



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Korean Community School

Physical Address: San Antonio

Primary Contact Person: Jin Koo Cho

Contact Number: _____

2nd Contact Person: Ms. Cha Hee Hong

Email Address: sinclair9665@hotmail.com

Date of Inspection: April 12, 2019

Inspector(s): Edwin L. Basto

Category(s): Licensed Provider

License-Exempt Provider

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

Announced Unannounced

Follow-up

Date of Previous Visit: _____

Capacity: Occupant Load 82

Actual Enrollment 11

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

Infants ___/___/___ Ages _____ Staff ___ Toddlers 82/11/09 Ages _____ Staff 2

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

K-5 ___/___/___ Ages _____ Staff ___ Before/After-School ___/___/___ Ages _____ Staff ___

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

- 11 Enrollment, 9 children presence with two teacher, Ms. Cha Hee Hong and Ms. Hachun Kim. **No Discrepancy Noted.**

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#: 1101 Date of issued: 03/14/2019 Expiration Date: 06/14/2019

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.		√	Expired Docs: DPW Occupancy, Fire Permit and CPR Certificate.
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	√		
(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).		√	No Emergency contacts posted. Landline is located in the kitchen area.
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.		√	No DPW floor plan posted.
(2-f) Children's allergy information is posted in the appropriate area.	N/A		
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	√		
(2-h) Alternate staff schedule are posted at the designated room.	N/A		
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.	N/A		
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.	N/A		
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.	N/A		
(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.		√	An Ouplus Plasma Ointment is expired since March 13, 2017
(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.			Smoke alarms were not tested because it is wired throughout the building.
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	N/A		
(3-l) Families are informed with the provider's EPRP procedures.	N/A		
(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.		√	Toothbrush was not covered properly.
(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.			Playground was damaged by Typhoon Yutu. Repairs are being made at the time of inspection.
(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		
(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).	N/A		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	N/A		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	N/A		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.		√	Daily health check conducted but not recorded.
HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		√	Parents are called to pick up their child.
(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).	√		
(7-h) Provider is subject to the Open-door policy.	√		
(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.		√	A provisional license is issued for the center to submit all required documents.
(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.	N/A		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	N/A		
(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.	√		
(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		
(8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.		√	Daily health check conducted but not recorded.
(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 CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	N/A		

Additional Notes:

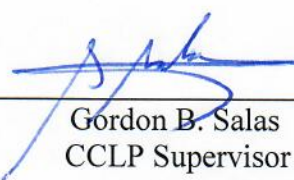
Acknowledgement:

I, CHA HEE HOO G, 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:  04/12/2019

Inspected & Reported By: 
Edwin L. Basfo
Print & Sign

4/12/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

4/22/2019
Date



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

COPY
Cho, Jin Koo
4/20/2019

Provider's Name: Korean Community School **Physical Address:** San Antonio

Contact Person: Jin Koo Cho **Contact Number:** _____

Type of Child Care Services:

Center: Group Home: Family Home: Infant/Toddler

Type of Assessment:

Preliminary: Renewal: Monitoring: Extension New Site

Announced: Unannounced:

Follow-Up: Date of Previous Visit: _____

CCLP#: 1101 **Date of issued:** 03/14/2019 **Expiration Date:** 06/14/2019 **Capacity:** 11

Date of Assessment: April 12, 2019 **Assessed By:** Edwin L. Basto


Staff Child Ratio (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): ● 11 Enrollment, 9 children presence with two teacher, Ms. Cha Hee Hong and Ms. Hachun Kim.

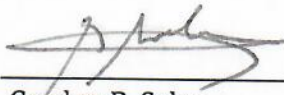
- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All "Exit" and "No Smoking" signs are posted at each needed area. No Discrepancy Noted.
- (3) **Emergency:** Emergency and Disaster drills are not kept in the office. According to Ms. Hong, she turned in all the records to Mr. Cho. Also, the fire extinguisher has not been inspected since 2017. Recommendations: A copy of the drills must be kept in the facility for visitors and safety inspector's review. Fire Extinguisher must be inspected annually by a certify agency.
- (4) **Sanitary:** Children's toys are disinfected three times daily or when needed. No Discrepancy Noted.
- (5) **Outdoor:** Playground is damaged from Typhoon Yutu. Children are kept indoors while repairs are being made on the playground. No Discrepancy Noted.
- (6) **Capacity:** The room capacity is met and are compliant. No Discrepancy Noted.
- (7) **Health:** Daily health check conducted but not recorded. Toothbrush was not covered properly and the "First Aid Kit" had an Ouplus Plasma Ointment which has expired since March 13, 2017.

Recommendation: Daily health check must be recorded and a copy kept in the classroom. The toothbrush must be covered at all times. Always monitor, update and dispose all expired items inside the First Aid Kit.

- (8) **Documents:** Expired permits and CPR certificate for Ms. Cha Hee Hong had expired. DPW Occupancy had expired in November 20, 2018 and Fire permit in January 08, 2019. Ms Cha Hee Hong's CPR in December 2018. Recommendation: Renew both expired permits and Ms Cha Hee Hong must go through a CPR recertification. Always monitor and maintain validity for all required documents.
- (9) **Other:** Ms. Hachun Kim has been working in the center for about a month. CCLP's office is unaware of any new hired. Recommendation: All new staff must meet all requirements for the Child Care Licensing Program and must be given a clearance and an approval date to begin in the center.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  04/22/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  4/22/2019
Gordon B. Salas
DCCA/CCLP Supervisor