

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.	✓		
(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).	✓		
(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.	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.	✓		
(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.			As per Mr. Jener and staff, the drills are conducted but have not updated their log sheet. Last recorded in Dec 14, 2018.
(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.	✓		

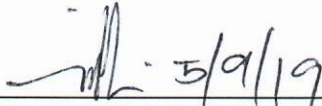
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		
(4-a) All 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.	✓		
(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.	✓		
(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.		✓	Not far from the main road. However, the playground is secured with a chain-linked fence.
(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).	✓		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	✓		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	✓		
(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.		✓	Parents are called to pick-up their child.

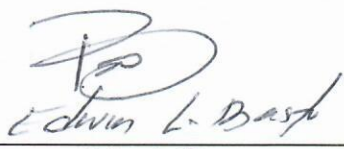
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(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.	✓		
(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.	✓		
(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 <u>timed-in and out</u> on their CCDF attendance sheet when being dropped and picked up.	✓		

Additional Notes:

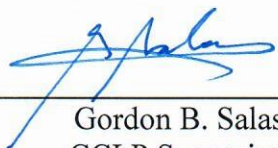
Acknowledgement:

I, JENER PINEDA, 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:  5/9/19
11:05am

Inspected & Reported By: 
Print & Sign

05/09/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

5/16/2019
Date



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Northern Marianas International School (1st Step)

Physical Address: Susupe

Primary Contact Person: Jener Pineda

Contact Number: _____

2nd Contact Person: _____

Email Address: jay@northernmarianasinternationalschool.com

Date of Inspection: May 09, 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: April 02, 2019

Capacity: Occupant Load 232

Actual Enrollment 20

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 _____ Staff K-4 232/20/20 Ages 4yrs old _____ Staff 02

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

* Teachers (Name of assigned staff per Age-Group): • K4 has a total of 20 enrollment with two staff. Ms. Theresa Atienza and Ms. Xiaoling Chen *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#: 1081

Date of issued: 08/14/2018

Expiration Date: 08/14/2019

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.	✓		
(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).	✓		
(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.	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.	✓		
(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.			As per Mr. Jener and staff, the drills are conducted but have not updated their log sheet. Last recorded in Dec 14, 2018.
(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.	✓		
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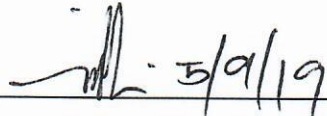
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
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(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	✓		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	✓		
(5-b) Playground is far from the main road.		✓	Not far from the main road. However, the playground is secured with a chain-linked fence.
(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).	✓		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	✓		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	✓		
(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.		✓	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.	✓		
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(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.	✓		
(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.	✓		

Additional Notes: I advised Ms. Theresa Atienza that an outlet was not covered properly. She corrected the discrepancy on the spot by covering the outlet with safety plugs.

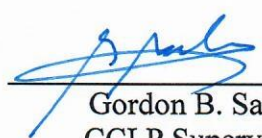
Acknowledgement:

I, JENER PINEDA, 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:  5/9/19
M: JAW

Inspected & Reported By: 
Print & Sign

05/09/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

5/16/2019
Date



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Northern Marianas International School (1st Step) Physical Address: Susupe

Primary Contact Person: Jener Pineda Contact Number: _____

2nd Contact Person: _____ Email Address: jay@northernmarianasinternationalschool.com

Date of Inspection: May 09, 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: April 02, 2019

Capacity: Occupant Load 232 Actual Enrollment 20

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

K-5 232/20/20 Ages 5 years old Staff 02 Before/After-School ___/___/___ Ages _____ Staff _____

* Teachers (Name of assigned staff per Age-Group): • K5 has 20 enrolled children with two staff, Ms. Sony Natividad and Ms. Maritez. *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#: 1081 Date of issued: 08/14/2018 Expiration Date: 08/14/2019

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

Grouping Clause Monitoring Inspection:

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

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.	✓		
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(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		
(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.	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.	✓		
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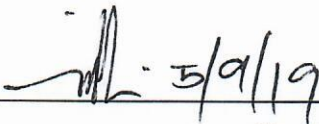
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(8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).	✓		
(8-h) Documents and information on all enrolled children are updated.	✓		
(8-i) Daily , the CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	✓		

Additional Notes: I advised Ms. Sony to highlight their floor plan for this particular room. **No Discrepancy Noted.**

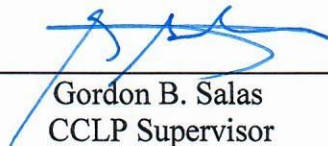
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Provider's Signature/Date:  5/9/19
M: OSADW

Inspected & Reported By: 
Print & Sign

05/09/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

5/16/2019
Date



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

Provider's Name: Northern Marianas International School (1st Step) **Physical Address:** Susupe

Contact Person: Jener Pineda **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: April 02, 2019

CCLP#: 1081 **Date of issued:** 08/14/2018 **Expiration Date:** 08/14/2019 **Capacity:** 20

Date of Assessment: May 09, 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): • K4 has a total of 20 enrollment with two staff. Ms. Theresa Atienza and Ms. Xiaoling Chen *No Discrepancy Noted.*

- (1) **Electrical:** An outlet behind the door was not properly covered with safety plugs. However, Ms. Atienza corrected the discrepancy on the spot.
- (2) **Signage:** "No Smoking" and "Exit" signs are posted in each needed area. *No Discrepancy Noted.*
- (3) **Emergency:** Last drill recorded in December 14, 2018 for Fire. *Recommendation:* Always maintained an updated log sheet for the Emergency/Disaster drills.
- (4) **Sanitary:** Children's items are disinfected daily. Classroom was clean and organized. *No Discrepancy Noted.*
- (5) **Outdoor:** Outdoor playground was clean. No tripping hazards and items are age appropriate for the children. *No Discrepancy Noted.*
- (6) **Capacity:** The total enrollment is 20 with the capacity of 21. *No Discrepancy Noted.*
- (7) **Health:** Staffs Health/Food Handlers are valid and posted in a conspicuous area. Children's health documents are monitor and updated. *No Discrepancy Noted.*


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(8) **Documents:** DPW Occupancy, Fire, Sanitary permits and Business license are valid and posted in a conspicuous area. *No Discrepancy Noted.*

(9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  05/14/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  5/16/2019
Gordon B. Salas
DCCA/CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

Provider's Name: Northern Marianas International School (1st Step) **Physical Address:** Susupe

Contact Person: Jener Pineda **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: April 02, 2019

CCLP#: 1081 **Date of issued:** 08/14/2018 **Expiration Date:** 08/14/2019 **Capacity:** 20

Date of Assessment: May 09, 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): ● There are 18 enrolled children for K3. 14 were present at time of inspection with two staff. Ms. Maggie Arcega and Ms. Susan Gandeza. *No Discrepancy Noted.*

- (1) **Electrical:** Electrical outlets are properly secured with safety plugs. *No Discrepancy Noted.*
- (2) **Signage:** "No Smoking" and "Exit" signs are posted in each needed area. *No Discrepancy Noted.*
- (3) **Emergency:** As per Ms. Arcega, drills are conducted on a month to month basis. However, upon reviewing their log sheet in the hallway, it was not updated. Last drill recorded in December 14, 2018 for Fire. *Recommendation:* Need to update the Emergency/Disaster drills log sheet.
- (4) **Sanitary:** Children's items are disinfected daily. Classroom was clean and organized. *No Discrepancy Noted.*
- (5) **Outdoor:** Outdoor playground was clean. No tripping hazards and items are age appropriate for the children. *No Discrepancy Noted.*
- (6) **Capacity:** The total enrollment is 18 with the capacity of 20. *No Discrepancy Noted.*
- (7) **Health:** Staffs Health/Food Handlers are valid and posted in a conspicuous area. Children's health documents are monitor and updated. *No Discrepancy Noted.*


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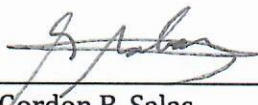
ML 5/16/19

(8) **Documents:** DPW Occupancy, Fire, Sanitary permits and Business license are valid and posted in a conspicuous area. *No Discrepancy Noted.*

(9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  05/14/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  5/16/2019
Gordon B. Salas
DCCA/CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

Provider's Name: Northern Marianas International School (1st Step) **Physical Address:** Susupe

Contact Person: Jener Pineda **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: April 02, 2019

CCLP#: 1081 **Date of issued:** 08/14/2018 **Expiration Date:** 08/14/2019 **Capacity:** 20

Date of Assessment: May 09, 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): • K5 has 20 enrolled children with two staff, Ms. Sony Natividad and Ms. Maritez. *No Discrepancy Noted.*

- (1) **Electrical:** Outlets are properly secured with safety plug. *No Discrepancy Noted.*
- (2) **Signage:** "No Smoking" and "Exit" signs are posted in each needed area. *No Discrepancy Noted.*
- (3) **Emergency:** Last drill log down was December 14, 2018 for Fire. *Recommendation:* Always maintained up to date log sheet for Emergency/Disaster drills.
- (4) **Sanitary:** Children's items are disinfected daily. Classroom was clean and organized. *No Discrepancy Noted.*
- (5) **Outdoor:** Outdoor playground was clean. No tripping hazards and items are age appropriate for the children. *No Discrepancy Noted.*
- (6) **Capacity:** The total enrollment is 20 with the capacity of 21. *No Discrepancy Noted.*
- (7) **Health:** Staffs Health/Food Handlers are valid and posted in a conspicuous area. Children's health documents are monitor and updated. *No Discrepancy Noted.*


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ML 5/16/19

(8) **Documents:** DPW Occupancy, Fire, Sanitary permits and Business license are valid and posted in a conspicuous area. *No Discrepancy Noted.*

(9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

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