



#### DCCA-CCLP/CCDF INSPECTION CHECKLIST



Sana Dan Par A L.	Physical Address: Koblewille
Business Name: Day lare Contes	
Primary Contact Person: Me de kin (Mr.)	
2 <sup>nd</sup> Contact Person:	Email Address: /inji 5223 Equer/ www
Date of Inspection: 10/10/19 9:15 am	Inspector(s): Sorden B. Joelson
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 66	Actual Enrollment 39 as of October 1, 2919
Age-Group (Occupant Load/Total Enrollment/# Present/Ages ser	rved youngest to oldest/ # of Staffs per group):
Infants// Ages Staff Toddle	
K-3// AgesStaff K-4	_// Ages Staff
* Teachers (Name of assigned staff per Age-Group):	
Type of Child Care:	y Casho Mr. Melods Patrione / Alexan
Day Care Center	Group C.C. Home _ License-Exempt _
Family C.C. Home	Infant/Toddler _
Pre-Service Training: # of Newly Approved Provide	er: # of Provider Completed:
C.C. License#: 1096 Date of issued: 12/	Expiration Date: 12/29/19
CCDF Certificate#: Date of issued: 12/2	

#### **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	-1		
pathways, and there is no tripping hazard.	~/		
(1-a) Fuse box is covered and out of children's reach.	/		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are	/		
covered or blocked off.	~		
(2) All updated facility's required documents are posted at visitor's view.	/		
(2-a) Provider's required documents are valid and posted in a			
conspicuous area.	<b>V</b>		
(2-b) Posted "No Smoking" and "Exit" signs are within view	1		
and at an appropriate area.	<b>V</b>		
(2-c) Emergency Evacuation Exit Plan is posted at every exit	/		
door and if relevant, at child's eye level.	~		
(2-d) Emergency contact numbers are posted near the working	./		
telephone (land-line).	~		
(2-e) DPW approved floor plan are posted in each enclosed	/		
room, specifying that particular room.	~		
(2-f) Children's allergy information is posted in the	_/		
appropriate area.	~		
(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.			
(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	1		•
after the changes and must follow-up for approval.	~ /		
(3-a) All caregivers are well-informed of their EPRP and their	/		
responsibilities in an event of an emergency/disaster.			
(3-b) Emergency drills are conducted and recorded monthly.	~		last drill was as 9/27/19
(3-c) Disaster drills are performed and noted every six months.	/		, ,,,
(3-d) Recorded drills are accessible for visitors' review.	1		
(3-e) First-Aid kit is available and accessible.	/		Needs replanshout
(3-f) Medical items in the kit are valid/updated.	~		
(3-g) Facility is equipped with necessary # of fire extinguisher	1		
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.  (2 i) Equility is formished with weathable and lead to the second of the second	1		
(3-j) Facility is furnished with workable smoke alarms. (3-k) Provider's alternative and designated evacuation sites are	· /		
stated in their policy/handbook.	/		
	1		
1.3-11 Families are informed with the provider's EDED			
(3-l) Families are informed with the provider's EPRP procedures.	~		
procedures.  (3-m) Children's emergency contact information is updated	1		

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		/	71.11
is free from dirt and food crumps, has no bad smell or any kind		/	The floor need cleaning.
of scent, and are well maintained.			
(4-a) All cleaning chemical are stored out of the children's	/		
reach.	~		
(4-b) Facility is furnished with age appropriate items that are	/		
in good and safe condition.	~		
(4-c) Facility are equipped with sufficient number of comfort			Compart room needs
room (as to the occupant load).	~		daily chew - up
(4-d) Toiletries (hand-soap, toothbrush, toothpaste,			-1 L 41 L 1 L
towel/paper towel, toilet tissue, etc.) are replenished, available	/		- ha dood of my man - not
and accessible.			Constraint a fire center
(4-e) Children's toothbrush is covered individually and stored	1		Rousing in not andreten
separately in standing position.	/	~	at the center
(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	1		
equipment are free from sharp edges, and rust.	V		
(5-b) Playground is far from the main road.	~	1/	
(5-c) Playground is shaded and enclosed.		•	Open style playment
(5-d) Outdoor items are age appropriate.	~		Baland plant
(5-e) Non-child-proved equipment is stored out of the children's reach.	/		/
children's leach.			
(6) Staff/child ratio are met. There are sufficient numbers of			14 Children - 1 stoff
staffs with the group of children.		~	19 CM 2000 - 1 Stay
(6-a) In an event assigned staff had to leave her group of		/	-
children, a floater staff is available to alternate during his/her	_/		
absent.	~		
(7) Provider obtained enrolled children's health			
information. Child's immunization card or valid health			
certificate, and/or clearance of transferable disease from	~		
child's physician.			
(7-a) Enrolled children are developmentally screened using the			
ASQ screening tool (for ages: 0-5).	~		
(7-b) Developmentally delayed children (that scored in the			
dark area) are referred to the appropriate agencies.	<b>\</b>		
(7-c) Children that scored in the gray area or at risk of			
developmentally delay are given the opportunities for	1		
improvement with their limitation.	· ·		
(7-d) Daily health check to all enrolled children are performed,	/		
recorded and accessible.	~	_	

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		1	COMMENTS  phildren are sent home
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	V		
(7-g) Provider has updated health or food handler certificate.	<b>V</b>		
(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).	<b>/</b>		
(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.		~	Penling
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		~	Pending
<b>(8-b)</b> Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.		~	Pending
(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.	-		
<b>(8-f)</b> Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	<b>/</b>		
(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.	~		
<b>(8-g)</b> Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).	~		
<b>(8-h)</b> Documents and information on all enrolled children are updated.	V		
(8-i) Daily, the DCCA/CCDF children enrolled have <u>timed-in</u> and <u>out</u> on their CCDF attendance sheet when being dropped and picked up.	<b>✓</b>		

Additional Notes: Wheat Chewer in you dish rack

#### Acknowledgement:

I, RENCY	<i>H</i> ·	CASTRI	_, hereby acknowledged the Child Care staff(s) visit, information on
the discrepanc	ies for	und are exp	lained, and I will address the deficiencies within the crucial time
given by the C	Child C	Care staff(s)	•

Provider's Signature/Date: 10.10.19

Inspected & Reported By:

| Print & Sign | Date |

Reviewed & Concurred By:

Gordon B. Salas

CCLP Supervisor

Date



#### CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT





Business Name: Gana Day Care Center	Physical Address: Koblerville
Primary Contact Person: Me Ae Kim (Ms. Jin)	Contact Number: <u>288-4970</u>
2 <sup>nd</sup> Contact Person:	Email Address: limjs5223@gmail.com
Date of Inspection: October 10, 2019	Inspector(s): Gordon B. Salas
Category(s): Licensed Provider ✓	Certified _ License-Exempt Provider
Type of Child Care Services (applies to licen	used providers):
<ul> <li>✓ Part 200 (Day Care Center, G</li> <li>✓ Part 300 (Family Child Care Part 400 (Infant and Toddler)</li> </ul>	
Type of Assessment: Preliminary _ Renew	wal _ Monitoring/Visit _ Extension _ New Site _
Announced <u>✓</u>	Unannounced
Follow-up _	Date of Previous Visit:
Capacity: Occupant Load 66	Actual Enrollment 39 as of 10/1/19
Age-Group (Occupant Load/Total Enrollment/# Pre	Actual Enrollment 39 as of 10/1/19 sent/Ages served youngest to oldest/# of Staffs per group):
Age-Group (Occupant Load/Total Enrollment/# Pre Infants/_/ Ages Staff	Actual Enrollment 39 as of 10/1/19 sent/Ages served youngest to oldest/# of Staffs per group):  Toddlers// Ages Staff
Age-Group (Occupant Load/Total Enrollment/# Pre         Infants//_ Ages Staff         K-3//_ Ages Staff         K-5//_ Ages Staff         Staff 1	Actual Enrollment 39 as of 10/1/19  sent/Ages served youngest to oldest/# of Staffs per group):  Toddlers// Ages Staff  K-4// Ages Staff  Before/After-Sch. 19/14/14 Ages 5 yrs. and older
Age-Group (Occupant Load/Total Enrollment/# Pre         Infants//_ Ages Staff         K-3//_ Ages Staff         K-5//_ Ages Staff         Staff 1	Actual Enrollment 39 as of 10/1/19  sent/Ages served youngest to oldest/# of Staffs per group):  Toddlers// Ages Staff  K-4/_/ Ages Staff  Before/After-Sch. 19/14/14 Ages 5 yrs. and older  Room 1 - Before and After School Program, Ms. Renzy
Age-Group (Occupant Load/Total Enrollment/# Pre Infants// Ages Staff K-3// Ages Staff K-5// Ages Staff Staff 1 * Teachers (Name of assigned staff per Age-Group):	Actual Enrollment 39 as of 10/1/19  sent/Ages served youngest to oldest/# of Staffs per group):  Toddlers// Ages Staff K-4/_/ Ages Staff Before/After-Sch. 19/14/14 Ages 5 yrs. and older  Room 1 - Before and After School Program. Ms. Renzy etime I conducted the inspection).
Age-Group (Occupant Load/Total Enrollment/# Pre Infants// Ages Staff K-3// Ages Staff K-5// Ages Staff Staff 1 * Teachers (Name of assigned staff per Age-Group): Castro and Ms. Melody Gabionza (Absent at the	Actual Enrollment 39 as of 10/1/19  sent/Ages served youngest to oldest/# of Staffs per group):  Toddlers// Ages Staff  K-4// Ages Staff  Before/After-Sch. 19/14/14 Ages 5 yrs. and older  Room 1 - Before and After School Program. Ms. Renzy etime I conducted the inspection).

Staff Child Ratio (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider failed to meet the Staff-Child Ratio for their Before and After School Program. Ms. Renzy Castro and Ms. Melody Gabionza are the designated Before and After School Program staff. However, on this particular day, Ms. Gabionza did not report to work. As a result, Ms. Castro was left with a total of fourteen (14) Before School children to supervise. The children's ages ranges from five (5) years and older and so we turn to NMIAC §55-40.1-228 [Staff-Child Ratio] for guidance. Pursuant to the said section and specifically Ratio Chart II [Minimum Staff Employment Sequence], there should have been two staff members at the time in order to be compliant with the staff-child ratio requirement. See excerpt of the ratio chart:

Age of Children	Number of Children	Teacher	Teacher Assistant	Aide	Total Staff
5 years and above	1-10	1	Assistant		1
5 years and above	11-21	1		1	2

It is the Director's responsibility that supervision to all groups of children are provided from the time classes begin at the center until the time classes are over at the center. Therefore, I offer the following recommendations:

The Director must ensure that a standby staff is ready to be called upon whenever a regular staff member is absent for whatever reason or a floater is available within the center to cover the staff shortage. However, when a floater is covering for staff shortage, the floater cannot leave the group of children being supervised to cover another group of children as this may cause the out of staff-child ratio for the group being left behind. Alternatively, since Gana Day Care's total enrollment as of October 1, 2019 is at 39 which is less than 50, the Director may teach and may be counted in the staff-child ratio pursuant to NMIAC §55-40.1-228 (c)(1).

Course of Action: The Child Care Licensing Program (CCLP) will return within a week after receipt of this summary report to conduct a follow-up monitoring on this area. Should it remain the same, CCLP will issue your center a Notice of Violation(s) letter.

- (1) Electrical: The facility complies with all the electrical safety aspects. Therefore, there are no code violations noted.
- (2) Signage: Signs are visible and are posted in conspicuous areas of the center. Therefore, there are no code violations noted.
- (3) Emergency: Emergency equipment's are readily available at the center such as working telephone lines, smoke detectors, fire extinguishers, first aide kits, etc. However, for best practice, I strongly recommend that the first aid kit be replenished after each and every use. The first aide kit should contain the minimum inventory provided when purchased new. Furthermore, emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. Aside from the recommendation, there are no code violations noted.
- (4) Sanitary: For the most part, the Before/After School room was free from foul orders. Refillable soap dispensers are readily available for the children and staff use. However, I do recommend that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. Lastly, periodic clean-up of the comfort room is also highly recommended. Because your center is licensed under both Part 200 and Part 400, you must abide by the following:

#### NMIAC §55-40.1-268 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a plan for regular cleaning shall be established to protect the health of the children and provider.
- (b) Toys, tabletops, furniture, and other similar equipment used by the children shall be washed daily. Plain soap and water shall be an adequate cleaning agent.

NMIAC §55-40.1-368 [Cleaning of Premises]

(a) All necessary cleaning equipment shall be available on the premises and a provision shall be made for regular cleaning of the premises to protect the health of the children and provider.

(b) Storage of cleaning material shall be in a secured area which is inaccessible to the children.

- (c) There shall be a plan for regular cleaning of toys, table tops, furniture, and other similar equipment used by the children.
- (5) Outdoor: With the exception of the infants, the center's outdoor playground is safe for the children enrolled. For now, the only playground equipment installed is a balance plank/beam. Although the playground itself is not gated or fenced, the entire center's compound is fenced.

Note: Pursuant to your DPW calculated and approved playground area, you have a total of 3,837.40 square feet of outdoor space. Based on this area, your center's playground can accommodate up to 51 children at the time. Please keep this in mind so as not to overcrowd the children during outdoor play activities.

- (6) Capacity: The indoor and outdoor space for the center complies with the requirements of NMIAC §55-40.1-272(d)(1)(i) and (2)(i). Therefore, there are no code violations noted.
- (7) **Health:** The children's health information and emergency contacts are available at the center. I observed proper hand washing procedure for the children as well as the provider in the course of my inspection. Therefore, there are no code violations noted.
- (8) Documents: The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.
- (9) Other: Upon inspection, I observed a silver meat cleaver in the dish rack. The group of children in this particular room are tall enough to reach the meat cleaver. As it presents a danger to the children, I strongly suggest that the meat cleaver be stored in a locked cabinet above the dish rack to prevent the children from accessing it. Furthermore, the center shall comply with the following:

NMIAC §55-40.1-256 [Accidental Injury] The facility shall ensure that the child care program staff minimize the risk of accidental injury in the following manner:

- (a) Child care activities and premises shall take precautions not to expose children to situation which may be hazardous to the particular age or capacity of the child;
- (b) The program shall help children to increase awareness of safety practices and accidental hazards and to teach the children how to avoid such hazards; and
- (c) Accident prevention practices and policies shall be available in writing. The practices and policies shall be reviewed annually and the staff shall become familiar with the policies and practices.

Lastly, while conducting my inspection in Room 1, I noticed that the children were lining up. I ask what was going on. Ms. Renzy Castro said the children were preparing to be dropped to school. I asked by whom, she replied that Ms. Jin would be dropping them. Since Ms. Jin was in the same room, I asked her who else was accompanying her to drop the children to school. She said that she was dropping the children by herself. At that point, I told Ms. Jin that she would need an additional adult since she will not be counted in the staff-child ratio because she was the driver. When transporting children, the following must be adhered to pursuant to NMIAC §55-40.1-216 [Transportation Provision]:

When transportation is provided by a facility, children shall be protected by adequate supervision, safety precautions, and liability and medical insurance coverage as follows:

(a) For transportation to and from school the vehicle and driver shall satisfy all relevant school bus and

(b) During any field trip or excursion operated or planned by the facility, the staff-child ratios as provided in NMIAC §55-40.1-228 shall apply; and

(c) Children shall be instructed in safe transportation conduct as appropriate for age and stage of development.

In line with the above, custodians, cooks, and bus drivers shall not be counted in the staff-child ratio when performing regular duties pursuant to NMIAC §55-228 (b). As a result, a driver who is transporting children to and from the center shall not be counted in the staff-child ratio. Therefore, an additional adult whose main focus is the supervision of the children being transported must be present during the transportation.

NOTE: Provider Assessment Monitoring checklist is available.	ailable upon request.
Prepared By:  Gordon B. Salas  DCCA/CCLP Supervisor  Health & Safety Inspector	Date: 10/19/19
Concurred By:  Robert H. Hunter  DCCA Secretary	Date 6 (5)9
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## DCCA-CCLP/CCDF INSPECTION CHECKLIST



A	GIV CITECKLIST
Business Name: Sana Day Care La	Physical Address: Kobliville
Primary Contact Person: Me Re Kim (	Us. Jin Contact Number: 288 -4970
2 <sup>nd</sup> Contact Person:	Contact Number:
Date of Inspection: 10/10/19 9:15 am	Inspector(s): Sordon B. John
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 66	Actual Enrollment 39 ar of October 1, 2019
Age-Group (Occupant Load/Total Enrollment/# Present/A	700 000000 11
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Ages 9 nm, Staff Be	efore/After-School//_ Ages Staff
* Teachers (Name of assigned staff per Age-Group):	Roan #2 - Ky/s
1	Riser Pagoy lo
Day Care Center	Group C.C. Home _ License-Exempt
Family C.C. Home	Group C.C. Home _ License-Exempt _ Infant/Toddler _
Dec Control of the Co	
Pre-Service Training: # of Newly Approved Pro	ovider: # of Provider Completed:
C.C. License#: Date of issued: _/	12/27/2018 Expiration Date: 12/29/19
C.C. License#: Date of issued: _/  CCDF Certificate#:	$\frac{\sqrt{2/27/2018}}{2/29/29}$ Expiration Date: $\frac{12/29/19}{29/29/29}$
Grouping Clause Monitoring Inspection:	
(1) Electrical (3) Emergency (5) Outdo	or (7) Health (9) Other
(2) Signage (4) Sanitary (6) Capac	() Other

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed			COMMENT
pathways, and there is no trinning 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.	/		
covered of blocked off.	~		
(2) All undeted facility and the	*		
(2) All updated facility's required documents are posted at visitor's view.	~		
(2-a) Provider's required documents are valid and posted in a			
conspicuous area.	~		
(2-b) Posted "No Smoking" and "Exit" signs are within view			
and at an appropriate area.	1		
(2-c) Emergency Evacuation Exit Plan is posted at every exit	~		
door and if relevant, at child's eye level.	<b>/</b>		
(2-d) Emergency contact numbers are posted near the working			
telephone (land-line).			
(2-e) DPW approved floor plan are posted in each enclosed			
room, specifying that particular room	~		
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appropriate area.	1		
(2-g) Daily Activities Schedule are posted at visitor's view,	_		
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(2-h) Alternate staff schedule are posted at the designated		- 302	
room.		<b>√</b>	
(3) Provider's Emergency Preparedness and Response			
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(3-a) Provider submits revised EPRP within 5 calendar days			
after the changes and must follow-up for approval.	~		
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responsibilities in an event of an emergency/disaster.	~		
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space.			
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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	V		
procedures.	~		
(3-m) Children's emergency contact information is updated	1		
and reviewed monthly.	V		

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.	~		COMMENT
(4) Facility's indoor is clean and odor free. Indoor flooring			
is free from dirt and food crumps, has no bad smell or any kind of scent, and are well maintained.	<b>/</b>		
(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).	<b>/</b>		Periodic gleening in
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(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	~		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	V		
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children, a floater staff is available to alternate during his/her absent.	<b>/</b>		
7) Provider obtained enrolled children's health			
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HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that	ILB	IVO	COMMENTS
are sick.		1	Children that are sicker
(7-f) In the facility, children enrolled and staffs are free from			send home.
tuberculosis.			
(7-g) Provider has updated health or food handler certificate.	-		
(/-n) Hand-washing is performed through-out the day (hefore	~		
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>/</b>		
(8) Valid required documents and the preliminary or			
renewal application is complete and submitted to the			Da Dina
program 60 calendar days prior to its initial opening or to		~	Pluciary
the expiration date of C.C. License.			
(8-a) Receipt of updated facilities required documents 30			0 1.
calendar days prior to its expiration date			Rending
(8-b) Providers' valid required documents are submitted to the			0 1.
program 30 calendar days prior to its expiration date			Rending
(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			
raining requirement is updating the program with completed			
topics.			
(8-e) New provider(s) is not left alone with a group of children			
until ne/sne completed the pre-service requirement and got			
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	-		
(8-1) 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	1		
updated.			
(8-i) Daily, the DCCA/CCDF children enrolled have timed-in			
and out on their CCDF attendance sheet when being dropped			
and picked up.			

Additional Notes:

Acknowledgement:		
I, Riza D. Pathe discrepancies found are exgiven by the Child Care staff(	hereby acknowledged the Child Caplained, and I will address the deficients).	Care staff(s) visit, information on ncies within the crucial time
Provider's Signature/Date:	Riga S. Panagh	16/16/15
Inspected & Reported By:	Bonder B. Aulan  et let  Perint & Sign	10/10/2019 Date
Reviewed & Concurred By: _	Gordon B. Salas CCLP Supervisor	10/10/2019 Date



#### CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



FILE COP

Business Name: Gana Da	y Care Center	Physical Add	ress: <u>Koblerville</u>
Primary Contact Person	: Me Ae Kim (Ms. Jin)	Conta	et Number: <u>288-4970</u>
2 <sup>nd</sup> Contact Person:		Email	Address: limjs5223@gmail.com
Date of Inspection: Octo	ber 10, 2019		tor(s): <u>Gordon B. Salas</u>
Category(s): Lic	ensed Provider <u>√</u>	Certified _	License-Exempt Provider
Type of Child Care S	ervices (applies to licer	ased providers):	
<u>√</u> Part 30	00 (Day Care Center, C 00 (Family Child Care 00 (Infant and Toddler	Home)	nd Before/After-Sch.)
Type of Assessment:	Preliminary Rene	wal _ Monitoring	Visit _ Extension _ New Site _
	4 7 -		ounced_
	Follow-up _	Date of	Previous Visit:
Capacity: Occ	cupant Load <u>66</u>	Actual	Enrollment <u>39 as of 10/1/19</u>
Age-Group (Occupant Lo	ad/Total Enrollment/# Pre	sent/Ages served youn	gest to oldest/ # of Staffs per group):
			/ Ages Staff
K-3/ Ages	Staff	K-4 <u>14/5/5</u>	Ages 4 yrs. Staff 1
K-5 <u>14/3/3</u> Ages <u>5 yrs.</u> St * Teachers (Name of assig	aff l Before/Afte	r-Sch. / / Age	s Staff
Pre-Service Training:	Kin	n. U; Ae Trovider:	* of Provider Completed:
C.C. License#: <u>1096</u>	Date of issu	red: <u>12/27/2019</u>	Expiration Date: <u>12/29/2019</u>
CCDF Certificate#: 004	Date of issu	red: <u>12/29/2019</u>	Expiration Date: 12/29/2019

**Staff Child Ratio** (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider met the Staff-Child Ratio for their K-4 and K-5 Program in compliance with NMIAC §55-40.1-228 (d). Ms. Riza Pasaylo is the designated K-4 and K-5 teacher. There are no code violations noted.

- (1) Electrical: The facility complies with all the electrical safety aspects. Therefore, there are no code violations noted.
- (2) Signage: Signs are visible and are posted in conspicuous areas of the center. Therefore, there are no code violations noted.
- (3) Emergency: Emergency equipment's are readily available at the center such as working telephone lines, smoke detectors, fire extinguishers, first aide kits, etc. However, for best practice, I strongly recommend that the first aid kit be replenished after each and every use. The first aide kit should contain the minimum inventory provided when purchased new. Furthermore, emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. Aside from the recommendation, there are no code violations noted.
- (4) Sanitary: For the most part, the K-4/K-5 room was free from foul orders. Refillable soap dispensers are readily available for the children and staff use. However, I do recommend that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. Lastly, periodic clean-up of the comfort room is also highly recommended. Because your center is licensed under both Part 200 and Part 400, you must abide by the following:

#### NMIAC §55-40.1-268 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a plan for regular cleaning shall be established to protect the health of the children and provider.
- (b) Toys, tabletops, furniture, and other similar equipment used by the children shall be washed daily. Plain soap and water shall be an adequate cleaning agent.

#### NMIAC §55-40.1-368 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a provision shall be made for regular cleaning of the premises to protect the health of the children and provider.
- (b) Storage of cleaning material shall be in a secured area which is inaccessible to the children.
- (c) There shall be a plan for regular cleaning of toys, table tops, furniture, and other similar equipment used by the children.
- (5) Outdoor: The center's outdoor playground is safe for the children enrolled. For now, the only playground equipment installed is a balance plank/beam. Although the playground itself is not gated or fenced, the entire center's compound is fenced.

Note: Pursuant to your DPW calculated and approved playground area, you have a total of 3,837.40 square feet of outdoor space. Based on this area, your center's playground can accommodate up to 51 children at the time. Please keep this in mind so as not to overcrowd the children during outdoor play activities.

- (6) Capacity: The indoor and outdoor space for the center complies with the requirements of NMIAC §55-40.1-272(d)(1)(i) and (2)(i). Therefore, there are no code violations noted.
- (7) **Health:** The children's health information and emergency contacts are available at the center. I observed proper hand washing procedure for the children as well as the provider in the course of my inspection. Therefore, there are no code violations noted.

- (8) Documents: The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.
- (9) Other: According to the center's Director (Ms. Jin), brushing of the children's teeth are not conducted at the center. Furthermore, children that are determined to be sick either upon arrival or after acceptance into the center are sent home by calling their parents or legal guardian for pick-up.

NOTE: Provider Assessment Monitoring checklist is	s available upon request.
Prepared By:  Gordon B. Salas  DCCA/CCLP Supervisor  Health & Safety Inspector	Date:
Concurred By:  Robert H. Hunter  DCCA Secretary	Date: 10 5
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#### DCCA-CCLP/CCDF INSPECTION CHECKLIST



	Care & Development
Business Name: Jana Day Care Center	Physical Address: Kobleville
Primary Contact Person: Me De Kin Cungi	Contact Number: 388-4970
2 <sup>nd</sup> Contact Person:	Email Address: /injs 5223 Egmai / ann
Date of Inspection: 10/19/19 9:15 am	Inspector(s): Soulan B. Aulan
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 66	Actual Enrollment 39 or of October 1, 20
Age-Group (Occupant Load/Total Enrollment/# Present/Ages se	
T C	ers/ Ages Staff
K-3 9 1 7 1 7 Ages 3 yrc. Staff K-4_	
	After-School/_/_ Ages Staff
	n#3- k3
/	s file lastro
Day Care Center 🗹	Group C.C. Home _ License-Exempt _
Family C.C. Home _	Infant/Toddler
Pre-Service Training: # of Newly Approved Provid	
C.C. License#: 1096 Date of issued: 14/	27/18 Expiration Date: 12/29/19
C.C. License#: /096  CCDF Certificate#: 009  Date of issued: /2/	29/18 Expiration Date: 12/29/19
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			COMMENT
pathways, and there is no tripping hazard.	~		
(1-a) Fuse box is covered and out of children's reach.	~		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are	. /		
covered or blocked off.	~		
(2) All updated facility's required documents are posted at			
visitor's view.	<b>V</b>		
(2-a) Provider's required documents are valid and posted in a			
conspicuous area.	~		
(2-b) Posted "No Smoking" and "Exit" signs are within view			
and at an appropriate area.	~		
(2-c) Emergency Evacuation Exit Plan is posted at every exit			
door and if relevant, at child's eye level.	~		
(2-d) Emergency contact numbers are posted near the working	~		
telephone (land-line).	~		
(2-e) DPW approved floor plan are posted in each enclosed	3.		
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.			
(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	1.450		
after the changes and must follow-up for approval.	~		
(3-a) All caregivers are well-informed of their EPRP and their	/		
responsibilities in an event of an emergency/disaster.	~		
(3-b) Emergency drills are conducted and recorded monthly.	/	rine -	last drill war on 9/27/19
(3-c) Disaster drills are performed and noted every six months.			105) 6 11 Was on 1127/19
(3-d) Recorded drills are accessible for visitors' review.			
(3-e) First-Aid kit is available and accessible.	/		Needs replinidsment
(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	1		
area.	•		
(3-j) Facility is furnished with workable smoke alarms.	<b>✓</b>		
(3-k) Provider's alternative and designated evacuation sites are	~		
stated in their policy/handbook.			
(3-1) Hamiliag and informed with the second to the			
(3-I) Families are informed with the provider's EPRP			
<ul><li>(3-1) Families are informed with the provider's EPRP procedures.</li><li>(3-m) Children's emergency contact information is updated</li></ul>	V /		

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			
of scent, and are well maintained.	<b>/</b>		
(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.	/		Brushing it not contested & the Contes
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		/	//
(4-f) All children's items are disinfected daily or as necessary.	/		
(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	~		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	~	V	
(5-b) Playground is far from the main road.	\		
(5-c) Playground is shaded and enclosed.			Open Style play grand
(5-d) Outdoor items are age appropriate.			Bolard plants
(5-e) Non-child-proved equipment is stored out of the children's reach.	<b>/</b>		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	<b>/</b>		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	<b>/</b>		
(7) Provider obtained enrolled children's health			
nformation. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	<b>/</b>		
7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	~		
7-b) Developmentally delayed children (that scored in the lark area) are referred to the appropriate agencies.	~		
7-c) Children that scored in the gray area or at risk of levelopmentally delay are given the opportunities for mprovement with their limitation.	~		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	V		

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that			Och della
are sick.		~	sidy children are
(7-f) In the facility, children enrolled and staffs are free from			pierry 1 st. 2
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	V		
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			Pendino
program 60 calendar days prior to its initial opening or to		<b>/</b>	Pending
the expiration date of C.C. License.			U
(8-a) Receipt of updated facilities required documents 30		./	Panding!
calendar days prior to its expiration date.		~	Pending Pending
(8-b) Providers' valid required documents are submitted to the		/	0 1
program 30 calendar days prior to its expiration date.		~	Pending
(8-c) All new provider has completed the Pre-service Training			0
requirements 6 months from CCLP approving date.			-
(8-d) New providers that are working on the Pre-service			
Training requirement is updating the program with completed			
topics.			
(8-e) New provider(s) is not left alone with a group of children			
until he/she completed the pre-service requirement and get	-		
completion notice from the program.			
(8-f) Center director informed all staffs about available	. /		
scheduled training sessions, workshops, seminars, or courses.			
(8-g) Provider(s) has met the required annual training hours.			
(8-f) Daily health-check recorded and is accessible for review	./		
by Child Care staffs/parents.	~		
(8-g) Enrolled children's documents (registration, health			
information, screening results, etc.) are filed individually (by			
each child).	-		
(8-h) Documents and information on all enrolled children are updated.	/		
(8-i) Daily, the DCCA/CCDF children enrolled have <u>timed-in</u> and <u>out</u> on their CCDF attendance sheet when being dropped	/		

Additional Notes:

Acknowledgement:
I,, 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: 10/10/20/9
Inspected & Reported By:    Sorylon   B. Julan     10/10/2019     Print & Sign   Date
Reviewed & Concurred By:  Gordon B. Salas  CCLP Supervisor  Date



#### CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



FILE COPY

Business Name: Gana Day Care Center	Physical Address: Koblerville
Primary Contact Person: Me Ae Kim (Ms.	
2 <sup>nd</sup> Contact Person:	
Date of Inspection: October 10, 2019	Inspector(s): Gordon B. Salas
Category(s): Licensed Provider ✓	Certified _ License-Exempt Provider
Type of Child Care Services (applies to	licensed providers):
<ul><li>✓ Part 200 (Day Care Center</li><li>✓ Part 300 (Family Child C</li><li>Part 400 (Infant and Tode</li></ul>	er, Group C.C. Home, and Before/After-Sch.) are Home) dler)
Type of Assessment: Preliminary _ R	enewal Monitoring/Visit Extension New Site _
Announced ✓	
Follow-up	Date of Previous Visit:
Capacity: Occupant Load 66	Actual Enrollment 39 as of 10/1/19
Age-Group (Occupant Load/Total Enrollment/	Present/Ages served youngest to oldest/# of Staffs per group):
	Toddlers// Ages Staff
K-3 <u>9 / 7 / 7</u> Ages <u>3 yrs.</u> Staff <u>1</u> K-4	
K-5/_/ AgesStaff Before/. * Teachers (Name of assigned staff per Age-Grow	After-Sch//_ Ages Staff up): Room 3 - K3. Ms. Lilybeth Castro.
Pre-Service Training: # of Newly Ap	Gm. Mi Ae Mi 10/16/2019  proved Provider: # of Provider Completed:
C.C. License#: <u>1096</u> Date of	issued: <u>12/27/2019</u> Expiration Date: <u>12/29/2019</u>
CCDF Certificate#: <u>004</u> Date of	issued: <u>12/29/2019</u> Expiration Date: 12/29/2019

**Staff Child Ratio** (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider met the Staff-Child Ratio for their K-3 Program in compliance with NMIAC §55-40.1-228 (d). Ms. Lilybeth Castro is the designated K-3 teacher. There are no code violations noted.

- (1) Electrical: The facility complies with all the electrical safety aspects. Therefore, there are no code violations noted.
- (2) Signage: Signs are visible and are posted in conspicuous areas of the center. Therefore, there are no code violations noted.
- (3) Emergency: Emergency equipment's are readily available at the center such as working telephone lines, smoke detectors, fire extinguishers, first aide kits, etc. However, for best practice, I strongly recommend that the first aid kit be replenished after each and every use. The first aide kit should contain the minimum inventory provided when purchased new. Furthermore, emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. Aside from the recommendation, there are no code violations noted.
- (4) Sanitary: For the most part, the K-3 room was free from foul orders. Refillable soap dispensers are readily available for the children and staff use. However, I do recommend that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. Lastly, periodic clean-up of the comfort room is also highly recommended. Because your center is licensed under both Part 200 and Part 400, you must abide by the following:

#### NMIAC §55-40.1-268 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a plan for regular cleaning shall be established to protect the health of the children and provider.
- (b) Toys, tabletops, furniture, and other similar equipment used by the children shall be washed daily. Plain soap and water shall be an adequate cleaning agent.

#### NMIAC §55-40.1-368 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a provision shall be made for regular cleaning of the premises to protect the health of the children and provider.
- (b) Storage of cleaning material shall be in a secured area which is inaccessible to the children.
- (c) There shall be a plan for regular cleaning of toys, table tops, furniture, and other similar equipment used by the children.
- (5) Outdoor: The center's outdoor playground is safe for the children enrolled. For now, the only playground equipment installed is a balance plank/beam. Although the playground itself is not gated or fenced, the entire center's compound is fenced.

Note: Pursuant to your DPW calculated and approved playground area, you have a total of 3,837.40 square feet of outdoor space. Based on this area, your center's playground can accommodate up to 51 children at the time. Please keep this in mind so as not to overcrowd the children during outdoor play activities.

- (6) Capacity: The indoor and outdoor space for the center complies with the requirements of NMIAC §55-40.1-272(d)(1)(i) and (2)(i). Therefore, there are no code violations noted.
- (7) **Health:** The children's health information and emergency contacts are available at the center. I observed proper hand washing procedure for the children as well as the provider in the course of my inspection. Therefore, there are no code violations noted.

- (8) Documents: The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.
- (9) Other: According to the center's Director (Ms. Jin), brushing of the children's teeth are not conducted at the center. Furthermore, children that are determined to be sick either upon arrival or after acceptance into the center are sent home by calling their parents or legal guardian for pick-up.

NOTE: Provider Assessment Monitoring checklist is available upon request.

1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	allable upon request.
Prepared By:  Gordon B. Salas  DCCA/CCLP Supervisor  Health & Safety Inspector	Date:
Concurred By:  Robert H. Hunter  DCCA Secretary	Date: 10/15/19
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### DCCA-CCLP/CCDF INSPECTION CHECKLIST



Business Name: Sana Day Care Cut	Physical Address: Kokslev: 14
Primary Contact Person: Me le kin (4)	Ja) Contact Number: 288-4970
2 <sup>nd</sup> Contact Person:	Email Address:
Date of Inspection: 10/10/19 9:15 am	Inspector(s): Sonden B. Aulan
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 66	Actual Enrollment 39 or of Outbber 1, 201
Age-Group (Occupant Load/Total Enrollment/# Present/Ages so Infants/#/_ Ages Staff Todd!  K-3/_	Staff   Staf
* Teachers (Name of assigned staff per Age-Group):  Room Mari Type of Child Care:  Day Care Center  Family C.C. Home	Chu License-Exempt Infant/Toddler
Pre-Service Training: # of Newly Approved Providence	ler: # of Provider Completed:
C.C. License#: 1096 Date of issued: 12	127/18 Expiration Date: 12/29/19
C.C. License#: 1096 Date of issued: 12/ CCDF Certificate#: 009 Date of issued: 12/	Expiration Date: $\frac{ 2/29/19 }{ 39/8 }$ Expiration Date: $\frac{ 2/29/19 }{ 39/8 }$
Grouping Clause Monitoring Inspection:	
(1) Electrical (3) Emergency (5) Outdoor	(7) Health (9) Other

(8) Documents

(4) Sanitary

CCLP/CCDF INSPECTION CHECKLIST: UPDATED Feb. 27, 2019

(2) Signage

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed			COMMENT
pathways, and there is no tripping hazard.	~		
(1-a) Fuse box is covered and out of children's reach.	<b>/</b>		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are	<b>V</b>		
covered or blocked off.			
(2) All updated facility's required documents are posted at			
visitor's view.			
(2-a) Provider's required documents are valid and posted in a	/		
conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	/		
(2-c) Emergency Evacuation Exit Plan is posted at every exit	-		
door and if relevant, at child's eye level.	~		
(2-d) Emergency contact numbers are posted near the working	-		
telephone (land-line).	~		
(2-e) DPW approved floor plan are posted in each enclosed	/		
room, specifying that particular room.	•		
(2-f) Children's allergy information is posted in the appropriate area.	/		
(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		1	
room.		~	
(3) Pwayidaw's Emanger on Pour			
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.	/		
(3-a) Provider submits revised EPRP within 5 calendar days			
after the changes and must follow-up for approval.			
(3-a) All caregivers are well-informed of their EPRP and their			
responsibilities in an event of an emergency/disaster.	~		
(3-b) Emergency drills are conducted and recorded monthly	/		last brill anduated on a mil
(3-c) Disaster drills are performed and noted every six months.			(25) 2 411 COURT ( 61) 9/4/1
(3-d) Recorded drills are accessible for visitors' review.			
(3-e) First-Aid kit is available and accessible.			needs replenishment
(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.	2/		
(3-k) Provider's alternative and designated evacuation sites are			
stated in their policy/handbook.	/		
(3-I) Families are informed with the provider's EPRP	1		
procedures.	~		
(3-m) Children's emergency contact information is updated	./		
and reviewed monthly.	V		

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.	/		CONTINEIVI
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumps, has no bad smell or any kind of scent, and are well maintained.	/		
(4-a) All cleaning chemical are stored out of the children's reach.	/		
(4-b) Facility is furnished with age appropriate items that are in good and safe condition.	/		
(4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).	<b>/</b>		seeds Cleaning
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	/		No brushing of flue
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		<b>/</b>	11
(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.	1		
<ul><li>(5-b) Playground is far from the main road.</li><li>(5-c) Playground is shaded and enclosed.</li></ul>	~	/	
(5-d) Outdoor items are age appropriate.	1Cin		Open style playgrand
(5-e) Non-child-proved equipment is stored out of the children's reach.	/		Balance plante - Not for Ball
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	/		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	_		
(7) Provider obtained enrolled children's health			
<b>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 (that scored in the dark area) are referred to the appropriate agencies.			
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	2		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	V		

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that	125	110	
are sick.		/	pide dilder are
(7-f) In the facility, children enrolled and staffs are free from			James Vene
tuberculosis.	/		
(7-g) Provider has updated health or food handler certificate.	1		
(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			. 1:
program 60 calendar days prior to its initial opening or to		/	Pending
the expiration date of C.C. License.			
(8-a) Receipt of updated facilities required documents 30		/	0 0
calendar days prior to its expiration date.		~	fending
(8-b) Providers' valid required documents are submitted to the			Pending Pending
program 30 calendar days prior to its expiration date.		V	Penling
(8-c) All new provider has completed the Pre-service Training			, ,
requirements 6 months from CCLP approving date.	_		
(8-d) New providers that are working on the Pre-service			
Training requirement is updating the program with completed			
topics.			
(8-e) New provider(s) is not left alone with a group of children			
until he/she completed the pre-service requirement and get			
completion notice from the program.			
(8-f) Center director informed all staffs about available			
scheduled training sessions, workshops, seminars, or courses.	~		
(8-g) Provider(s) has met the required annual training hours.	_		
(8-f) Daily health-check recorded and is accessible for review			
by Child Care staffs/parents.	~		
(8-g) Enrolled children's documents (registration, health			
information, screening results, etc.) are filed individually (by	~		
each child).			
(8-h) Documents and information on all enrolled children are	~		
updated.			
(8-i) Daily, the DCCA/CCDF children enrolled have timed-in	/		
and out on their CCDF attendance sheet when being dropped	V		
and picked up.			

Additional Notes:

Acknowledgement:			
I, M.	plained, and I will address th	ne Child Care staff(s) visit, informate deficiencies within the crucial	nation on time
Provider's Signature/Date:	(The	10/10/2019	
Inspected & Reported By:	Abole Print & Sign		
Reviewed & Concurred By: _	Gordon B. Salas CCLP Supervisor		-



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: Gar	na Day Care Center	Physical Address: <u>I</u>	<u>Koblerville</u>
Primary Contact Pe	erson: Me Ae Kim (Ms. Jin)	Contact Nu	mber: <u>288-4970</u>
2 <sup>nd</sup> Contact Person:		Email Addre	ess: limjs5223@gmail.com
Date of Inspection:	October 10, 2019	Inspector(s)	: <u>Gordon B. Salas</u>
Category(s):	Licensed Provider $\underline{\checkmark}$	Certified_ Li	cense-Exempt Provider
Type of Child Ca	re Services (applies to lice		
_√ Pa	rt 200 (Day Care Center, 0 rt 300 (Family Child Care rt 400 (Infant and Toddle	Home)	fore/After-Sch.)
Type of Assessme	ent: Preliminary _ Rene	wal _ Monitoring/Visit	Extension New Site
	Announced $\checkmark$	Unannounce	
	Follow-up _	Date of Previ	ous Visit:
Capacity:	Occupant Load <u>66</u>	Actual Enroll	ment <u>39 as of 10/1/19</u>
Age-Group (Occupa	ant Load/Total Enrollment/# Pro	esent/Ages served youngest to	oldest/# of Staffs per group):
	ges Staff		
K-3 _/_/_ Ages	Staff K-4/_	_/ Ages Staff _	
K-5/_/ Ages _ * Teachers (Name of Aurora Sanchez.	Staff Before/Aft f assigned staff per Age-Group):	er-Sch//_ Ages S	Staff Marichu Ligaspi and Ms.
	DEC	D	
Pre-Service Train	ing: # of Newly Appro		6/2019 # of Provider Completed:
C.C. License#: 10	Date of iss	ued: <u>12/27/2019</u>	Expiration Date: <u>12/29/2019</u>
CCDF Certificate#: 0	04 Date of iss	ued: 12/29/2019	Expiration Date: 12/29/2019

**Staff Child Ratio** (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider met the Staff-Child Ratio for their Toddler Program in compliance with NMIAC §55-40.1-228 (d). Ms. Marichu Legaspi and Ms. Aurora Sanchez are the designated toddler teachers. There are no code violations noted.

- (1) Electrical: The facility complies with all the electrical safety aspects. Therefore, there are no code violations noted.
- (2) Signage: Signs are visible and are posted in conspicuous areas of the center. Therefore, there are no code violations noted.
- (3) Emergency: Emergency equipment's are readily available at the center such as working telephone lines, smoke detectors, fire extinguishers, first aide kits, etc. However, for best practice, I strongly recommend that the first aid kit be replenished after each and every use. The first aide kit should contain the minimum inventory provided when purchased new. Furthermore, emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. Aside from the recommendation, there are no code violations noted.
- (4) Sanitary: For the most part, the toddler room was free from foul orders. Refillable soap dispensers are readily available for the children and staff use. However, I do recommend that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. Lastly, periodic clean-up of the comfort room is also highly recommended. Because your center is licensed under both Part 200 and Part 400, you must abide by the following:

#### NMIAC §55-40.1-268 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a plan for regular cleaning shall be established to protect the health of the children and provider.
- (b) Toys, tabletops, furniture, and other similar equipment used by the children shall be washed daily. Plain soap and water shall be an adequate cleaning agent.

#### NMIAC §55-40.1-368 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a provision shall be made for regular cleaning of the premises to protect the health of the children and provider.
- (b) Storage of cleaning material shall be in a secured area which is inaccessible to the children.
- (c) There shall be a plan for regular cleaning of toys, table tops, furniture, and other similar equipment used by the children.
- (5) Outdoor: With the exception of the infants and toddlers, the center's outdoor playground is safe for the children enrolled. For now, the only playground equipment installed is a balance plank/beam. Although the playground itself is not gated or fenced, the entire center's compound is fenced.
  - Note: Pursuant to your DPW calculated and approved playground area, you have a total of 3,837.40 square feet of outdoor space. Based on this area, your center's playground can accommodate up to 51 children at the time. Please keep this in mind so as not to overcrowd the children during outdoor play activities.
- (6) Capacity: The indoor and outdoor space for the center complies with the requirements of NMIAC §55-40.1-272(d)(1)(i) and (2)(i). Therefore, there are no code violations noted.
- (7) **Health:** The children's health information and emergency contacts are available at the center. I observed proper hand washing procedure for the children as well as the provider in the course of my inspection. Therefore, there are no code violations noted.

- (8) Documents: The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.
- (9) Other: According to the center's Director (Ms. Jin), brushing of the children's teeth are not conducted at the center. Furthermore, children that are determined to be sick either upon arrival or after acceptance into the center are sent home by calling their parents or legal guardian for pick-up.

NOTE: Provider Assessment Monitoring checklist is a	vailable upon request.
Prepared By:  Gordon B. Salas  DCCA/CCLP Supervisor  Health & Safety Inspector	Date: 10/10/19
Concurred By:  Robert H Hunter  DCCA Secretary	Date: 6 (5 (9)
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#### DCCA-CCLP/CCDF INSPECTION CHECKLIST



1 A	Care & Development				
Business Name: Day Care Louken Physical Address: Kobles  Primary Contact Person: Me de Kin (Un. Jin)  Contact Number: 288-	rille				
Primary Contact Person: Me de kin (Us. Jin) Contact Number: 288-					
2 <sup>nd</sup> Contact Person: Email Address: /im/s 5273@91	mail.com				
Date of Inspection: 18/10/19 9:15 our Inspector(s): South B. As	elor				
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 66 Actual Enrollment 39 or 1	Defiber 1, 201				
Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/# of Staffs per group):  Infants					
K-3// AgesStaff K-4// Ages	Staff				
K-5_/_/_AgesStaff Before/After-School_/_/Ages* Teachers (Name of assigned staff per Age-Group):  Reom#5- Infant Analysis	Staff				
Type of Child Care:					
Day Care Center Group C.C. Home Licens	e-Exempt _				
Family C.C. Home Infant/Toddler					
Pre-Service Training: # of Newly Approved Provider: # of Provider Complete	ed:				
C.C. License#: 1096 Date of issued: 12/22/2018 Expiration Date	e: 12/29/19				
C.C. License#: 1096 Date of issued: 12/22/2018 Expiration Date of issued: 12/22/2018 Expiration Date of issued: 12/22/2018	re: 12/29/19 re: 12/29/2019				
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	W.	/	No dectrical, loud present
pathways, and there is no tripping hazard.	14.	.~	in few infant soom.
(1-a) Fuse box is covered and out of children's reach.	-	~	No fure box in the word
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	/		0
covered of blocked off.			
(2) All updated facility's required documents are posted at			
visitor's view.			
(2-a) Provider's required documents are valid and posted in a			
conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view	1		
and at an appropriate area.	<b>'</b>		
(2-c) Emergency Evacuation Exit Plan is posted at every exit			not receiverily at the
door and if relevant, at child's eye level.			akildren en level
(2-d) Emergency contact numbers are posted near the working	/		Irested in RH 3 - K3
telephone (land-line).	-		adjust to the Infant wom
(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		-	However, according to the fealth, they are no allergien
appropriate area.	,		teally, ther are no othergier
(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.			
TOOM.			
(3) Provider's Emergency Preparedness and Response			
Plan (EPRP) is approved by Child Care Program.	~		
(3-a) Provider submits revised EPRP within 5 calendar days	./		
after the changes and must follow-up for approval.	~		
(3-a) All caregivers are well-informed of their EPRP and their	1		
responsibilities in an event of an emergency/disaster.	~/		
(3-b) Emergency drills are conducted and recorded monthly.	~		last dull was on 9/27/19
(3-c) Disaster drills are performed and noted every six months.			1, 1, 1
(3-d) Recorded drills are accessible for visitors' review.	1		
(3-e) First-Aid kit is available and accessible.	~		Reeds replentshing
(3-f) Medical items in the kit are valid/updated.	~/		
(3-g) Facility is equipped with necessary # of fire extinguisher	/		Hord frame dismonting
and are inspected as required.			
(3-h) Extinguishers are securely place in a safe and convenient	<b>V</b>		
space.  (3-i) Smoke detectors are properly installed at each needed	/		
area.	1		
(3-j) Facility is furnished with workable smoke alarms.	1		
(3-k) Provider's alternative and designated evacuation sites are	1		
stated in their policy/handbook.	~		
(3-l) Families are informed with the provider's EPRP	1		
procedures.	~		
(3-m) Children's emergency contact information is updated	. 1		
and reviewed monthly.	V		

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.	<b>/</b>		COMMENT
(4) Facility's indoor is clean and odor free. Indoor flooring			with the are to
is free from dirt and food crumps, has no bad smell or any kind of scent, and are well maintained.	<b>/</b>		few for an the flow
(4-a) All cleaning chemical are stored out of the children's reach.	<b>/</b>		,
(4-b) Facility is furnished with age appropriate items that are in good and safe condition.	<b>/</b>		
(4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).			However, lafenta are st.
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	V	/	no bruley fur the ishuk
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		1	no brushing for the infants
(4-f) All children's items are disinfected daily or as necessary.	<b>\</b>		
(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	<b>/</b>		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	/	V	
(5-b) Playground is far from the main road.	<b>\</b>		
(5-c) Playground is shaded and enclosed.		~	Open Agle playmony
(5-d) Outdoor items are age appropriate.			Bolancy not for infants
(5-e) Non-child-proved equipment is stored out of the children's reach.	/		7 /
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	1		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	<b>✓</b>		
(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).	1		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	/		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	1		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	1		

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		/	COMMENTS.
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	/		
(7-g) Provider has updated health or food handler certificate.	<b>V</b>		
(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).	1		
(7-h) Provider is subject to the Open-door policy.	<b>/</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.	N.	/	Rending
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		/	Rending
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.		~	Rending
(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.	<b>/</b>		
(8-i) Daily, the DCCA/CCDF children enrolled have <u>timed-in</u> and <u>out</u> on their CCDF attendance sheet when being dropped and picked up.	<b>/</b>		

Additional Notes:

Acknowledgement:		
I, Ki w \ Ki & 4  the discrepancies found are exgiven by the Child Care staff(	apiamed, and I will address the dem	d Care staff(s) visit, information on ciencies within the crucial time
Provider's Signature/Date:		10/10/2019
Inspected & Reported By:	Soyden B. Julian Print & Sign	/0/10/19 Date
Reviewed & Concurred By:	Gordon B. Salas CCLP Supervisor	18/16/19 Date



#### CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: Gana Day Care Center	Physical Address: Koblerville			
Primary Contact Person: Me Ae Kim (Ms. Jin)	Contact Number: 288-4970			
2 <sup>nd</sup> Contact Person:	Email Address: limjs5223@gmail.com			
Date of Inspection: October 10, 2019	Inspector(s): Gordon B. Salas			
Category(s): Licensed Provider ✓	Certified _ License-Exempt Provider			
Type of Child Care Services (applies to licen	sed providers):			
<ul> <li>✓ Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)</li> <li>✓ Part 300 (Family Child Care Home)</li> <li>Part 400 (Infant and Toddler)</li> </ul>				
Type of Assessment: Preliminary _ Renew	wal _ Monitoring/Visit _ Extension _ New Site _			
	Unannounced			
Follow-up _	Date of Previous Visit:			
Capacity: Occupant Load 66	Actual Enrollment 39 as of 10/1/19			
Age-Group (Occupant Load/Total Enrollment/# Pres	sent/Ages served youngest to oldest/# of Staffs per group):			
Infants <u>9 /4 /4 Ages <u>11-22 months</u> Staff <u>1</u> Toddlers// Ages Staff</u>				
K-3 _/_/_ Ages Staff				
K-5// AgesStaff Before/After-Sch/_/ AgesStaff * Teachers (Name of assigned staff per Age-Group): Room 5 - Infants. Ms. Analyn Vasquez.				
Pre-Service Training: # of Newly Approved Provider: # of Provider Completed:				
C.C. License#: 1096 Date of issu	ed: <u>12/27/2019</u> Expiration Date: <u>12/29/2019</u>			
CCDF Certificate#: 004 Date of issu	ed: <u>12/29/2019</u> Expiration Date: <u>12/29/2019</u>			

**Staff Child Ratio** (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider met the Staff-Child Ratio for their Infant Program in compliance with NMIAC §55-40.1-228 (d). Ms. Marichu Legaspi and Ms. Aurora Sanchez are the designated toddler teachers. There are no code violations noted.

- (1) Electrical: The facility complies with all the electrical safety aspects. Therefore, there are no code violations noted.
- (2) Signage: Signs are visible and are posted in conspicuous areas of the center. Therefore, there are no code violations noted.
- (3) Emergency: Emergency equipment's are readily available at the center such as working telephone lines, smoke detectors, fire extinguishers, first aide kits, etc. However, for best practice, I strongly recommend that the first aid kit be replenished after each and every use. The first aide kit should contain the minimum inventory provided when purchased new. Furthermore, emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. Lastly, in the course of my inspection, I discovered that it was very difficult to disengage the fire extinguisher from its safety strap. Therefore, I highly recommend that the safety strap be replaced. Aside from the recommendations, there are no code violations noted.
- (4) Sanitary: For the most part, the toddler room was free from foul orders. Refillable soap dispensers are readily available for the children and staff use. However, I do recommend that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. Lastly, periodic clean-up of the comfort room is also highly recommended. Because your center is licensed under both Part 200 and Part 400, you must abide by the following:

#### NMIAC §55-40.1-268 [Cleaning of Premises]

- (a) All necessary cleaning equipment shall be available on the premises and a plan for regular cleaning shall be established to protect the health of the children and provider.
- (b) Toys, tabletops, furniture, and other similar equipment used by the children shall be washed daily. Plain soap and water shall be an adequate cleaning agent.

#### NMIAC §55-40.1-368 [Cleaning of Premises]

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- (b) Storage of cleaning material shall be in a secured area which is inaccessible to the children.
- (c) There shall be a plan for regular cleaning of toys, table tops, furniture, and other similar equipment used by the children.
- (5) Outdoor: With the exception of the infants and toddlers, the center's outdoor playground is safe for the children enrolled. For now, the only playground equipment installed is a balance plank/beam. Although the playground itself is not gated or fenced, the entire center's compound is fenced.
  - Note: Pursuant to your DPW calculated and approved playground area, you have a total of 3,837.40 square feet of outdoor space. Based on this area, your center's playground can accommodate up to 51 children at the time. Please keep this in mind so as not to overcrowd the children during outdoor play activities.
- (6) Capacity: The indoor and outdoor space for the center complies with the requirements of NMIAC §55-40.1-272(d)(1)(i) and (2)(i). Therefore, there are no code violations noted.

- (7) **Health:** The children's health information and emergency contacts are available at the center. I observed proper hand washing procedure for the children as well as the provider in the course of my inspection. Therefore, there are no code violations noted.
- (8) Documents: The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.
- (9) Other: According to the center's Director (Ms. Jin), brushing of the children's teeth are not conducted at the center. Furthermore, children that are determined to be sick either upon arrival or after acceptance into the center are sent home by calling their parents or legal guardian for pick-up.

the center are sent home by calling their parents or	ed to be sick either upon arrival or after ac legal guardian for pick-up.
NOTE: Provider Assessment Monitoring checklist is a	
Prepared By:  Cordon B. Salás  DCCA/CCLP Supervisor  Health & Safety Inspector	Date: 10/10/19
Concurred By:  Robert H. Hunter  DCCA Secretary	Date: 10 (5/19
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