

Appendices



Appendix 1: Early ELRU family based programmes

Appendix 2: Child profile form

Appendix 3: Home visit form

Appendix 4: Instruments and tools

Appendix 1: Earlier ELRU family-based programmes

Date started	Type of programme
1987	<p>Etafeni Playgroup Project Home visits and playgroups based in Nyanga, Cape Town - a low income urban setting, poverty, overcrowding, unemployment.</p>
1989	<p>Philani Nutrition Programme Outreach to homes of malnourished children linked to broader early childhood developmental programme based in Khayelitsha, Cape Town.</p>
1990	<p>TEAM An ecumenical church group coordinated by Phumzile Mlambo Ngcuka working in Samora Machel and Brown's Farm informal settlements in Cape Town characterised by poverty and overcrowding.</p>
1992	<p>Grabouw Fieldworkers reached out to farm workers who had been relocated to informal settlement with support from Child Welfare Society, ACVV and local farmer, Paul Cluver.</p>
1996	<p>Valley Development Trust Family workers serving Masiphumelele informal settlement near Noordhoek, Cape Town.</p>
1998	<p>Kathorus Consortium This family-based project formed part of the Gauteng Education Department ECD Pilot called Impilo. The pilot focused on 3 sites - an informal settlement, migrant worker hostels, and low cost housing.</p>
1999	<p>A Re Direng This project provides family outreach to rural villages in Northern Cape Province with support from Thusano & Nelson Mandela Children's Trust.</p>
2000	<p>Masikhule FCM Programme (now Nomakhaya) This is run in partnership with the Masikhule Early Childhood Development Centre and provides outreach to rural villages in Mthatha, Transkei.</p>
2003 - present	<p>Masibambane Integrated Service Land Project, Family Outreach Workers Programme Here family outreach work was linked to enrichment centres in Weltevreden Valley & Brown's Farm.</p>

Appendix 2: Child profile form¹

Child and primary caregivers details	
Child's last name:	Contact telephone numbers:
Child's first names:	
Date of birth:	
Name of primary caregiver:	Contact details:
Address:	Post code:
Nearest clinic:	
Name of health visitor or other support person:	

Motivator observations	What did you observe?	Date
Household food supply		
Household water and sanitation		
Household hygiene		
State of child's health and development?		
Child safety and protection?		
State of caregiver's health?		
Illness in the household?		
Comments:		

Access to support services	Documents Yes/No	Applied & date	Followup & date
Road to Health chart (clinic card)			
Child support grant (CSG)			
Foster grant			
Care dependency grant			
Emergency food parcel			

Child development discussion & review	Yes/No	Referral & date	Followup & date
Can your baby/child see?			
Can your baby/child hear?			
Does your baby/child make sounds/words?			
Can your baby/child sit? stand? walk?			

Parent or primary caregiver	Yes/No	Referral & date	Followup & date
Pension or other grant income?			
Does the caregiver feel well herself?			
Concerns about the baby/child?			
Other issues she would like to discuss?			

1. This form goes together with the Child Progress Form (developmental)

Appendix 3: Home visit form

Name of FCM:	Date:	Time:
Participant's name:	Visit number:	
Address:		

PURPOSE:

VISIT REPORT

Issues for child

Issues for caregiver

Creative activities in the home (including stories, games and songs)

Appendix 4: Instruments and tools

Partners

Terms of reference (TOR)	To clarify basic understandings about the intentions of the programme. Signed by the prospective partners. This is an important first step.
Information brochure re generic FCM programme with outcomes and indicators	For discussion at the consultative workshops.
Resource audit	Facilities available or to become available including staff members (qualifications and experience), computers, transport, other.
Memorandum of agreement (MOU)	This follows the consultative workshop and the audit.
Management checklist	To support systems development and includes record keeping, fundraising, finances. Clarifies lines of authority and responsibility and communication channels in order to locate the FCM Programme within the local structure.
Attendance registers for all meetings	Including the community consultative structure.
Baseline survey	Identifies needs in the area and supports FCM Programme design.
Minutes of meetings	Design should assist with identifying issues and suggestions for change.

Tools for the motivators

Motivator's workplan	Provides an overview of the motivator's intended activities each month.
Home visits	The home visit forms, the household register and the child profile form are integrated into each caregiver's file.
Cluster workshops	Planning and reportback form which is linked to the list of topics to be covered.
Weekly reports	Summary of activities which may lead to a revision of workplan.
Caregiver files	The file on each caregiver is intended to include a strategic focus where activities are prioritised according the needs.

Facilitators

Facilitators assist motivators with the necessary reports and the development of appropriate forms.

Household register	Provides details regarding adult members of the household.
Child profile forms	Identifies child and caregiver issues that need to be addressed.
Monthly reports	For benefit of the motivators, the FCM coordinator and the NGO or other organisation.
Mid year and annual report	Compiles information from own and motivators reports.

FCM coordinator

Mid year report	Draws out key issues for planning and including in reports to management and donors.
Annual report	To be included in the NGO or other organisation annual report.
Annual Workplan and revised workplan	Information from reports integrated into workplans as an ongoing process of action and reflection.

Acronyms

- CDRA Community Development and Resource Association
- ECD Early Childhood Development
- SAQA South African Qualifications Authority
- IGA Income Generating Activities
- CD Community Development
- NGO Non Governmental Organisation
- NPO Not for Profit Organisation
- FBO Faith Based Organisation
- IMCI Integrated Management of Childhood Illness
- UNICEF United Nations Children’s Organisation