



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: PSS EHS Northern Marianas International School Physical Address: Susupe
(Infant/Toddler Room One)

Primary Contact Person: Jener Pineda Contact Number: _____

2nd Contact Person: _____ Email Address: jay@northernmarianasinternationalschool.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 19 Actual Enrollment 6

Child Care Services:

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

Infants Ages 5mth-38mths (6) Staff 2 Toddlers _____ Ages _____ Staff _____

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

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

* Teachers (per Age-Group): ● The total enrollment for room one is 6 with the age range from 5 months to 38 months. All presence during inspection with two teachers. Ms. Darlene Sobremisana and Ms. Michelle Silvano. 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#: 1080 Date of issued: 08/15/2018 Expiration Date: 08/15/2019

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

Date of Inspection: April 02, 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. | ✓ | | |
| (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 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. | N/A | | |
| (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 is damaged from Typhoon Yutu. |
| (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 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 pickup 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. | ✓ | | |
| (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, Darlene Sobremisana, 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: LS 4/2/19

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

04/02/19
Date

Reviewed & Concurred By: Gordon B. Salas
Gordon B. Salas
CCLP Supervisor

4/15/2019
Date



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

Provider's Name: PSS EHS Northern Marianas International School **Physical Address:** Susupe
(Infant/Toddler Room One)

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: _____

CCLP#: 1080 **Date of issued:** 08/15/2018 **Expiration Date:** 08/15/2019 **Capacity:** 19

Date of Assessment: April 02, 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): ● The total Enrollment for room one is 6 with the age range from 5 months to 38 months. All presence during inspection with two teachers. Ms. Darlene Sobremisana and Ms. Michelle Silvano. No Discrepancy Noted.


- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signage is posted at each needed area. No Discrepancy Noted.
- (3) **Emergency:** All Emergency drills are conducted and recorded. No Discrepancy Noted.
- (4) **Sanitary:** The classroom was clean and well organize. No Discrepancy Noted.
- (5) **Outdoor:** Outdoor playground is not use at the time of inspection. The playground was damaged by Typhoon Yutu and repairs are underway. No Discrepancy Noted.
- (6) **Capacity:** The room capacity is met. Room 1 had 6 enroll children with two teachers. No Discrepancy Noted.
- (7) **Health:** Toys and other items are disinfected daily or when needed. In addition to health, when a child is sick, parents are called to pickup their child. No Discrepancy Noted.


-ML- 4/30/19
2:32pm

COPY

- (8) **Documents:** Children's Health documents are monitor and updated. No Discrepancy Noted.
- (9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  04/15/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  4/15/2019
Gordon B. Salas
DCCA/CCLP Supervisor



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: PSS EHS Northern Marianas International School Physical Address: Susupe

(Infant/Toddler Room One)

Primary Contact Person: Jener Pineda  Contact Number: _____

2nd Contact Person: _____ Email Address: jay@northernmarianasinternationalschool.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 19 Actual Enrollment 8

Child Care Services:

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

Infants Ages 9mth-3yrs (8) Staff 2 Toddlers Ages _____ Staff _____

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

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

* Teachers (per Age-Group): ● The total enrollment for room two is 8 with the age range from 9 months to 3yrs. All presence during inspection with two teachers. Ms. Christina Gimed and Ms. Briel. **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#: 1080 Date of issued: 08/15/2018 Expiration Date: 08/15/2019

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

Date of Inspection: April 02, 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. | ✓ | | |
| (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 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. | N/A | | |
| (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 is damaged from Typhoon Yutu. |
| (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 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 pickup 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. | ✓ | | |
| (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, Chris Barien, 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:  4/2/19

Inspected & Reported By: Edwin L. Barfo 04/02/19
Print & Sign Date

Reviewed & Concurred By:  4/15/2019
Gordon B. Salas Date
CCLP Supervisor



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

COPY

Provider's Name: PSS EHS Northern Marianas International School **Physical Address:** Susupe
(Infant/Toddler Room Two)

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: _____

CCLP#: 1080 **Date of issued:** 08/15/2018 **Expiration Date:** 08/15/2019 **Capacity:** 19

Date of Assessment: April 02, 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): ● The total enrollment for room two is 8 with the age range from 9 months to 3years old. All presence during inspection with two teachers. Ms. Christina Gimed and Ms. Briel No Discrepancy Noted.


- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signage is posted at each needed area. No Discrepancy Noted.
- (3) **Emergency:** All Emergency drills are conducted and recorded. No Discrepancy Noted.
- (4) **Sanitary:** The classroom was clean and well organize. No Discrepancy Noted.
- (5) **Outdoor:** Outdoor playground is not use at the time of inspection. The playground was damaged by Typhoon Yutu and repairs are underway. No Discrepancy Noted.
- (6) **Capacity:** The total room capacity is met. Room 2 had 8 enroll children with two teachers. No Discrepancy Noted.
- (7) **Health:** Toys and other items are disinfected daily or when needed. When a child is sick, parents are called to pick up their child. No Discrepancy Noted.


Edwin L. Basto
4/30/19
2:32 PM

(8) **Documents:** Children's Health documents are monitor and updated. No Discrepancy Noted.

(9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  04/15/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  4/15/2019
Gordon B. Salas
DCCA/CCLP Supervisor