



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: REQ Day and Night Day Care  
(Pre-School)

Physical Address: Navy Hill

Primary Contact Person: Rosemarie Penaroyo

Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: Rex John Penaroyo

Email Address: reqchildcare@yahoo.com

Date of Inspection: April 10, 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 63 Actual Enrollment 07

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 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ Before/After-School 63/07/07 Ages 3 years old Staff 01

\* Teachers (Name of assigned staff per Age-Group): ● 07 Enroll children (3yrs old) with one teacher, Ms. Amaleene Ramos. **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#: 1098 (1)(2) Date of issued: 12/15/2018 Expiration Date: 12/15/2019

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

| <b>HEALTH &amp; SAFETY</b> | <b>YES</b> | <b>NO</b> | <b>COMMENT</b> |
|----------------------------|------------|-----------|----------------|
|----------------------------|------------|-----------|----------------|



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



| <b>HEALTH &amp; SAFETY</b>   | <b>YES</b> | <b>NO</b> | <b>COMMENT</b>  |
|--|------------|-----------|---|
| <b>(3-n)</b> In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.  | ✓          |           |   |
| <b>(4)</b> 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.                      | ✓          |           |   |
| <b>(4-a)</b> All cleaning chemical are stored out of the children's reach.   | ✓          |           |   |
| <b>(4-b)</b> Facility is furnished with age appropriate items that are in good and safe condition.   | ✓          |           |   |
| <b>(4-c)</b> Facility are equipped with sufficient number of comfort room (as to the occupant load).   | ✓          |           |   |
| <b>(4-d)</b> Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.   | ✓          |           |   |
| <b>(4-e)</b> Children's toothbrush is covered individually and stored separately in standing position.   | N/A        |           |   |
| <b>(4-f)</b> All children's items are disinfected daily or as necessary.   | ✓          |           |   |
| <b>(5) Outdoor playground is well maintained,</b> outdoor items are organized, yard is clean and odor free.  | ✓          |           |   |
| <b>(5-a)</b> Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.  | ✓          |           |   |
| <b>(5-b)</b> Playground is far from the main road.   |            | ✓         | Not far from the main road. However, the center is secured with a chain-linked fence. |
| <b>(5-c)</b> Playground is shaded and enclosed.  | ✓          |           |   |
| <b>(5-d)</b> Outdoor items are age appropriate.  | ✓          |           |   |
| <b>(5-e)</b> Non-child-proved equipment is stored out of the children's reach.   | ✓          |           |   |
| <b>(6) Staff/child ratio are met.</b> There are sufficient numbers of staffs with the group of children.   | ✓          |           |   |
| <b>(6-a)</b> 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        |           |   |
| <b>(7) Provider obtained enrolled children's health information.</b> Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician. | ✓          |           |   |
| <b>(7-a)</b> Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).  | ✓          |           |   |
| <b>(7-b)</b> Developmentally delayed children ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.  | ✓          |           |   |
| <b>(7-c)</b> Children that scored in the <b>gray area or at risk of developmentally delay</b> are given the opportunities for improvement with their limitation.                             | ✓          |           |   |
| <b>(7-d)</b> Daily health check to all enrolled children are performed, recorded and accessible.   | ✓          |           |   |
| <b>HEALTH &amp; SAFETY</b>   | <b>YES</b> | <b>NO</b> | <b>COMMENTS</b>   |



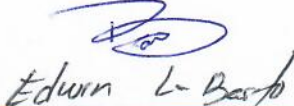
|  |   |   |   |
|--|---|---|---|
| (7-e) Comfortable room is provided for enrolled children that are sick.  |   | ✓ | Parents will be called to pickup their child. |
| (7-f) In the facility, children enrolled and staffs are free from tuberculosis.  | ✓ |   |   |
| (7-g) Provider has updated health or 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.   | ✓ |   |   |
| <b>(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.</b> | ✓ |   |   |
| (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) <b>Daily</b> , the CCDF children enrolled have <b><u>timed-in and out</u></b> on their CCDF attendance sheet when being dropped and picked up.   | ✓ |   |   |

Additional Notes:

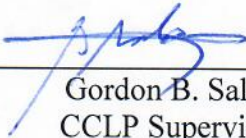
**Acknowledgement:**

I, Amaleene Ramms, 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:  4/10/19

Inspected & Reported By:   
Print & Sign

04/10/19  
Date

Reviewed & Concurred By:   
Gordon B. Salas  
CCLP Supervisor

4/22/2019  
Date





**CCLP/CCDF  
PROVIDER INSPECTIONS  
SUMMARY REPORT**

**COPY**

5/10/19

**Provider's Name:** REQ Day and Night Day Care **Physical Address:** Navy Hill

**Contact Person:** Rosemarie Penaroyo **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#:** 1098 (1) (2) **Date of issued:** 12/15/2018 **Expiration Date:** 12/15/2019 **Capacity:** 09


**Date of Assessment:** April 10, 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): • 07 Enroll children (3yrs old) with one teacher, Ms. Amaleene Ramos. No Discrepancy Noted.

- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signs is posted on each needed area. No Discrepancy Noted.
- (3) **Emergency:** Emergency and Disaster drills are practice, recorded and available for review. Smoke alarms are not tested, children were sleeping upon inspection. No Discrepancy Noted.
- (4) **Sanitary:** Classroom was organized and well maintained. No Discrepancy Noted.
- (5) **Outdoor:** Playground is clear from any tripping hazard. Playground was not far from the main road. However, the center is secured with a chain-linked fence. No Discrepancy Noted.
- (6) **Capacity:** The capacity is 9 for the classroom. 8 are presence at the time of inspection. No Discrepancy Noted.
- (7) **Health:** Each of the children's health certificate are monitor and updated. Parents are called to pick up their child when they're sick. No Discrepancy Noted.
- (8) **Documents:** All required documents are posted in a conspicuous area. No Discrepancy Noted.

**(9) Other:**

*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



## DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: REQ Day and Night Day Care  
(After School)

Physical Address: Navy Hill

Primary Contact Person: Rosemarie Penaroyo

Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: Rex John Penaroyo

Email Address: [reqchildcare@yahoo.com](mailto:reqchildcare@yahoo.com)

Date of Inspection: April 10, 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 63 Actual Enrollment 10

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 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ Before/After-School 63/10/10 Ages 4-5 Years Old Staff 01

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

- 10 Enroll children (4-5yrs old) with one teacher, Ms. Rowena Cervantes. **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#: 1098 (1) (2) Date of issued: 12/15/2018 Expiration Date: 12/15/2019

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 |           |

| <b>HEALTH &amp; SAFETY</b> | <b>YES</b> | <b>NO</b> | <b>COMMENT</b> |
|----------------------------|------------|-----------|----------------|
|                            |            |           |                |



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



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



|  |   |   |   |
|--|---|---|---|
| (7-e) Comfortable room is provided for enrolled children that are sick.  |   | ✓ | Parents will be called to pickup 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.   | ✓ |   |   |
| <b>(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.</b> | ✓ |   |   |
| (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) <b>Daily</b> , the CCDF children enrolled have <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.  | ✓ |   |   |

Additional Notes:

**Acknowledgement:**

I, ROWENA CERVANTES, 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: *R Cervantes* 4/10/19

Inspected & Reported By: *[Signature]*  
Edwin L. Basfo 04/10/19  
Print & Sign Date

Reviewed & Concurred By: *[Signature]* 4/22/2019  
Gordon B. Salas Date  
CCLP Supervisor





# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

COPY

5/10/2019

**Provider's Name:** REQ Day and Night Day Care **Physical Address:** Navy Hill  
(After School)

**Contact Person:** Rosemarie Penaroyo **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#:** 1098 (1) (2) **Date of issued:** 12/15/2018 **Expiration Date:** 12/15/2019 **Capacity:** 10

**Date of Assessment:** April 10, 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): ● 10 Enroll children (4-5yrs old) with one teacher, Ms. Rowena Cervantes. No Discrepancy Noted.

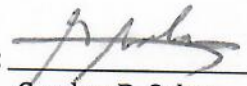
- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signs is posted on each needed area. No Discrepancy Noted.
- (3) **Emergency:** Emergency and Disaster drills are practice, recorded and available for review. Smoke alarms are not tested, children were sleeping upon inspection. No Discrepancy Noted.
- (4) **Sanitary:** Classroom was organized and well maintained. No Discrepancy Noted.
- (5) **Outdoor:** Playground is clear from any tripping hazard. Playground was not far from the main road. However, the center is secured with a chain-linked fence. No Discrepancy Noted.
- (6) **Capacity:** The capacity is 10 for the classroom. All presence at the time of inspection. No Discrepancy Noted.
- (7) **Health:** Each of the children's health certificate are monitor and updated. Parents are called to pick up their child when they're sick. No Discrepancy Noted.

(8) **Documents:** All required documents are posted in a conspicuous area. No Discrepancy Noted.

(9) **Other:**

*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





# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: REQ Day and Night Day Care  
(After School)

Physical Address: Navy Hill

Primary Contact Person: Rosemarie Penaroyo

Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: Rex John Penaroyo

Email Address: reqchildcare@yahoo.com

Date of Inspection: April 10, 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 63 Actual Enrollment 04

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 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ Before/After-School 63/04/03 Ages 5-7yrs old Staff 01

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

- 04 Enroll children (5-7yrs old) with one teacher, Mr. Rex Penaroyo. **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#: 1098 (1) (2) Date of issued: 12/15/2018 Expiration Date: 12/15/2019

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 |           |

| <b>HEALTH &amp; SAFETY</b> | <b>YES</b> | <b>NO</b> | <b>COMMENT</b> |
|----------------------------|------------|-----------|----------------|
|                            |            |           |                |



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



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



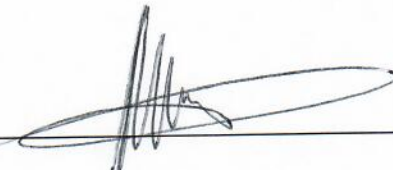
|  |   |   |   |
|--|---|---|---|
| (7-e) Comfortable room is provided for enrolled children that are sick.  |   | ✓ | Parents will be called to pickup their child. |
| (7-f) In the facility, children enrolled and staffs are free from tuberculosis.  | ✓ |   |   |
| (7-g) Provider has updated health or 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.   | ✓ |   |   |
| <b>(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.</b> | ✓ |   |   |
| (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) <b>Daily</b> , the CCDF children enrolled have <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.  | ✓ |   |   |


Additional Notes:




**Acknowledgement:**

I, RET PENARROYA, 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:  4/16/2019

Inspected & Reported By:   
Print & Sign

04/10/19  
Date

Reviewed & Concurred By:   
Gordon B. Salas  
CCLP Supervisor

4/22/2019  
Date



**CCLP/CCDF  
PROVIDER INSPECTIONS  
SUMMARY REPORT**

**COPY**  
5/10/19

**Provider's Name:** REQ Day and Night Day Care **Physical Address:** Navy Hill  
(After School)  
**Contact Person:** Rosemarie Penaroyo **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#:** 1098 (1) (2) **Date of issued:** 12/15/2018 **Expiration Date:** 12/15/2019 **Capacity:** 09

**Date of Assessment:** April 10, 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): • 04 Enroll children (5-7yrs old) with one teacher, Mr. Rex Penaroyo. No Discrepancy Noted.

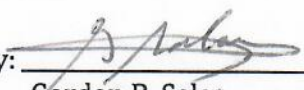
- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signs is posted on each needed area. No Discrepancy Noted.
- (3) **Emergency:** Emergency and Disaster drills are practice, recorded and available for review. No Discrepancy Noted.
- (4) **Sanitary:** Classroom was organized and well maintained. No Discrepancy Noted.
- (5) **Outdoor:** Playground is clear from any tripping hazard. Playground was not far from the main road. However, the center is secured with a chain-linked fence. No Discrepancy Noted.
- (6) **Capacity:** The capacity is 11 for the classroom. 4 are presence at the time of inspection. No Discrepancy Noted.
- (7) **Health:** Each of the children's health certificate are monitor and updated. Parents are called to pick up their child when they're sick. No Discrepancy Noted.
- (8) **Documents:** All required documents are posted in a conspicuous area. No Discrepancy Noted.



(9) Other:

*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



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



**Provider's Name:** R.&E.Q. DAY & NIGHT CARE

**Physical Address:** Navy Hill

**Contact Person:** Penaroyo, Rose M. & Penaroyo, Rex S.

**Contact Number:** (670) 233-7846

**Category(s):** **Center:**  **Group Home:**

**Type of Assessment:** **Preliminary:**  **Renewal:**  **Monitoring:**

**Announced:**  **Unannounced:**

COPY

**CCLicense #:** CCL-1098(1) & CCL-1098(2) **Date of issued:** 12/15/2018 **Expiration Date:** 12/15/2019

**Capacity:** 63 total occupants **Certificate #:** C-014 **Valid Period:** 12/31/2018 – 12/31/2019

**Date of Assessment:** April 10, 2019

**Assessed By:** Edwin L. Basto & Rita N. Olopai

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

- **Infants** (between the ages of 3 mos. to 11 mos. old): 4 enrolled, 4 presents, 6 occupant loads for the room were cared by Ms. Guandencia Corilla.
- **Older Infant** (ages 9 mos. to 18 mos.): 7 enrolled, 7 were presents, 8 occupant loads for the room and are cared by Grace Billeto and Yrine Angeles.
- **Toddlers** (from 1 year 5 mos. to 2 years 9 mos. of age): 12 enrolled, 12 presents, with 15 occupant loads of the room. The toddlers are being attended by Russell Segotier and Eva Flores
- **K-3** (between the ages of 2 years 8 mos. to 3 yrs. old): There are 6 totals of enrolled Pre-kindergarteners, all were presents during our assessment in a room of 6 occupant loads and they were all being cared by Doris Mercado.

- (1) **Electrical** – No discrepancies found.
- (2) **Signage** – No insufficiencies. Updated facility's and provider's required documents are posted at view. No staff scheduled posted since all the staffs are assigned each particular age group. As per Ms. Russel, alternate or volunteered staffs will only be present in the event the assigned staff is on leave. In addition, she stated that the toddlers enrolled have no allergies as I inquired.
- (3) **Emergency** – No discrepancies found. Emergency evacuation route from each room are posted in a conspicuous area in each room. Emergency drills (fire) conducted is recorded monthly and current drills are posted in the room. However, records of previous monthly drills are being filed in their office. As per Ms. Russell, monthly a staff is assigned to monitor the fire extinguisher by shaking it back and forth for a minute or so, and another staff will verify if the installed smoke


5/10/19

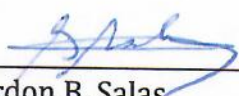


detectors are working properly. All enclosed room is equipped with fire alarm that are properly installed. However, I did not check the alarms if it works because it was nap time during our inspection.

- (4) **Sanitary** – Facility and each assigned Age-Group room are clean and odor free, no discrepancies to report.
- (5) **Outdoor** – Outdoor playground for the younger children is adjuncts from facility's main entrance, shaded by a steel veranda that has a tin roofing and coconut trees, provides soft surfacing by utilizing the colorful rubber mats, and it is enclosed from the main road by a newly installed wire gate.
- (6) **Capacity** – No insufficiencies found, kindly refer to **Staff/Child Ratio** above.
- (7) **Health** – No deficiencies to report.
- (8) **Documents** – No deficiencies found, all posted required documents are updated. However, reminded provider of the documents that are about to expired to have it renewed and submit a copy to CCLP office.
- (9) **Other**

*NOTE: Provider Assessment Monitoring checklist is available upon request.*

Prepared By:  5/2/19  
Rita N. Olopai  
Health & Safety Inspector

Concurred by:  5/2/2019  
Gordon B. Salas  
DCCA/CCLP Supervisor