



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Loving Hands Kindergarten and Enrichment Center Physical Address: Koblerville
(Toddlers)

Primary Contact Person: Ms. Dhez Javier Contact Number: 670-989-1062

2nd Contact Person: _____ Email Address: dhezjavier.lovinghands@gmail.com

Category(s): Licensed Provider License-Exempt Provider

Type of Assessment: Preliminary Renewal Monitoring/Visit Extension New Site
Unannounced Announced
Follow-up Date of Previous Visit: _____

Capacity: Occupant Load 47 Actual Enrollment 12

Child Care Services:

Age-Group (youngest to the oldest)/# of Staff:

Infants Ages _____ Staff Toddlers Ages _____ Staff

K-3 Ages _____ Staff K-4 Ages 4YR-6YRS (11) Staff 2

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

* Teachers (per Age-Group):

- 12 Enrollment (4yr-6yrs) with 11 presence with 2 teachers Ms.Jeramy Tubale and Ms. Leonora Abuy. **No Discrepancy Noted.**

Type of Child Care:

Infant/Toddler Before/After Sch. Pro. Day Care Center
Group C.C. Home Family C.C. Home

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

C.C. License#: 1094 (1) (2) Date of issued: 12/21/2018 Expiration Date: 03/21/2019

CCDF Certificate#: _____ Date of issued: _____ Expiration Date: _____

Date of Inspection: March 21, 2019 Inspector(s): Edwin L. Basto

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 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 facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are posted in a conspicuous area.	✓		
(2-b) "No Smoking" and "Exit" signs are posted within view at an appropriate area.	✓		
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working land-line telephone.	✓		
(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.	✓		
(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.	✓		
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.	✓		
(3-a) All caregivers are knowledgeable of their EPRP and their responsibilities in an event of an emergency/disaster.	✓		
(3-b) Emergency drills are conducted and recorded monthly.			Conducted on March 18, 2019 for Fire and Lockdown.
(3-c) Disaster drills are performed and noted every six months.			Conducted on March 18, 2019 for Earthquake.
(3-d) Recorded drills are accessible for visitors' review.	✓		
(3-e) First-Aid kit is available and accessible.			Not inspected.
(3-f) Medical items in the kit are valid/updated.			Not inspected.
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.		✓	Two Fire Extinguisher was last inspected in February and March of 2018.
(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.	✓		

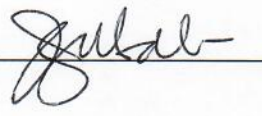
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information are updated and reviewed monthly.	✓		
HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event 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, all enclosed rooms has no bad smell/any 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.	✓		
(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.		✓	Outdoor playground had a pile of cut grass and rebar exposed.
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.		✓	Some areas on the yard had a tripping hazards and some plastic toys are weathered.
(5-b) Playground is far from the main road.		✓	The facility is not far from the main road. However, it's secured with a chain-linked fence.
(5-c) Playground is shaded and enclosed.			Portion of the facility has a shaded area.
(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 enrolled number of children.	✓		
(6-a) Floater staff is available to cover assigned staff, in an event he/she has to leave the room.	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).	✓		
(7-b) Developmentally delayed children are referred to the appropriate agencies.	✓		


(7-c) Screening results is utilize to conduct activities that will enhance the particular child at risk the opportunities for improvement with their limitation.	✓		
(7-d) Daily health check are conducted to all enrolled children.	✓		
(7-e) Comfortable room is provided for enrolled children that are sick.			Parents are called to pick their child.
(7-f) Children enrolled and authorized providers in the center are free from tuberculosis.	✓		
HEALTH & SAFETY	YES	NO	COMMENTS
(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.	✓		
(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.	✓		
(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.	✓		
(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) CCDF children that are present for the day are all time-in/out on their CCDF attendance sheet.	N/A		

Additional Notes:


Acknowledgement:

I, Jeremy Tubate, 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:  - 3/20/19

Inspected & Reported By: 
Edum Basf
Print & Sign

3/20/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

3/26/2019
Date



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

Provider's Name: Loving Hands Kindergarten and Enrichment Center **Physical Address:** Koblerville
(Toddlers)

Contact Person: Ms. Dhez Javier **Contact Number:** 670-989-1062

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#: 1094 (1) (2) **Date of issued:** 12/21/2018 **Expiration Date:** 03/21/2019 **Capacity:** 12

Date of Assessment: March 20, 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):

- 12 Enrollment (4yr-6yr) with 11 presence with 2 teacher Ms. Jeramy Tubale and Ms. Leonora Abuy. No Discrepancy Noted.

- (1) Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) Signage:** Exit and No smoking signs were posted within the facility. However, room five did not have an "Exit" sign posted. I advised Ms. Tubale about the sign and she immediately went and retrieved it from a folder. She said, she forgot to post it up.

Recommendations: Make sure all required facility signs are posted in each needed area.

- (3) Emergency:** Emergency and Disaster drill were both conducted on March 18, 2019. Ms. Tubale stated, because of the recent Typhoon disaster and relocation of the center, drills were not conducted. However, since they have move in to their new facility, monthly and disaster drill had been continued. Also, one fire extinguisher was last inspected in February and the other in March of 2018.

Recommendations: Continue to record and conduct your monthly and disaster drills. Make sure records are available for visitor's and Safety Inspectors review. Also, reach out to the proper agency that conducts fire extinguisher inspection.

- (4) Sanitary:** The classroom is clean, organized and odor free. No Discrepancy Noted.

COPY

3/28/19
[Signature]

- (5) **Outdoor:** The playground area had two pile of grass that was not remove, a pile of rebars laying on the ground and one rebar was sticking out of the ground. Also, tree roots were sticking out as well. Outside toys are weathered and needs replacement. One small car mobile had a sharp metal edge and multiple toys had cracked on it.

Recommendations: Remove the piles of rebars and grass that was left on the playground area. Also, uproot or block off the area that posed a tripping hazard. A rebar that was sticking out from ground must be remove. Damaged toys must be removed.

- (6) **Capacity:** Room capacity and staff child ratio are met and follow. No Discrepancy Noted.


- (7) **Health:** The facility conducts daily health check but not recorded.

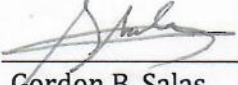
Recommendations: Continue to conduct daily health check. However, the daily health check must be recorded.

- (8) **Documents:** Children's health documents are updated and kept in the office. No Discrepancy Noted

- (9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  03/26/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  3/20/2019
Gordon B. Salas
DCCA/CCLP Supervisor



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Loving Hands Kindergarten and Enrichment Center Physical Address: Koblerville
(Toddler)

Primary Contact Person: Ms. Dhez Javier Contact Number: 670-989-1062

2nd Contact Person: _____ Email Address: dhezjavier.lovinghands@gmail.com

Category(s): Licensed Provider License-Exempt Provider

Type of Assessment: Preliminary Renewal Monitoring/Visit Extension New Site
Unannounced Announced
Follow-up Date of Previous Visit: _____

Capacity: Occupant Load _____ Actual Enrollment _____

Child Care Services:

Age-Group (youngest to the oldest)/# of Staff:

Infants _____ Ages _____ Staff _____ Toddlers Ages 2-4ys (6) Staff 1

K-3 _____ Ages _____ Staff _____ K-4 _____ Ages _____ Staff _____

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

* Teachers (per Age-Group): • 6 Enrollment (2-4yrs) with one teacher. Ms. Janet Ramos. **No Discrepancy Noted.**

Type of Child Care:

Infant/Toddler Before/After Sch. Pro. Day Care Center

Group C.C. Home Family C.C. Home

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

C.C. License#: 1094 (1) (2) Date of issued: 12/21/2018 Expiration Date: 03/21/2019

CCDF Certificate#: _____ Date of issued: _____ Expiration Date: _____

Date of Inspection: March 21, 2019 Inspector(s): Edwin L. Basto

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 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 facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are posted in a conspicuous area.	✓		
(2-b) "No Smoking" and "Exit" signs are posted within view at an appropriate area.	✓		
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working land-line telephone.	✓		
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	✓		
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(3-f) Medical items in the kit are valid/updated.			Not inspected.
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(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
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(3-j) Facility is furnished with workable smoke alarms.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		

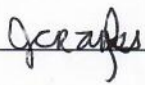
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information are updated and reviewed monthly.	✓		
HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
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(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		
(4-f) All children's items are disinfected daily or as necessary.	✓		
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(5-b) Playground is far from the main road.		✓	The facility is not far from the main road. However, it's secured with a chain-linked fence.
(5-c) Playground is shaded and enclosed.			Portion of the facility has a shaded area.
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(6-a) Floater staff is available to cover assigned staff, in an event he/she has to leave the room.	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).	✓		
(7-b) Developmentally delayed children are referred to the appropriate agencies.	✓		
(7-c) Screening results is utilize to conduct activities that will enhance the particular child at risk the opportunities for improvement with their limitation.	✓		


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HEALTH & SAFETY	YES	NO	COMMENTS
(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).	✓		
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(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.	✓		
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	✓		
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(8-i) CCDF children that are present for the day are all time-in/out on their CCDF attendance sheet.	N/A		

Additional Notes:


Acknowledgement:

I, Jennette C. Ramos, 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:  3/20/19

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

03/20/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

3/26/2019
Date



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

COPY

Provider's Name: Loving Hands Kindergarten and Enrichment **Physical Address:** Koblerville
(Toddlers)

Contact Person: Ms. Dhez Javier **Contact Number:** 670-989-1062

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#: 1094 (1) (2) **Date of issued:** 12/21/2018 **Expiration Date:** 03/21/2019 **Capacity:** 06

Date of Assessment: March 21, 2019 **Assessed By:** Edwin L. Basto

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Recommendations: Make sure all required facility signs are posted in each needed area.

- (3) **Emergency:** Emergency and Disaster drill were both conducted on March 18, 2019. Ms. Tubale stated, because of the recent Typhoon disaster and relocation of the center, drills were not conducted. However, since they have move in to their new facility, monthly and disaster drill had been continued. Also, one fire extinguisher was last inspected in February and the other in March of 2018.

Recommendations: Continue to record and conduct your monthly and disaster drills. Make sure records are available for visitor's and Safety Inspectors review. Also, reach out to the proper agency that conducts fire extinguisher inspection.

- (4) **Sanitary:** All Items are disinfected on the weekend or as needed. No Discrepancy Noted.

3/28/19
[Signature]

- (5) **Outdoor:** The playground area had two pile of grass that was not remove, a pile of rebars laying on the ground and one rebar was sticking out of the ground. Also, tree roots were sticking out as well. Outside toys are weathered and needs replacement. One small car mobile had a sharp metal edge and multiple toys had cracked on it.

Recommendations: Remove the piles of rebars and grass that was left on the playground area. Also, uproot or block off the area that posed a tripping hazard. A rebar that was sticking out from ground must be remove. Damaged toys must be removed.

- (6) **Capacity:** Room capacity and staff child ratio are met and follow. No Discrepancy Noted.


- (7) **Health:** The facility conducts daily health check but not recorded.


Recommendations: Continue to conduct daily health check. However, the daily health check must be recorded.

- (8) **Documents:** Children's health documents are updated and kept in the office. No Discrepancy Noted

- (9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  3/26/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  3/26/2019
Gordon B. Salas
DCCA/CCLP Supervisor