



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Smart Start Nurturing Center Physical Address: Navy Hill  
(Infant & Toddlers)

Primary Contact Person: Lina Villagomez Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: Albina Paman Email Address: indaybin@gmail.com

Category(s): Licensed Provider  License-Exempt Provider

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

Capacity: Occupant Load 37 Actual Enrollment 19

### Child Care Services:

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

Infants  Ages 4mth-1yr (4) Staff 2 Toddlers  Ages 1yr-2yrs (12) Staff 2

K-3 \_\_\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_\_\_ K-4 \_\_\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_\_\_

K-5 \_\_\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_\_\_ Before/After-School \_\_\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_\_\_

\* Teachers (per Age-Group): ● Total Enrollment for this classroom is 19 with 4 teachers. Upon inspection, Infants (4mth-1yr) with teacher Ms. Maria Catalan and Ms. Evangeline Copada. Toddlers (1yr-2yrs) with teacher Ms. Ruby Legaspi and Katherine Avancena.  
**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#: 1099 (1) (2) Date of issued: 03/09/2019 Expiration Date: 03/09/2020 CCDF  
Certificate#: \_\_\_\_\_ Date of issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date of Inspection: March 18, 2019 Inspector(s): Edwin L. Basto

### Grouping Clause Monitoring Inspection:

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

<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 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 facility's required documents are posted at visitor's view.</b>	√		
<b>(2-a)</b> Provider's required documents are posted in a conspicuous area.	√		
<b>(2-b)</b> "No Smoking" and "Exit" signs are posted within view at an appropriate area.	√		
<b>(2-c)</b> Emergency Evacuation Exit Plan is posted at every exit door and at child's eye level.	√		
<b>(2-d)</b> Emergency contact numbers are posted near the working land-line telephone.	√		
<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.	√		
<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 knowledgeable 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.			Children were asleep upon inspection.
<b>(3-k)</b> 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.	√		
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	√		
(4) <b>Facility's indoor is clean and odor free.</b> 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.		√	Children's toothbrush was in a standing position but not covered.
(4-f) All children's items are disinfected daily or as necessary.	√		
(5) <b>Outdoor playground is well maintained,</b> 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.		√	Playground is not far from the main road. However, the center 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) <b>Staff/child ratio are met.</b> 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) <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.	√		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	√		
(7-b) Developmentally delayed children are referred to the appropriate agencies.	√		
(7-c) Screening results is utilize to conduct activities that will enhance the particular child at risk the opportunities for improvement with their limitation.	√		

(7-d) Daily health check are conducted to all enrolled children.	√		
(7-e) Comfortable room is provided for enrolled children that are sick.			Parents are called to pick up their child.
(7-f) Children enrolled and authorized providers in the center are free from tuberculosis.	√		
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
(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) CCDF children that are present for the day are all <b>time-in/out</b> on their CCDF attendance sheet.	√		

Additional Notes:

**Acknowledgement:**

I, EVANGELINE COPADA, 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: *E Copada* 3/18/2019

Inspected & Reported By: *[Signature]*  
Edwin L. Barfo  
Print & Sign

03/18/19  
Date

Reviewed & Concurred By: *[Signature]*  
Gordon B. Salas  
CCLP Supervisor

4/4/2019  
Date



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

**Provider's Name:** Smart Start Nurturing Center **Physical Address:** San Jose  
(Infant & Toddlers)

**Contact Person:** Lina Villagomez **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#:** 1099 (1) (2) **Date of issued:** 03/09/2019 **Expiration Date:** 03/09/2020 **Capacity:** 18

**Date of Assessment:** March 18, 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): ● Total Enrollment for this classroom is 19 with 4 teachers. Upon inspection, Infants (4mth-1yr) with teacher Ms. Maria Catalan and Ms. Evangeline Copada. Toddlers (1yr-2yrs) with teacher Ms. Ruby Legaspi and Katherine Avancena.

No Discrepancy Noted.

- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signage is posted in each needed area. No Discrepancy Noted.
- (3) **Emergency:** Smoke detector was not tested. All the children were sleeping at the time of inspection.
- (4) **Sanitary:** All Items are disinfected daily or when needed. No Discrepancy Noted.
- (5) **Outdoor:** Outdoor playground was well maintained. The center is not far from the main road. However, the facility is secured with a chain-linked fence. No Discrepancy Noted.
- (6) **Capacity:** Total Enrollment for this classroom is 19 with the capacity at 19. No Discrepancy Noted.
- (7) **Health:** Toothbrush was in standing position. However, some were not covered properly. In addition to health, no comfortable room available for children who are sick. Parents are called to pick up their child.

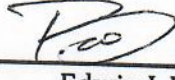
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4-10-2019

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

(9) **Other:**

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

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

Concurred by:  4/4/19  
Gordon B. Salas  
DCCA/CCLP Supervisor



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Smart Start Nurturing Center Physical Address: Navy Hill  
(Pre-School)

Primary Contact Person: Lina Villagomez Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: Albina Paman Email Address: indaybin@ymail.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 37 Actual Enrollment 12

### Child Care Services:

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

Infants  Ages \_\_\_\_\_ Staff \_\_\_\_\_ Toddlers  Ages \_\_\_\_\_ Staff \_\_\_\_\_

K-3  Ages \_\_\_\_\_ Staff \_\_\_\_\_ K-4  Ages \_\_\_\_\_ Staff \_\_\_\_\_

K-5  Ages \_\_\_\_\_ Staff \_\_\_\_\_ Before/After-School  Ages 3-4.5yrs `1(11) Staff 2

\* Teachers (per Age-Group):

• Upon inspection, Ms. Jocelyn Hornilla had 11 children under her care. She was out of ratio by 4 children.

Recommendation: R/R subpart 55-40.1-228 (e). A group size of 11 requires 2 staff.

### 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#: 1099 (1) (2) Date of issued: 03/09/2019 Expiration Date: 03/09/2020

CCDF Certificate#: \_\_\_\_\_ Date of issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date of Inspection: March 18, 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



<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 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 facility's required documents are posted at visitor's view.</b>	√		
<b>(2-a)</b> Provider's required documents are posted in a conspicuous area.	√		
<b>(2-b)</b> "No Smoking" and "Exit" signs are posted within view at an appropriate area.	√		
<b>(2-c)</b> Emergency Evacuation Exit Plan is posted at every exit door and at child's eye level.	√		
<b>(2-d)</b> Emergency contact numbers are posted near the working land-line telephone.	√		
<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 knowledgeable 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.	√		
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<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.			Children were asleep upon inspection.
<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.	√		

(3-m) Children's emergency contact information are updated and reviewed monthly.	√		
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
(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.		√	Children's toothbrush was in a standing position but not covered.
(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.		√	Playground is not far from the main road. However, the center 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 enrolled number of children.		√	Staff child ratio is not met. 1 teacher with 11 under her care.
(6-a) Floater staff is available to cover assigned staff, in an event he/she has to leave the room.	N/A		
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	√		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	√		
(7-b) Developmentally delayed children are referred to the appropriate agencies.	√		
(7-c) Screening results is utilize to conduct activities that will enhance the particular child at risk the opportunities for improvement with their limitation.	√		
(7-d) Daily health check are conducted to all enrolled children.	√		

(7-e) Comfortable room is provided for enrolled children that are sick.		√	Parents are called to pick up their child.
(7-f) Children enrolled and authorized providers in the center are free from tuberculosis.	√		
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
(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) CCDF children that are present for the day are all <b>time-in/out</b> on their CCDF attendance sheet.	√		

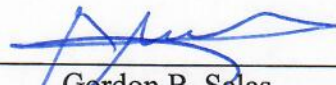
Additional Notes:

**Acknowledgement:**

I, Hornik, Joelyn, hereby acknowledged the Child Care staff(s) visit, information on the discrepancies found are explained, and I will address the deficiencies within the crucial time given by the Child Care staff(s).

Provider's Signature/Date:  3-18-19

Inspected & Reported By:  03/18/19  
Print & Sign Date

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



## CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

**Provider's Name:** Smart Start Nurturing Center **Physical Address:** San Jose  
(Pre-School)

**Contact Person:** Lina Villagomez **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#:** 1099 (1) (2) **Date of issued:** 03/09/2019 **Expiration Date:** 03/09/2020 **Capacity:** 18

**Date of Assessment:** March 18, 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): • Upon inspection, Ms. Jocelyn Hornilla had 11 children under her care. She was out of ratio by 4 children.

**Recommendation:** R/R subpart 55-40.1-228 (e). A group of 11 requires 2 staff. Staff child ratio must be met at all times.

- (1) **Electrical:** All Electrical outlets are properly secured with safety plugs. No Discrepancy Noted.
- (2) **Signage:** All required signage is posted in each needed area. No Discrepancy Noted.
- (3) **Emergency:** Smoke detector was not tested. All the children were sleeping at the time of inspection.
- (4) **Sanitary:** All Items are disinfected daily or when needed. No Discrepancy Noted.
- (5) **Outdoor:** Outdoor playground was well maintained. The center is not far from the main road. However, the facility is secured with a chain-linked fence. No Discrepancy Noted.
- (6) **Capacity:** Total Enrollment for this classroom is 12 with the capacity at 18. No Discrepancy Noted.
- (7) **Health:** Toothbrush was in standing position. However, some were not covered properly. In addition to health, no comfortable room available for children who are sick. Parents are called to pick up their child.  
Recommendations: All toothbrush must be in a standing position and covered properly.


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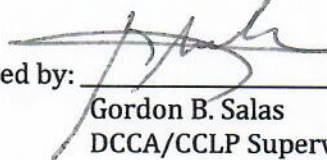
J. Basto  
4-10-19

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

(9) **Other:**

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

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

Concurred by:  4/4/19  
Gordon B. Salas  
DCCA/CCLP Supervisor