

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.	✓		
(1-a) Fuse box is covered and out of children's reach.	✓		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
(2) All updated facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	✓		
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	✓		
(2-f) Children's allergy information is posted in the appropriate area.	✓		
(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 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.	✓		<i>Last drill was on 9/27/19</i>
(3-c) Disaster drills are performed and noted every six months.	✓		
(3-d) Recorded drills are accessible for visitors' review.	✓		
(3-e) First-Aid kit is available and accessible.	✓		<i>Needs replenishment</i>
(3-f) Medical items in the kit are valid/updated.	✓		
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	✓		
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
(3-i) Smoke detectors are properly installed at each needed area.	✓		
(3-j) Facility is furnished with workable smoke alarms.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information is updated and reviewed monthly.	✓		


HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.		✓	The floor need cleaning.
(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).	✓		Comfort room needs daily clean - up
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	✓		No tooth brushes - not conducted @ fire center
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		✓	Brushing in not conducted 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 equipment are free from sharp edges, and rust.	✓		
(5-b) Playground is far from the main road.	✓		
(5-c) Playground is shaded and enclosed.		✓	Open style playground
(5-d) Outdoor items are age appropriate.	✓		Balance plank
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.		✓	14 children - 1 staff
(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.	✓		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	✓		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	✓		


HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		✓	Children are sent home
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.	✓		
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.		✓	Pending
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		✓	Pending
(8-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.			
(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 and picked up.	✓		

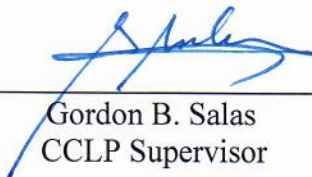
Additional Notes: *Meat checker in the dish rack*

Acknowledgement:

I, RENDA H. CASTRO, 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:  10.10.19

Inspected & Reported By:  10/10/19
Print & Sign Date

Reviewed & Concurred By:  10/10/19
Gordon B. Salas Date
CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



FILE COPY

Business Name: Gana Day Care Center

Physical Address: Koblerville

Primary Contact Person: Me Ae Kim (Ms. Jin)

Contact Number: 288-4970

2nd 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 licensed providers):

- Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)
- Part 300 (Family Child Care Home)
- Part 400 (Infant and Toddler)

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 10/1/19

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants ___/___/___ Ages _____ Staff ___ Toddlers ___/___/___ Ages _____ Staff ___

K-3 ___/___/___ Ages _____ Staff ___ K-4 ___/___/___ Ages _____ Staff ___

K-5 ___/___/___ Ages _____ Staff ___ Before/After-Sch. 19/14/14 Ages 5 yrs. and older
Staff 1

* Teachers (Name of assigned staff per Age-Group): Room 1 - Before and After School Program. Ms. Renzy Castro and Ms. Melody Gabionza (Absent at the time I conducted the inspection).

APPROVED

Kim. Mi Ae

10/16/19

Pre-Service Training: # of Newly Approved Provider: ___ # of Provider Completed: ___

C.C. License#: 1096 Date of issued: 12/27/2019 Expiration Date: 12/29/2019

CCDF Certificate#: 004 Date of issued: 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 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			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 aid 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 traffic laws.
- (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 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: 10/15/19

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DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Sana Day Care Center
Primary Contact Person: Ms. De Kim (Ms. Jin)
2nd Contact Person: _____

Physical Address: Koblenville
Contact Number: 288-4970

Date of Inspection: 10/10/19 9:15 am

Email Address: limjs5223@gmail.com

Category(s): Licensed Provider

Inspector(s): Jordan B. Salas

License-Exempt Provider

Type of Assessment: Preliminary Renewal
Announced
Follow-up

Monitoring/Visit Extension New Site
Unannounced

Date of Previous Visit: _____

Capacity: Occupant Load 66

Actual Enrollment 39 as of October 1, 2019

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants / / Ages _____ Staff _____

Toddlers / / Ages _____ Staff _____

K-3 / / Ages _____ Staff _____

K-4 14/5/5 Ages 4 yrs. Staff 1

K-5 14/3/3 Ages 5 yrs. Staff 1

Before/After-School / / Ages _____ Staff _____

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

Roan #2 - K4/5
Risa Pasaylo

Type of Child Care:

Day Care Center

Group C.C. Home

License-Exempt

Family C.C. Home

Infant/Toddler

Pre-Service Training: # of Newly Approved Provider: _____

of Provider Completed: _____

C.C. License#: 1096 Date of issued: 12/27/2018

Expiration Date: 12/29/19

CCDF Certificate#: 004 Date of issued: 12/29/2018

Expiration Date: 12/29/19

Grouping Clause Monitoring Inspection:

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

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.	✓		
(1-a) Fuse box is covered and out of children's reach.	✓		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
(2) All updated facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	✓		
(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 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.	✓		
(3-c) Disaster drills are performed and noted every six months.			last drill was on 9/27/19
(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.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information is updated and reviewed monthly.	✓		

HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, 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).	✓		Periodic cleaning is accumulated
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	✓		No brushing of the pail.
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		✓	"
(4-f) All children's items are disinfected daily or as necessary.	✓		
(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	✓		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	✓		
(5-b) Playground is far from the main road.	✓		
(5-c) Playground is shaded and enclosed.		✓	Open style playground
(5-d) Outdoor items are age appropriate.	✓		Balanced plants
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	✓		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	✓		
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	✓		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	✓		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	✓		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	✓		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	✓		

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		✓	Children that are sick are sent home.
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.	✓		
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.		✓	Pending
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		✓	Pending
(8-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.			<hr/>
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.			<hr/>
(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.			<hr/>
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	✓		
(8-f) Provider(s) has met the required annual training hours.			<hr/>
(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 and picked up.	✓		

Additional Notes:

Acknowledgement:

I, Riza D. Pasayko 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: Riza D. Pasayko 10/10/19

Inspected & Reported By: Gordon B. Salas 10/10/2019
Print & Sign Date

Reviewed & Concurred By: Gordon B. Salas 10/10/2019
Gordon B. Salas Date
CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



FILE COPY

Business Name: Gana Day Care Center

Physical Address: Koblerville

Primary Contact Person: Me Ae Kim (Ms. Jin)

Contact Number: 288-4970

2nd 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 licensed providers):

- Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)
- Part 300 (Family Child Care Home)
- Part 400 (Infant and Toddler)

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 10/1/19

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants / / Ages Staff Toddlers / / Ages Staff

K-3 / / Ages Staff K-4 14/5/5 Ages 4 yrs. Staff 1

K-5 14/3/3 Ages 5 yrs. Staff 1 Before/After-Sch. / / Ages Staff

* Teachers (Name of assigned staff per Age-Group): Room 2 - K4/K5. Ms. Riza Pasaylo.

RECEIVED

Kim. Mi Ae (tw)

10/16/19

Pre-Service Training: # of Newly Approved Provider: _____ # of Provider Completed: _____

C.C. License#: 1096 Date of issued: 12/27/2019 Expiration Date: 12/29/2019

CCDF Certificate#: 004 Date of issued: 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 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 available 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: 10/15/19

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HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.	✓		
(1-a) Fuse box is covered and out of children's reach.	✓		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
(2) All updated facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	✓		
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	✓		
(2-f) Children's allergy information is posted in the appropriate area.	✓		
(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 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 on 9/27/19
(3-c) Disaster drills are performed and noted every six months.			
(3-d) Recorded drills are accessible for visitors' review.	✓		
(3-e) First-Aid kit is available and accessible.	✓		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.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information is updated and reviewed monthly.	✓		

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

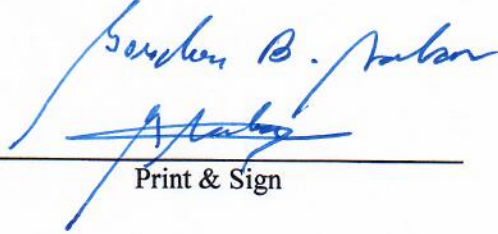
HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		✓	<i>Sick children are sent home.</i>
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.	✓		
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.		✓	<i>Pending</i>
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		✓	<i>Pending</i>
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.		✓	<i>Pending</i>
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.			<hr/>
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.			<hr/>
(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.			<hr/>
(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.			<hr/>
(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 and picked up.	✓		

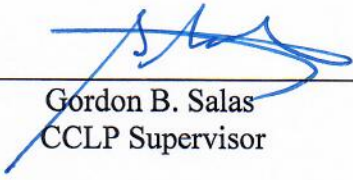
Additional Notes:

Acknowledgement:

I, Kim Mi Ae, 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:  10/10/2019

Inspected & Reported By:  10/10/2019
Print & Sign Date

Reviewed & Concurred By:  10/10/2019
Gordon B. Salas Date
CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



FILE COPY

Business Name: Gana Day Care Center

Physical Address: Koblerville

Primary Contact Person: Me Ae Kim (Ms. Jin)

Contact Number: 288-4970

2nd 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 licensed providers):

- Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)
- Part 300 (Family Child Care Home)
- Part 400 (Infant and Toddler)

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 10/1/19

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants / / Ages _____ Staff Toddlers / / Ages _____ Staff

K-3 9/7/7 Ages 3 yrs. Staff 1 K-4 / / Ages _____ Staff _____

K-5 / / Ages _____ Staff _____ Before/After-Sch. / / Ages _____ Staff _____

* Teachers (Name of assigned staff per Age-Group): Room 3 - K3. Ms. Lilybeth Castro.

RECEIVED

Kim. Mi Ae (Signature)

10/16/2019

Pre-Service Training: # of Newly Approved Provider: _____ # of Provider Completed: _____

C.C. License#: 1096

Date of issued: 12/27/2019

Expiration Date: 12/29/2019

CCDF Certificate#: 004

Date of issued: 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 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.

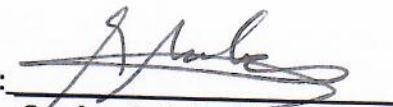
Note: Pursuant to your DPW calculated and approved playground area, you have a total of **3,837.40 square feet** of outdoor space. Based on this area, **your center's playground can accommodate up to 51 children at the time.** Please keep this in mind so as not to overcrowd the children during outdoor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

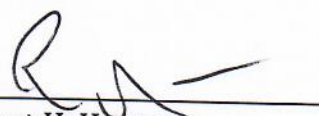
(8) **Documents:** The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.

(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.

Prepared By: 
Gordon B. Salas
DCCA/CCLP Supervisor
Health & Safety Inspector

Date: 10/10/19

Concurred By: 
Robert H. Hunter
DCCA Secretary

Date: 10/15/19

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HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.	✓		
(1-a) Fuse box is covered and out of children's reach.	✓		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
(2) All updated facility's required documents are posted at visitor's view.	✓		
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	✓		
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	✓		
(2-f) Children's allergy information is posted in the appropriate area.	✓		
(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 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.	✓		<i>last drill conducted on 9/27/19</i>
(3-c) Disaster drills are performed and noted every six months.	✓		
(3-d) Recorded drills are accessible for visitors' review.	✓		
(3-e) First-Aid kit is available and accessible.	✓		<i>Needs replenishment</i>
(3-f) Medical items in the kit are valid/updated.	✓		
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	✓		
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
(3-i) Smoke detectors are properly installed at each needed area.	✓		
(3-j) Facility is furnished with workable smoke alarms.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information is updated and reviewed monthly.	✓		

HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, 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).	✓		<i>Needs cleaning</i>
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	✓		<i>No brushing at fire center</i>
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		✓	"
(4-f) All children's items are disinfected daily or as necessary.	✓		
(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	✓		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	✓		
(5-b) Playground is far from the main road.	✓		
(5-c) Playground is shaded and enclosed.		✓	
(5-d) Outdoor items are age appropriate.	✓	✓	<i>Open style playground Balance plank - not for toddlers.</i>
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	✓		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	✓		
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	✓		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	✓		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	✓		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	✓		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	✓		

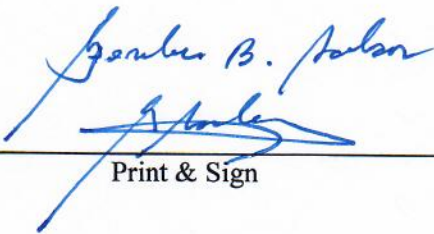
HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		✓	<i>pick children are sent home</i>
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.	✓		
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.		✓	<i>Pending</i>
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		✓	<i>Pending</i>
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.		✓	<i>Pending</i>
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.			<hr/>
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.			<hr/>
(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.			<hr/>
(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.			<hr/>
(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 and picked up.	✓		

Additional Notes:

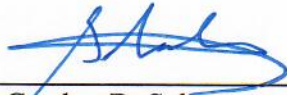
Acknowledgement:

I, Kim-Mi Ae, 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:  10/10/2019

Inspected & Reported By: 
Print & Sign

10/10/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor

10/10/19
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. Jin)

Contact Number: 288-4970

2nd 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 licensed providers):

- Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)
- Part 300 (Family Child Care Home)
- Part 400 (Infant and Toddler)

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 10/1/19

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants / / Ages _____ Staff Toddlers 15/9/9 Ages 2 yrs. Staff 2
 K-3 / / Ages _____ Staff K-4 / / Ages _____ Staff
 K-5 / / Ages _____ Staff Before/After-Sch. / / Ages _____ Staff

* Teachers (Name of assigned staff per Age-Group): Room 4 - Toddlers. Ms. Marichu Ligaspi and Ms. Aurora Sanchez.

RECEIVED

Kim. Mi Ae (signature) 10/16/2019

Pre-Service Training: # of Newly Approved Provider: # of Provider Completed:

C.C. License#: 1096 Date of issued: 12/27/2019 Expiration Date: 12/29/2019

CCDF Certificate#: 004 Date of issued: 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 aid 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.

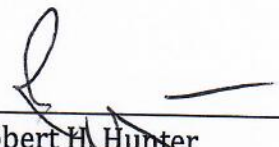
(8) **Documents:** The Provider's Child Care License expires on December 29, 2019. Therefore, there are no code violations noted.

(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 available 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: 10/15/19

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DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Sana Day Care Center
Primary Contact Person: Me de Kim (Ms. Jim)

Physical Address: Kobleville
Contact Number: 288-4970

2nd Contact Person: _____

Email Address: limjs5233@gmail.com

Date of Inspection: 10/10/19 9:15 am

Inspector(s): Sandra B. Nolan

Category(s): Licensed Provider

License-Exempt Provider

Type of Assessment: Preliminary Renewal
Announced
Follow-up

Monitoring/Visit Extension New Site
Unannounced
Date of Previous Visit: _____

Capacity: Occupant Load 66

Actual Enrollment 39 as of October 1, 2019

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants 9/4/4 Ages 11-22 months Staff 1

Toddlers ___/___/___ Ages _____ Staff _____

K-3 ___/___/___ Ages _____ Staff _____

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

K-5 ___/___/___ Ages _____ Staff _____

Before/After-School ___/___/___ Ages _____ Staff _____

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

Room #5 - Infant Analyn Barquez

Type of Child Care:

Day Care Center
Family C.C. Home

Group C.C. Home License-Exempt
Infant/Toddler

Pre-Service Training: # of Newly Approved Provider: _____

of Provider Completed: _____

C.C. License#: 1096

Date of issued: 12/22/2018

Expiration Date: 12/29/19

CCDF Certificate#: 004

Date of issued: 12/29/2018

Expiration Date: 12/29/2019

Grouping Clause Monitoring Inspection:

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

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not cross pathways, and there is no tripping hazard.	✓	✓	No electrical cord present in the infant room.
(1-a) Fuse box is covered and out of children's reach.		✓	No fuse box in the room.
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
(2) All updated facility's required documents are posted at visitor's view.			
(2-a) Provider's required documents are valid and posted in a conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	✓		
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	✓		not necessary at the children's eye level
(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		located in R#3, K3 adjacent to the infant room
(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.		✓	However, according to the teacher, there are no allergies.
(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 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 on 9/27/19
(3-c) Disaster drills are performed and noted every six months.			
(3-d) Recorded drills are accessible for visitors' review.	✓		
(3-e) First-Aid kit is available and accessible.	✓		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.	✓		Had fire disarming
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
(3-i) Smoke detectors are properly installed at each needed area.	✓		
(3-j) Facility is furnished with workable smoke alarms.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information is updated and reviewed monthly.	✓		

HEALTH & SAFETY	YES	NO	COMMENT
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		<i>with the exception of a few toys on the floor</i>
(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).	✓		<i>However, infants are still in diapers</i>
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.		✓	<i>no brushing for the infants</i>
(4-e) Children's toothbrush is covered individually and stored separately in standing position.		✓	<i>no brushing for the infants</i>
(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.	✓		
(5-c) Playground is shaded and enclosed.		✓	
(5-d) Outdoor items are age appropriate.		✓	<i>Open style playground balance not for infants</i>
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	✓		
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	✓		
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	✓		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	✓		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	✓		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	✓		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.	✓		

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		✓	Children are sent home.
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.	✓		
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.	<i>PC</i>	✓	Pending
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		✓	Pending
(8-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.	<hr/>		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	<hr/>		
(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.	<hr/>		
(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.	<hr/>		
(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 and picked up.	✓		

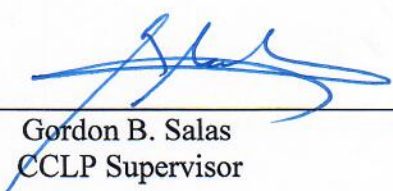
Additional Notes:

Acknowledgement:

I, Kim-Ni Ae, 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:  10/10/2019

Inspected & Reported By:  10/10/19
Print & Sign Date

Reviewed & Concurred By:  10/10/19
Gordon B. Salas Date
CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



FILE COPY

Business Name: Gana Day Care Center

Physical Address: Koblerville

Primary Contact Person: Me Ae Kim (Ms. Jin)

Contact Number: 288-4970

2nd 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 licensed providers):

- Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)
- Part 300 (Family Child Care Home)
- Part 400 (Infant and Toddler)

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 10/1/19

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/ # of Staffs per group):

Infants 9 / 4 / 4 Ages 11-22 months Staff 1 Toddlers / / Ages Staff

K-3 / / Ages Staff K-4 / / Ages Staff

K-5 / / Ages Staff Before/After-Sch. / / Ages Staff

* Teachers (Name of assigned staff per Age-Group): Room 5 - Infants. Ms. Analyn Vasquez.

RECEIVED

Kim.Mi Ae

10/16/2019

Pre-Service Training: # of Newly Approved Provider: _____ # of Provider Completed: _____

C.C. License#: 1096

Date of issued: 12/27/2019

Expiration Date: 12/29/2019

CCDF Certificate#: 004

Date of issued: 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 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]

- (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.

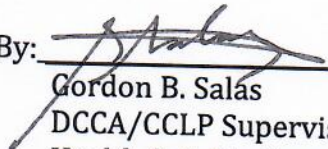
- (5) **Outdoor:** With the exception of the infants and toddlers, the center's outdoor playground is safe for the children enrolled. For now, the only playground equipment installed is a balance plank/beam. Although the playground itself is not gated or fenced, the entire center's compound is fenced.

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 available 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: 10/15/19

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