



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Smart Start Nurturing Center Physical Address: Navy Hill

Primary Contact Person: Angelina Villagomez Contact Number: _____

2nd Contact Person: Albina Paman Email Address: linasaipan@aol.com

Date of Inspection: September 23, 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 37 Actual Enrollment 13

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-School 18/13/13 Ages 3-4yrs old Staff 03

* Teachers (Name of assigned staff per Age-Group): * Ms. Faith Nalam
* Ms. Beda Cabrera
* Ms. Ruby Legaspi

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#: 1099 Date of issued: 03/09/2019 Expiration Date: 03/09/2020

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.		✓	Health/Food Handler not posted.
(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.	N/A		
(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.	✓		
(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.	✓		
(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

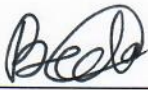
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		
(4-a) All 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.	✓		
(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.		✓	Not far from the main road. However, it's secured with a chain-linked fence.
(5-c) Playground is shaded and enclosed.	✓		
(5-d) Outdoor items are age appropriate.	✓		
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the 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).	✓		
(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.	N/A		
(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.	✓		
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.	✓		
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.	✓		
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.	✓		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	✓		
(8-e) New provider(s) is not left alone with a group of children until he/she completed the pre-service requirement and get completion notice from the program.	✓		
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	✓		
(8-g) Provider(s) has met the required annual training hours.	✓		
(8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.	✓		
(8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).	✓		
(8-h) Documents and information on all enrolled children are updated.	✓		
(8-i) Daily , the CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	✓		

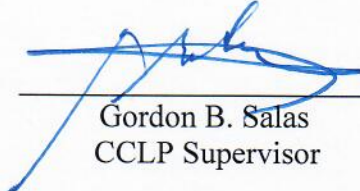
Additional Notes:

Acknowledgement:

I, Beda Cabrera, 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:  09/23/19

Inspected & Reported By:  9/23/19
Print & Sign Date

Reviewed & Concurred By:  9/27/2019
Gordon B. Salas Date
CCLP Supervisor



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

Provider's Name: Smart Start Nurturing Center **Physical Address:** Navy Hill

Contact Person: Angelina Villagomez **Contact Number:** 233-0800

Type of Child Care Services:

Center: Group Home: Family Home: Infant/Toddler

Type of Assessment:

Preliminary: Renewal: Monitoring: Extension: New Site:

Announced: Unannounced:

Follow-Up: Date of Previous Visit: _____

CCLP#: 1099 **Date of issued:** 03/09/2019 **Expiration Date:** 03/09/2020 **Capacity:** 18

Date of Assessment: September 23, 2019 **Assessed By:** Edwin L. Basto

Staff Child Ratio (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): 13 Enrolled Children with three assigned staff.

- * Ms. Faith Nalam
- * Ms. Beda Cabrera
- * Ms. Ruby Legaspi


- (1) **Electrical:** All electrical outlets were secured with safety plugs. *No Discrepancy Noted.*
- (2) **Signage:** All of the facility required signs were posted on each needed area. *No Discrepancy Noted.*
- (3) **Emergency:** Emergency and Disaster drills are conducted and recorded. *No Discrepancy Noted.*
- (4) **Sanitary:** The classroom was clean and organized at time of inspection. *No Discrepancy Noted.*
- (5) **Outdoor:** Playground is not far from the main road. However, it's secured with a chain-linked fence. *No Discrepancy Noted.*
- (6) **Capacity:** The capacity for the room is 18. However, there are only 13 enrolled children with three staff. *No Discrepancy Noted.*


ALBINA T. PAMAN
 9/24/19
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- (7) **Health:** Ms. Faith Nalam and Ms. Jocelyn Hornilla's food handler will expire on September 29, 2019. However, they are both schedule for September 24, 2019 for the food handler's training. *No Discrepancy Noted.*
- (8) **Documents:** Health/Food Handler certificates were not posted in a conspicuous area. It was file away in a binder.
Recommendation: The original or a copy of the health/food handler must be posted in a conspicuous area.

(9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  9/23/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  9/23/2019
Gordon B. Salas
DCCA/CCLP Supervisor



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Smart Start Nurturing Center

Physical Address: Navy Hill

Primary Contact Person: Angelina Villagomez

Contact Number: _____

2nd Contact Person: Albina Paman

Email Address: linasaipan@aol.com

Date of Inspection: September 23, 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 37

Actual Enrollment 15

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

Infants 19/15/15 Ages 9mth – 32mths Staff 03 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): Infant and toddlers are combined (9mth-32mths)

- * Ms. Jocelyn Hornilla
- * Ms. Maria Catalan
- * Ms. Katherine Avancena

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#: 1099

Date of issued: 03/09/2019

Expiration Date: 03/09/2020

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.		✓	Health/Food Handler not posted.
(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.	N/A		
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(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.	✓		
(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.	✓		
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HEALTH & SAFETY	YES	NO	COMMENT

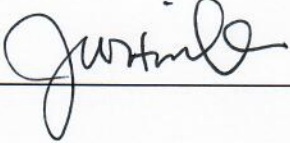
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		
(4-a) All 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.	✓		
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(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	✓		
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	✓		
(5-b) Playground is far from the main road.		✓	Not far from the main road. However, it's secured with a chain-linked fence.
(5-c) Playground is shaded and enclosed.	✓		
(5-d) Outdoor items are age appropriate.	✓		
(5-e) Non-child-proved equipment is stored out of the children's reach.	✓		
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the 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).	✓		
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	✓		
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(7-e) Comfortable room is provided for enrolled children that are sick.	N/A		
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.			

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(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.	✓		
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(8-g) Provider(s) has met the required annual training hours.	✓		
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(8-i) Daily , the CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	✓		

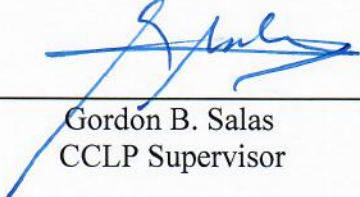
Additional Notes:

Acknowledgement:

I, Joelyn B. Hornilla, 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:  / 9/23/2019

Inspected & Reported By: 
Print & Sign 9/23/19
Date

Reviewed & Concurred By: 
Gordon B. Salas
CCLP Supervisor 9/23/2019
Date



**CCLP/CCDF
PROVIDER INSPECTIONS
SUMMARY REPORT**

FILE COPY

Provider's Name: Smart Start Nurturing Center **Physical Address:** Navy Hill

Contact Person: Angelina Villagomez **Contact Number:** 233-0800

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Center: Group Home: Family Home: Infant/Toddler

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Announced: Unannounced:

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CCLP#: 1099 **Date of issued:** 03/09/2019 **Expiration Date:** 03/09/2020 **Capacity:** 18

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Assessed By: Edwin L. Basto

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- * Ms. Jocelyn Hornilla
- * Ms. Maria Catalan
- * Ms. Katherine Avancena


- (1) **Electrical:** All electrical outlets were secured with safety plugs. *No Discrepancy Noted.*
- (2) **Signage:** All of the facility required signs were posted on each needed area. *No Discrepancy Noted.*
- (3) **Emergency:** Emergency and Disaster drills are conducted and recorded. *No Discrepancy Noted.*
- (4) **Sanitary:** The classroom was clean and organized at time of inspection. *No Discrepancy Noted.*
- (5) **Outdoor:** Playground is not far from the main road. However, it's secured with a chain-linked fence. *No Discrepancy Noted.*
- (6) **Capacity:** The capacity for the room is 19. However, there are only 15 enrolled children with three staff. *No Discrepancy Noted.*
- (7) **Health:** Ms. Faith Nalam and Ms. Jocelyn Hornilla's food handler will expire on September 29, 2019. However, they are both schedule for September 24, 2019 for the food handler's training. *No Discrepancy Noted.*

(8) **Documents:** Health/Food Handler certificates were not posted in a conspicuous area. It was file away in a binder.
Recommendation: The original or a copy of the health/food handler certificate must be posted in a conspicuous area.

(9) **Other:**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  9/23/19
Edwin L. Basto
DCCA/CCLP Safety Inspector

Concurred by:  9/23/2019
Gordon B. Salas
DCCA/CCLP Supervisor