



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Golden Harvest Day Care

Physical Address: San Jose

Primary Contact Person: Mariela Deso

Contact Number: 285-0611/4655/287-8052 (M)

2nd Contact Person: Jennifer Reyes

Email Address: ghisanddc@gmail.com

Date of Inspection: 09.12.19

Inspector(s): Ed / Rit

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 \_\_\_\_\_

Actual Enrollment \_\_\_\_\_

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

Infants 15/15 Ages 7-27 mos. Staff 4 Toddlers 12/7/7 Ages 2y3m-3yrs. Staff 1

K-3 1/1 Ages Combined Staff K-3 K-4 15/12/12 Ages 3y-4y5m Staff 3

K-5 9/9/1 Ages 4y6m-5yrs Staff 1 Before/After-School 17/17 Ages 5y6m-13y Staff 2

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

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: 9

# of Provider Completed: 1

C.C. License#: 1050/1051 Date of issued: 03/21/19

Expiration Date: 03/31/20

CCDF Certificate#: C-005 Date of issued: 03.31.19

Expiration Date: 03.31.20

### Grouping Clause Monitoring Inspection:

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

<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
<b>(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.</b>	✓		
<b>(1-a) Fuse box is covered and out of children's reach.</b>	✓		
<b>(1-b) Indoor &amp; outdoor outlets at a height of 7 ft. &amp; below are covered or blocked off.</b>	✓		
<b>(2) All updated facility's required documents are posted at visitor's view.</b>	✓		
<b>(2-a) Provider's required documents are valid and posted in a conspicuous area.</b>	✓		
<b>(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.</b>	✓		
<b>(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).</b>	✓		
<b>(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.</b>	✓		
<b>(2-f) Children's allergy information is posted in the appropriate area.</b>	N/A		No of the enrolled children has allergies
<b>(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.</b>	✓		
<b>(2-h) Alternate staff schedule are posted at the designated room.</b>	N/A		Most of the staffs are assigned to particular age-group.
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>	✓		
<b>(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.</b>	✓		
<b>(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.</b>	✓		
<b>(3-b) Emergency drills are conducted and recorded monthly.</b>	✓		} as per provider
<b>(3-c) Disaster drills are performed and noted every six months.</b>	✓		
<b>(3-d) Recorded drills are accessible for visitors' review.</b>			Not observed
<b>(3-e) First-Aid kit is available and accessible.</b>	✓		
<b>(3-f) Medical items in the kit are valid/updated.</b>	✓		
<b>(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.</b>	✓		
<b>(3-h) Extinguishers are securely place in a safe and convenient space.</b>	✓		
<b>(3-i) Smoke detectors are properly installed at each needed area.</b>	✓		
<b>(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.</b>	✓		as an attachment to Parents Handbook
<b>(3-l) Families are informed with the provider's EPRP procedures.</b>	✓		
<b>(3-m) Children's emergency contact information is updated and reviewed monthly.</b>	✓		

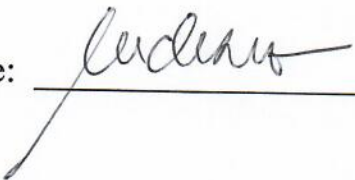
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell 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.	✓		
(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.		/	However, it is fenced in.
(5-c) Playground is shaded and enclosed.	✓		
(5-d) Outdoor items are age appropriate.			Not observed → Equipment are stored away
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		due to the weather (rain)
(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.			Provider informed that 5 children are renewing their immunizations when she asked, we informed that as long as the immun. card is valid it does not matter if it states the school name instead of the center.
(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.			

<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
(7-e) Comfortable room is provided for enrolled children that are sick.	/		
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	/		
(7-g) Provider has updated health or food handler certificate.	/		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).			
(7-h) Provider is subject to the Open-door policy.	/		
<b>(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.</b>	/		
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.	/		
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.	/		
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.	/		Processing the submitted certificates. However, 1 new staff has completed the Pre-Service Training.
(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).			Not observed
(8-h) Documents and information on all enrolled children are updated.	/		as per provider.
(8-i) Daily, the CCDF children enrolled have <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.	/		

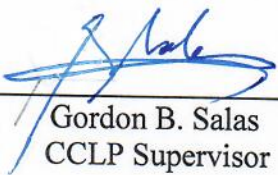
Additional Notes:

**Acknowledgement:**

I, MANUELA DESSA, 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:  Sept-12, 2019

Inspected & Reported By:  09.12.19  
Print & Sign Date

Reviewed & Concurred By:  9/25/2019  
Gordon B. Salas Date  
CCLP Supervisor



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



RECEIVED  
9/24/19

**Provider's Name:** GOLDEN HARVEST INTERNATIONAL DAY CARE

**Physical Address:** San Jose (Oleai) Village

**Contact Person:** Maricar I. Deseo (Site Director)

**Contact Number:** (670) 235-0611

**2<sup>nd</sup> Contact Person:** Jennifer P. Reyel (Sch. Principal)

**Email Address:** ghisanddc@gmail.com

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

**Type of Assessment:**

**Preliminary:**     **Renewal:**     **Monitoring:**     **Extension:**     **New Site:**

**Announced:**       **Unannounced:**

**CCLP#:** 1050-51    **Date of issued:** 03/21/19    **Expiration Date:** 03/21/20    **Capacity:** 93 Occupants

**CCDF Cert #:** C-005      **Expiration Date:** March 31, 2020

**Date of Assessment:** September 12, 2019

**Assessed By:** Rita Olopai & Edwin Basto

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

There were sufficient number of staffs provided to the number of children present in each age-group.

**Infant Room** – There are fifteen infants between the ages of 7 to 27 months and all are present cared by four staffs.

**Toddler Room** – Room capacity of 12, seven toddlers ages from 2 years 3 months to 3 years old enrolled and all are present for the day with 1 staff.

**Pre-Schoolers Room** – can hold 15 occupant loads, twelve 3 to 4 years and 5 months enrolled and are present supervised by 3 staffs.

**Kindergarten Room** – with 9 capacity is filled with nine enrolled children ages 4 years and 6 months to 5 years old and are supervised by 1 staff.

**Before/After School Room** – The room capacity is 17 and occupied with seventeen enrolled 5 years and 6 months to 13 years.


(1) **Electrical:** No discrepancies found.


(2) **Signage:** No insufficiencies.

(3) **Emergency:** Provider informed that they do conduct and record their monthly drills. However, due to the lack of time, it was not reviewed.

- (4) **Sanitary:** No deficiencies to report.
- (5) **Outdoor:** No insufficiencies found.
- (6) **Capacity:** No report of discrepancies. Review "Staff/Child Ratio" above.
- (7) **Health:** No discrepancies found. However, provider informed that 5 children are processing renewal of their immunization and she was asking if the card has to state the center's name or provider can allow submission of their child's immunization card with their school name. An explanation was given that CCLP will honor the card even with the school name on it, as long as it is valid.
- (8) **Documents:** Pre-service training applies to 9 of the new staffs at Golden Harvest. I informed the provider that 1 of the new staff has completed the Pre-service and 8 of them are still pending.
- (9) **Other:**

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

Prepared By:  09.24.19  
Rita N. Olopai  
DCCA/CCLP Health & Safety Inspector

Concurred by:  9/24/2019  
Gordon B. Salas  
DCCA/CCLP Supervisor