the SNP implementation where there is no child development worker (CDW) and/or PES volunteers.
4. The Municipal Local Government Officer (MLGO) or social worker shall assist in the organization of BCPCs to manage the identification of area, recruitment of volunteers, training and operation of SNP in the identified neighborhood and their responsibilities in terms of promoting and sustaining the project and the interest of volunteers.
5. The social worker with the CDW shall meet with prospective volunteers interested to serve to discuss the need and objectives of SNP and to orient them on the roles and tasks of volunteers for SNP.
6. The social worker with the CDW shall meet with identified families with 3-6 years old children and provide them orientation on the importance and mechanics of SNP.
7. The social worker shall encourage organization of SNP parents groups.
8. The social worker shall train the parent volunteers for three (3) days on SNP.
9. The social worker shall provide regular supervision to the CDW once a week and shall observe and discuss with the volunteers their needs and problems encountered in the implementation of the SNP.
10. The social worker shall update herself on the implementation of activities and other related issues about SNP.
11. The social worker shall see to it that the CDW maintains a record of SNP children beneficiaries.
12. The social worker shall regularly attend meetings with the BCPC to discuss program needs and problems of SNP of respective areas.
13. The social worker shall prepare a monthly report to the municipal social worker which shall include the number and progress of children beneficiaries, issues and problems relative to the implementation of the SNP.

14. The consolidated report on the implementation of SNP shall be submitted to the DSWD-Field Office concerned through the Municipal Social Welfare and Development Officer.

B. Selection and Training of CDW/PES Volunteer

1. Criteria in the recruitment and screening of Child Development Worker/PES Volunteer
 - a. Must be between the age of 18 to 45 years, male or female, at least 2nd year college and of good moral character;
 - b. Must enjoy playing and is affectionate with children;
 - c. Must be physically and mentally healthy as certified by a physician;
 - d. Must reside within the same neighborhood as the children to be served;
 - e. Must be willing to be trained and supervised by the social worker of the municipality;
 - f. Must be willing to have in custody and be accountable for the play equipment and materials; and
 - g. Must be willing to work with other volunteers in caring for the children.

2. The Training of CDW/PES Volunteer shall contain the following:
 - a. The rationale or need for SNP
 - b. Expectations from CDW/PES Volunteer
 - c. Roles and functions of CDW/PES Volunteer
 - d. Characteristics of children to be served including signs of behavioral problems, disability of children whose ages are 3-6 years old
 - e. Planning and demonstration of play activities for each age level of the child and understanding his/her physical, social, emotional intellectual development, language skills and human relationship
 - f. Songs, poems, stories and other activities to supplement play activities

- g. Creative play for children
- h. First aid and referral for immunization and medical treatment
- i. Understanding and working with indigenous children
- j. Production of indigenous program materials and toys
- k. Sanitation and care of the environment
- l. Resource mobilization
- m. Sustenance of SNP; and
- n. Reporting and recording

C. Management and Sustenance SNP

The SNP will be managed by the CDW or PES Volunteer assisted by a trained adult or youth volunteer within the neighborhood and will be responsible for the following:

1. Maintain safety and comfort of at least 10 children at a time.
2. Suggest and initiate play, help children and act as arbiter when the children are unable to manage on their own.
3. Select a safe and open space which allows children independence of movement within the area serving as venue for the activities.
4. Prepare and post a daily program of games and other activities for the children.
5. Turn over the children to their parents after the days' session and discuss problems with them.
6. Record important observation/s on children in a logbook and refer cases to the social worker for other appropriate service/s.
7. Initiate and develop indigenous play materials
8. Prepare a monthly report for submission to the social worker which shall include the number of children beneficiaries and other significant activities conducted.

VI. Roles and Functions of A Municipal/City Social Worker In-charge of SNP Implementation

- a) Conduct family survey will serve as basis in the identification of families with children 3-6 years old for SNP
- b) Coordinate with barangay officials and other community workers to elicit support in the implementation of the SNP.
- c) Conduct orientation about SNP to prospective families, key officers, leaders in the barangay and other community members.
- d) Organize parent volunteer groups for the SNP implementation.
- e) Conduct training to CDWs and parent volunteers on the implementation of SNP
- f) Identify suitable area and prepare for its physical set up based on available facilities and/or equipments in the barangay.
- g) Supervise CDWs in the development of indigenous play materials.
- h) Supervise CDWs in identifying and planning for developmentally appropriate play activities and opportunities for children based on the profile of target children.

VII. Roles and Functions of CDW/PES Volunteer

A. Before the SNP Session

1. Assist the social worker in conducting a survey on the community in gathering initial data on SNP target clientele;
2. Assist the social worker in coordinating with barangay officials/prospective parents of SNP beneficiaries and other community members to generate support for the implementation of SNP;
3. Meet with parents of SNP beneficiaries to encourage their support and cooperation to SNP activities;
4. Organize parent volunteer groups to sustain the SNP implementation;
5. Plan and arrange SNP sites in coordination with parent volunteers and barangay officials;

6. Prepare profile of children and plan daily play sessions based on the profile of SNP beneficiaries;
7. Develop and improvise indigenous and safety materials needed for play sessions/activities; and
8. Identify and plan for various play activities to respond to psychosocial developmental needs of SNP beneficiaries.

B. During the SNP Session

1. Conduct morning or afternoon SNP sessions thrice a week according to the identified and planned play activities;
2. Observe and record the performance of each child during the session based on the development checklist;
3. Observe the child for early signs of abuse, impairment, disability, or disease and refer him/her accordingly. Abused children are reported to the DSWD senior social worker for protective service/custody, while children with disabilities/disease are referred to the Health Center for treatment;
4. Record names of children who have not received immunization and coordinate with the Rural Health Unit (RHU) for appropriate action/service;
5. Give first-aid whenever necessary and refer the child to the RHU immediately as needed;
6. Keep program materials and supplies available, attractive and safe for the children;
7. Develop and demonstrate use of indigenous materials and supplies for use during SNP sessions;
8. Keep the designated area clean and orderly and ensure the comfort and safety of the children;
9. Supervise the children with the assistance of parent volunteers during play activities and pay individual attention to each child; and
10. Observe children during session and teach, encourage and maintain good health habits and proper nutritional values among children.

C. After the SNP Session

1. Bring home children who cannot go home alone;
2. Conduct homevisits to discuss with parent/s the following:
 - a. Home activities that will develop the child;
 - b. Information based on child's records about his/her performance and development as well as how to continue developmental activities at home;
 - c. Insights on how to manage behavioral problems of the child; and
 - d. The nutritional intake/diet of malnourished children, if applicable.
3. Report to the social worker about children with extreme behavioral problems and assist parents in handling the child;
4. Include SNP in the conduct of PES session;
5. Attend regular meetings with DSWD team members, social workers, doctors, nutritionists, psychologists and psychiatrists on specific cases of children;
6. Refer pregnant mothers to the health center for prenatal care;
7. Report to the social workers and Barangay Council for the Protection of Children (BCPC) any acts of violence in the family that comes to her knowledge;
8. Refer malnourished children for inclusion in the feeding program available in the community and/or conduct a feeding program for the SNP beneficiaries;
9. Consult the supervising social welfare officer for technical assistance on SNP sessions and assistance in continuously acquiring program materials for various ECCD activities;
10. Read publications, books and literature on early childhood development from the Resource Center in the community and from other sources; and
11. Keep records of SNP beneficiaries, prepare reports and maintain files of the same as well as correspondences received and sent out.


VIII. Monitoring and Evaluation

- a. Monitoring and evaluation of SNP implementation shall be conducted by DSWD Field Office on a regular basis.
- b. An updated list of SNP group shall be regularly submitted to the Field Office. This will include the number of children and parent groups that CDWs or PES volunteers have organized.
- c. Technical assistance shall be provided by the Programs and Projects Bureau and the DSWD – Field Offices.
- d. An updated list of accredited Child Development Workers / PES volunteers shall likewise be submitted to the DSWD – Field Office.

IX. Accreditation of Child Development Workers / PES Volunteers

The DSWD Standards Bureau shall conduct accreditation of Child Development Workers / PES volunteers to ensure that quality services are provided to SNP beneficiaries.

This order shall take effect immediately and revokes previous Orders contrary to this.


CORAZON JULIANO-SOLIMAN
Secretary
Department of Social Welfare and Development
