



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Korean Community

Physical Address: San Antonio

Primary Contact Person: Mr. Jin Koo Cho

Contact Number: _____

2nd Contact Person: _____

Email Address: sinclair9665@hotmail.com

Date of Inspection: September 12, 2019

Inspector(s): Edwin L. Basto

Category(s): Licensed Provider

License-Exempt Provider

Type of Assessment: Preliminary Renewal Monitoring/Visit Extension New Site

Announced

Unannounced

Follow-up

Date of Previous Visit: _____

Capacity: Occupant Load _____

Actual Enrollment _____

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

Infants / / Ages _____ Staff Toddlers 82/ /06/06 Ages 01-02 yrs old Staff 02

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):
• Mrs. Cha Hee Hong and Ms. Hachun Kim
• 06 Enrolled (1-2 years old)

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#: 1056 Date of issued: 06/14/2019

Expiration Date: 09/14/2019

CCDF Certificate#: _____ Date of issued: _____

Expiration Date: _____

Grouping Clause Monitoring Inspection:

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

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).		✓	No Emergency contact posted.
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.		✓	No DPW floor plan posted.
(2-f) Children's allergy information is posted in the appropriate area.	N/A		
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	✓		
(2-h) Alternate staff schedule are posted at the designated room.	N/A		
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.		✓	Center does not have any EPRP.
(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.		✓	No Emergency or Disaster drills conducted or recorded.
(3-c) Disaster drills are performed and noted every six months.		✓	
(3-d) Recorded drills are accessible for visitors' review.		✓	
(3-e) First-Aid kit is available and accessible.	✓		
(3-f) Medical items in the kit are valid/updated.	✓		
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	✓		
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
(3-i) Smoke detectors are properly installed at each needed area.	✓		
(3-j) Facility is furnished with workable smoke alarms.			Smoke detector is wired throughout the facility. Unable to test unit.
(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

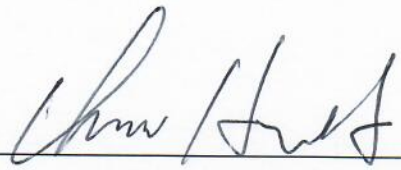
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.		✓	Center does not conduct drills.
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		
(4-a) All cleaning chemical are stored out of the children's reach.		✓	One gallon of bleach and 2 insect repellent (Raid) was place beneath the kitchen sink within the children's reach.
(4-b) Facility is furnished with age appropriate items that are in good and safe condition.	✓		
(4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).	✓		
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	✓		
(4-e) Children's toothbrush is covered individually and stored separately in standing position.	✓		
(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.	✓		
(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.	N/A		
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.	✓		
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	N/A		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	N/A		
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	N/A		
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.		✓	Daily health check conducted but not recorded.
HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.		✓	When the children are sick while in care, parents are called to pick-up their child.
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		

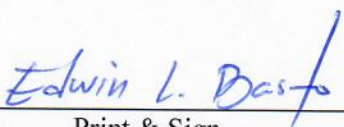
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.	✓		
(8) Valid required 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.		✓	3 Provisional License issued, to allow the center time to submit all pending documents.
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		✓	3 Provisional License issued, to allow the center time to submit all pending documents.
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.		✓	
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.	N/A		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	N/A		
(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.		✓	No records kept at the center. Records is giving to Mr. Cho.
(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 CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	N/A		

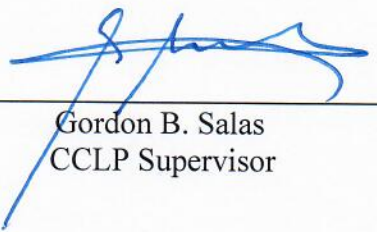
Additional Notes:

Acknowledgement:

I, CHA MEE HONG, 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:  09/12/2019

Inspected & Reported By:  9/12/19
Print & Sign Date

Reviewed & Concurred By:  9/20/2019
Gordon B. Salas Date
CCLP Supervisor



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT

E-COPI

Provider's Name: Korean Community **Physical Address:** San Antonio

Contact Person: Mr. Jin Koo Cho **Contact Number:** _____

Type of Child Care Services:

Center: Group Home: Family Home: Infant/Toddler

Type of Assessment:

Preliminary: Renewal: Monitoring: Extension New Site

Announced: Unannounced:

Follow-Up: Date of Previous Visit: _____

CCLP#: 1056 **Date of issued:** 06/14/2019 **Expiration Date:** 09/14/2019 **Capacity:** 82

Date of Assessment: September 12, 2019

Assessed By: Edwin L. Basto/Rita Olopai

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

- Mrs. Cha Hee Hong and Ms. Hachun Kim
- 06 Enrolled (1-2 years old)


- (1) **Electrical:** All outlets are properly secured with Safety plugs. *No Discrepancy Noted.*
- (2) **Signage:** All facility required signs are posted on each needed area. *No Discrepancy Noted.*
- (3) **Emergency:** As per Ms. Hong, emergency and disaster drills are conducted and recorded. However, the records are not kept at center. Ms. Hong stated that she turned in the records to Mr. Cho. *Recommendation:* Emergency and Disaster drills records must be kept in the center and available for review when requested by parents or CCLP's staff.
- (4) **Sanitary:** Classroom was clean and organized at the time of inspection. *No Discrepancy Noted.*
- (5) **Outdoor:** Outdoor playground is secured and far away from the main road. *No Discrepancy Noted.*
- (6) **Capacity:** I was not able to verify the capacity for each room. No DPW floor plan posted in each classroom. *Recommendation:* Must have an approved DPW floor plan posted in each classroom and highlight that particular room.

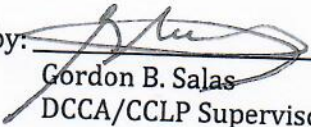
received by

Jin Koo Cho 9/20/2019

- (7) **Health:** I found 1 gallon of bleach and two insect repellent (raid) in the kitchen area underneath the sink within the children's reach. In Addition to health, daily health check is not recorded. As per Ms. Hong, she conducts her daily health check but does not record. *Recommendation:* All corrosive items must be place on a higher shelf or when place in a lower level, it must be secured in a cabinet with a child safety lock.
- (8) **Documents:** Noncompliance with the 60 days requirement to submit renewal application. A provisional license was issued to allow more time for the center to submit their pending documents. *Recommendation:* Center must monitor license expiration and to comply with the 60 days requirement.
- (9) **Other:** I was not able to inspect and test the smoke detector because it is wired throughout the building. However, the lights were blinking.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  9/19/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  9/20/19
Gordon B. Salas
DCCA/CCLP Supervisor