



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Isla Montessori Sch., Inc.

Physical Address: Dandan

Primary Contact Person: Susan Book

Contact Number: _____

2nd Contact Person: Diana Silveira

Email Address: _____

Date of Inspection: 07/26/19

Inspector(s): Gon/Rita

Category(s): Licensed Provider

License-Exempt Provider

Type of Assessment: Preliminary Renewal
Announced
Follow-up

Monitoring/Visit Extension New Site
Unannounced
Date of Previous Visit: _____

Capacity: Occupant Load _____

Actual Enrollment _____

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants ___/___/___ Ages _____ Staff ___

Toddlers ___/___/___ Ages _____ Staff ___

K-3 ___/___/___ Ages 3 yrs. - Staff ___

K-4 ___/13/2 avail Ages 7 yrs w/SPED Staff 2

K-5 ___/___/___ Ages _____ Staff ___

Before/After-School ___/10/___ Ages 6-8 yrs Staff 1

* Teachers (Name of assigned staff per Age-Group):

Type of Child Care:

Day Care Center

Group C.C. Home

License-Exempt

Family C.C. Home

Infant/Toddler

Pre-Service Training: # of Newly Approved Provider: _____

of Provider Completed: _____

C.C. License#: _____ Date of issued: _____

Expiration Date: _____

CCDF Certificate#: _____ Date of issued: _____

Expiration Date: _____

Grouping Clause Monitoring Inspection:

- (1) Electrical
- (3) Emergency
- (5) Outdoor
- (7) Health
- (9) Other
- (2) Signage
- (4) Sanitary
- (6) Capacity
- (8) Documents

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.	✓		
(1-a) Fuse box is covered and out of children's reach.	✓		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
(2) All updated facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	✓		<i>No-S is a sch policy</i>
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		<i>Electronic File for Fam Contact</i>
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	✓		
(2-f) Children's allergy information is posted in the appropriate area.	✓		
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	✓		<i>8-3-15</i>
(2-h) Alternate staff schedule are posted at the designated room.	<i>N/A</i>		
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.			
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.			
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.			
(3-b) Emergency drills are conducted and recorded monthly.			
(3-c) Disaster drills are performed and noted every six months.			
(3-d) Recorded drills are accessible for visitors' review.			
(3-e) First-Aid kit is available and accessible.			
(3-f) Medical items in the kit are valid/updated.			
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.			
(3-h) Extinguishers are securely place in a safe and convenient space.			
(3-i) Smoke detectors are properly installed at each needed area.			
(3-j) Facility is furnished with workable smoke alarms.			
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.			
(3-l) Families are informed with the provider's EPRP procedures.			
(3-m) Children's emergency contact information is updated and reviewed monthly.			

HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		
(4-a) All cleaning chemical are stored out of the children's reach.	✓		
(4-b) Facility is furnished with age appropriate items that are in good and safe condition.	✓		
(4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).	✓		
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	✓		
(4-e) Children's toothbrush is covered individually and stored separately in standing position.	N/A		Not observed - No children
(4-f) All children's items are disinfected daily or as necessary.	✓		
(5) Outdoor playground is well maintained , outdoor items are organized, yard is clean and odor free.		✓	Just need grass to be cut
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	✓		
(5-b) Playground is far from the main road.	✓		
(5-c) Playground is shaded and enclosed.	✓		
(5-d) Outdoor items are age appropriate.	✓		
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	✓		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	N/A		Only 3 emp. staff assigned
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	✓		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			ASQ tool - Training Inform
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.			Inform
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.			Inform
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.			

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.	✓		
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	N/Obs.		
(7-h) Provider is subject to the Open-door policy.			yes however not early in the sch. year
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.	✓		
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.	✓		
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.	✓		
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.	✓		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	✓		
(8-e) New provider(s) is not left alone with a group of children until he/she completed the pre-service requirement and get completion notice from the program.	N/A		Only 3 employees
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	✓		
(8-g) Provider(s) has met the required annual training hours.	N/A		Newly certified
(8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.			
(8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).	✓		
(8-h) Documents and information on all enrolled children are updated.	✓		
(8-i) Daily , the DCCA/CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	N/A		No CCDF enrolled

Additional Notes:

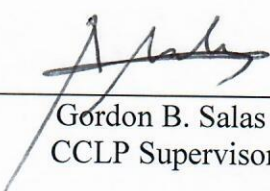
Fire Ext. - 6/17/19
 attended Mandated Prov. Orientation - Cert of Participation

Acknowledgement:

I, Diana M. Silveira, hereby acknowledged the Child Care staff(s) visit, information on the discrepancies found are explained, and I will address the deficiencies within the crucial time given by the Child Care staff(s).

Provider's Signature/Date:  7.26.2019

Inspected & Reported By:  07.26.19
Print & Sign Date

Reviewed & Concurred By:  7/26/2019
Gordon B. Salas
CCLP Supervisor Date



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: ISLA MONTESSORI SCH., INC.

Physical Address: Dandan, Saipan

Primary Contact Person: Susan Book

Contact Number: (670) 288-4752

2nd Contact Person: Diana Silveira

Email Address: info@islamontessori.org

Date of Inspection: July 26, 2019

Inspector(s): Gregoria Somol/Rita Olopai

Category(s): Licensed Provider Certified License-Exempt Provider

➤ Note: **Provider is renewing their C.C. License, Certification is valid until August 31, 2020.**

Type of Child Care Services (applies to licensed providers):

Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)

Part 300 (Family Child Care Home)

Part 400 (Infant and Toddler)

➤ Note: **Provider informed that youngest child to be served is two years old. However, current youngest child enrolled is at 3 years old.**

RECEIVED
DJS 8.1.2019

Type of Assessment: Preliminary Renewal Monitoring/Visit Extension New Site

Announced

Unannounced

Follow-up

Date of Previous Visit: _____

Capacity: Occupant Load 63 (Bldg. 1 - 35/Bldg. 2 - 35)

Actual Enrollment 23 (Bldg. 1 - 13/Bldg. 2 - 28)

Staff Child Ratio (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room):

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants ___/___/___ Ages N/A Staff ___ Toddlers ___/___/___ Ages _____ Staff ___

K-3 ___/___/___ Ages _____ Staff ___ K-4 ___/___/___ Ages _____ Staff ___

K-5 ___/___/___ Ages _____ Staff ___ Before/After-Sch. ___/___/___ Ages _____ Staff ___

* **Teachers** (Name of assigned staff per Age-Group):

Susan Book, Diana Silveira, and Christina Abeare. Please, refer to notes in the **Capacity** below.

Pre-Service Training: # of Newly Approved Provider: 3 # of Provider Completed: Processing

C.C. License#: CCL-1077/1078 Date of issued: 08/06/2018 Expiration Date: 08/06/2019

CCDF Certificate#: C-001 Date of issued: 05/08/2019 Expiration Date: 08/31/2020

(1) Electrical: No deficiencies found.

(2) Signage:

Provider informed that she has recently obtained required documents and will be posted. Provider informed that since "No Smoking" is part of their policy, she feels that there is no need to post it. In addition, each child's emergency contact information is posted in each of the lead teachers' computer, due to confidentiality. Child's allergy information is posted in an enclosed area where only staff can review.

(3) Emergency: No insufficiencies found.

Provider was informed that their EPRP has been submitted for approval. Fire extinguishers are inspected recently (6/17/19).

(4) Sanitary: Nothing to report, the center is cleaned and odor free.

(5) Outdoor: Outdoor playground needs to be cleaned.

Provider confide that it will be ready prior to the first day of operation.

(6) Capacity: No deficiencies found.

Bldg. 1 with 35 occupant loads is utilized for the After-School Program operated by Ms. Susan Book and 10 currently enrolled children, between the ages 6 to 8 years old.

In addition, Ms. Diana Silveira and Ms. Christina Abeare teaches the toddlers and preschoolers (2 to 5 years old) in Bldg. 2 with a maximum capacity of 28. However, provider informed to limit the number to 15 children in this age-group. Currently, there are 12 registered children (ages 3, 4, and 5-years old) and a 7-year-old child assigned to this group due to his special needs.

(7) Health: No insufficiencies to report.

Summer Break, no children present to observe hand washing. Provider has obtained children's updated immunization record, and are in the process of attending next schedule ASQ Training to conduct the developmental screening for children ages 2 to 5 years old. Staffs has renewed their food handler certificates which cleared them with tuberculosis.

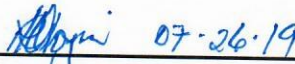
(8) Documents:

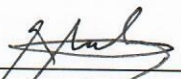
Provider has process updated required documents, most are ready for pickup and only 1 agency lack to conduct their inspection. Provider assured the submission of updated documents upon received.

(9) Other:

As I informed the provider, the 30-annual training/technical assistance hours will not apply in FY 2019 due to their recent certification under the CCDF Program. However, they will need to complete the Pre-service training as required for all new CCDF providers, which is due on October of 2019. Ms. Diana informed that they are processing the Pre-service training and all staff wanted to complete prior to the opening of this school year.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  07-26-19
Rita N. Olopai
DCCA/CCLP Health & Safety Inspector

Concurred By:  7/26/2019
Gordon B. Salas
DCCA/CCLP Supervisor