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Department of Education
Region III
Division of City Schools
Angeles City

By

DepED Angeles City
Division of City Schools



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March 2, 2016

Memorandum

No. 54 s, 2016

**POLICY GUIDELINES ON THE IMPLEMENTATION OF THE KINDERGARTEN
CATCH -UP EDUCATION PROGRAM (DO No. 11 s, 2014)**

To: School Heads, Public Elementary Schools and
Integrated Schools

1. Pursuant to Republic Act No. 10157, otherwise known as the Kindergarten Education, which aims to provide equal opportunities for all children to avail of accessible mandatory and compulsory kindergarten education and skills stimulation and values formation to sufficiently prepare them for formal elementary schooling, the Department of Education (DepEd) implements the Kindergarten Catch-up Education Program (KCEP) to five (5) year-old children and above, who are unable to attend or finish any kindergarten education during the school year 2015-2016.
2. The KCEP aims to provide:
 - a. access to alternate educational programs for all children five-(5) year-old and above who have not attended kindergarten or unable to finish the General Kindergarten Education Program.
 - b. foundational preparatory / school readiness skills to those children entering grade 1; and
 - c. children with opportunities for holistic development that are created and implemented through partnership among the school, community and other stakeholders of basic education.
3. In compliance to the above- cited provision and goal, and to ensure the successful implementation of the program, the specific Policy Guidelines on the implementation of the Kindergarten catch-up Education Program are enclosed.
4. These guidelines shall remain in force and in effect during the succeeding S.Ys until revised or replaced.
5. Immediate dissemination of and strict compliance to this memorandum is desired.

LEILANI S. CUNANAN, CESO VI

Officer-In-Charge

Office of the Schools Division Superintendent

POLICY GUIDELINES ON THE IMPLEMENTATION OF THE KINDERGARTEN CATCH –UP EDUCATION PROGRAM

I. RATIONALE

The Republic act No. 10157 Mandates all five (5) years old children to avail kindergarten education as the first stage of compulsory and mandatory formal education. Despite the institutionalization of kindergarten education in school year 2012-2013, there are still families who are unable to send their children to school. Section 4.2 of the implementing Rules and Regulations (IRR), highlights the Catch-up Program for children under Especially Difficult Circumstances shall be implemented.

Program Description

This Kindergarten Catch-up Education Program (KCEP) is an educational intervention for children five- (5) year –old and above who do not have access to schools or day care centers or those who live under difficult circumstances, such as, but not limited to, chronic illness, displaced due to armed conflict, urban resettlement, disasters, extreme poverty child abuse such as domestic violence, neglect and abandonment, and who are not able to finish the General Kindergarten Education program.

Objectives of the Kindergarten Catch-up Education Program (KCEP)

The KCEP aims to provide:

1. access to alternate educational programs for all children five-(5) year-old and above who have not attended kindergarten or unable to finish the general kindergarten education program.
2. foundational preparatory / school readiness skills to those children entering grade 1; and
3. children with opportunities for holistic development that are created and implemented through partnership among the school, community and other stakeholders of basic education.

II. TARGET PARTICIPANTS OF THE KCEP

Specifically, all six (6) year-old and above who have not attended or completed kindergarten classes or other community- based early childhood education interventions are eligible to this program.

III. COMPONENTS OF THE PROGRAM

A. Planning Mechanics

1. The school shall take the lead in planning for the implementation of the Kindergarten Catch-up Education Program. The use of local data is extremely important in reaching children who will most benefit from this program. Thus, the following activities are to be conducted:

- 1.1. Consult with the barangay/ city/ or the DSWD to review their existing database. City social welfare and development Officer can provide available household data on children, daycare enrollees, and daycare centers. The City Health Officer can also provide maternal and child health program coverage data, which can help establish the population of children, aged five (5) to six (6) years old.
- 1.2. Conduct rapid assessment and / or family survey to establish family profiles and status of young children, including information of recipient families under the Pantawid Pamilyang Pilipino Program (4Ps).
2. Prepare individual profile of children following the prescribed format in enclosure No. 2 and consolidate according to their needs.
3. The generated data can be utilized to determine viable and appropriate educational interventions that are responsive to the needs and diverse type of learners. Identify suitable and available locations for implementation, potential teachers/ instructional resources and possible partners to support this program.
4. Ensure strong involvement of, and partnerships with parents, community, LGUs and NGOs on the mapping, planning and implementation of this program.

B. Program Implementation

1. Organize and orient all members on the implementation of the program such as school personnel, parents, community, LGUs and NGOs.
2. Provide clear roles and responsibilities of everyone involved in all this program activities.
3. Articulate the resource-sharing arrangements, e.g. School will take charge of the instructional materials thru school MOOE, meanwhile, LGUs/ NGOs can tap their own funding resources for expenses such as the honoraria of teachers/ facilitators, school feeding, and other needs of the children.
4. The schedule of implementation should be clearly discussed. Below is the recommended timetable of activities.

| recommended timetable of activities. | | | | | |
|--------------------------------------|---|----------|--|-------------------------|------------------|
| Responsible members | January | February | March | April | May |
| Division School Community | 1. Conduct of Advocacy Campaign 2. Mapping and Profiling 3. Organization & Orientation of all members and stakeholders | | 1. Conduct initial assessment of children. 2. Recruitment of teacher/ volunteer. 3. Submission of data to the division. | Conduct of KCEP Classes | |
| | | | | | Conduct of SReYA |
| Division Region | <ul style="list-style-type: none">➤ Provide strong support on activities.➤ Provide technical assistance➤ Consolidate data and submit reports.➤ Coordinate KCEP partners to ensure its sustainability | | <ul style="list-style-type: none">➤ Conduct close monitoring and evaluation.➤ Coordinate central office for clarification in terms of logistics support as needed.➤ Document program accomplishment report and submission to central office. | | |

5. Conduct classes after the children have been identified, assessed, and systematically referred to or placed in their appropriate educational interventions.
6. The School shall require a copy of the child's birth certificate or any legitimate document as basis for official listing and assigning learners reference number.
7. The division office thru schools shall acknowledge and / or issue a certificate for those children who completed this Kindergarten Catch-up Program.

C. Curriculum for KCEP

1. Eight (8) weekly plans curriculum for two (2) months period.

The content and learning experiences will be consistent with the 40-week curriculum or the National Kindergarten Curriculum Guide (NKG) for teachers. The modified curriculum is organized according to the same themes although a shorter time will be allotted for exploring these themes, given that the program will run for a shorter period only. This will be presented in a daily format. The local language shall be utilized as the medium of instruction. Certain parts of the curriculum will be contextualized/indigenized by DepEd local offices and the community partners, including grassroots people organizations and NGOs in coordination with the Central Office and the Regional and Division field offices.

Teachers/ facilitators shall be provided with the above- mentioned curriculum, assessment materials, training and orientation on the utilization of the said instructional materials by the designated trained trainers of the division.

D. Child Development Monitoring

1. The Early Childhood Care and Development (ECCD) Checklist shall be administered to children following the specified schedule in the manual.
2. School Readiness Year-End Assessment (SReYA) tool will be administered to the children at the end of the program. The result of assessment will be reported to the school where the child intends to enroll for grade 1, together with the certificate of completion.

E. GENERAL SUPPORT FOR THE KCEP

To ensure full support on the program implementation, schools may design measures when appropriate, to wit:

1. formulate MOA between the DepEd and other stakeholders or members involve in the KCEP;
2. explore possibilities to grant of service credits to teachers willing to serve with reference to DepEd Order 23, s. 2003, Updated Guidelines on Grant of Vacation Service Credits to Teachers; and
3. provide assistance in terms of contingency needs of the teachers/facilitators, e.g. basic supplies and instructional materials, transportation mechanism, among others.

Profile of Children Targeted for Kindergarten Catch-up Education Program
School Year _____

| | |
|---|---|
| Name: | Sex: Male Female |
| Date of Birth: | Age: |
| | Check if attended: <input type="checkbox"/> Day Care Service <input type="checkbox"/> Home Based <input type="checkbox"/> Mobile ECCD <input type="checkbox"/> Others <input type="checkbox"/> None of the above |
| Name of Father: | Name of Mother: |
| If not living with parents, name of Guardian: | Relationship with Guardian |
| Number of Siblings: Boys: Girls: | Is the Child 1st, 2nd, 3rd, 4th Among _____ children |
| Parent's reason for not sending child to kindergarten: | Please specify, if SPED, IPs, etc. |
| Is the Family a 4P's beneficiary? Yes <input type="checkbox"/> No <input type="checkbox"/> | How many children/beneficiaries in the family? |
| Is the family recipient of other NGO's assistance? | How many children/beneficiaries in the family? |
| Please specify the name of the NGOs assistance. | What kind of assistance received? |

Prepared by: _____
Signature over Printed Name

Designation

Date: _____

(Enclosure No. 3 to DepEd Order No. 11, s. 2014)

DIVISION SUMMARY REPORT ON KINDERGARTEN CATCH-UP EDUCATION PROGRAM (KCEP)

YEAR _____

Division: _____

Region: _____

| NO. | DISTRICT/ MUNICIPALITY | SCHOOL ID | SCHOOL | ADDRESS | NAME OF TEACHER/FACILITATOR | KINDERGARTEN TEACHER'S/FACILITATOR'S INFORMATION | | | | | NUMBER OF CLASSES | ENROLMENT | | REMARKS(indicate if with ECE trainings) |
|-------|---------------------------|-----------|--------|---------|--------------------------------|--|-------------|--------------------|-----------------------------|-----------------------------------|----------------------|-----------|---|---|
| | | | | | | AGE | ELIGIBILITY | YEAR IN SERVICE | ECE UNITS/M.A. EARNED | DATE OF CONTRACT OF SERVICE | | M | F | Total |
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
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| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | |

Note: Please indicate grand total per column and use additional sheets if necessary.

Prepared by: _____

Certified true and correct: _____

Signature over printed name

Designation

Date: _____

Signature over printed name

Designation

cc: Regional DepED Office
Central DepED Office - electronic file in excel format thru kindergartenproject@yahoo.com.ph