



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 2019

Inspector(s): Gordon B. Salas

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: October 10, 2019

Capacity: Occupant Load 19 at 670.7 sq. ft.

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 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_

\* Teachers (Name of assigned staff per Age-Group): Room #1 Before and After-School

*Renzyl Cardno  
May Feria*

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: 12/29/2019

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

<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>			
(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.			
<b>(2) All updated facility's required documents are posted at visitor's view.</b>			
(2-a) Provider's required documents are valid and posted in a conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.			
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.			
(2-d) Emergency contact numbers are posted near the working telephone (land-line).			
(2-e) DPW approved floor plan are posted in each enclosed 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.			
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>			
(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.	✓		The October 10, 2019 announced inspection showed that the last fire drill was conducted on 9/27/2019. To verify on this monitoring inspection.
(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.	✓		The October 10, 2019 announced inspection indicated that the first aid kit needed replenishment. To verify on this monitoring inspection. <i>none is needed</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.			
<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.	✓		The October 10, 2019 announced inspection indicated that the floor needed cleaning. To verify on this monitoring inspection.
(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).	✓		The October 10, 2019 announced inspection indicated that the comfort room needed daily clean-up. To verify on this monitoring inspection.
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	N/A		As with the October 10, 2019 announced inspection, no toothbrushing is conducted at the center.
(4-e) Children's toothbrush is covered individually and stored separately in standing position.			Toothbrushing is 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.			
(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.	✓		* To verify .
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.			

<b>(7) Provider obtained enrolled children's health information.</b> Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.			
<b>(7-a)</b> Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			
<b>(7-b)</b> Developmentally delayed children ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.			
<b>(7-c)</b> Children that scored in the <b>gray area or at risk of developmentally delay</b> are given the opportunities for improvement with their limitation.			
<b>(7-d)</b> 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>
<b>(7-e)</b> Comfortable room is provided for enrolled children that are sick.			Children who are determined to be ill are sent home by calling the parents or legal guardians.
<b>(7-f)</b> In the facility, children enrolled and staffs are free from tuberculosis.			
<b>(7-g)</b> Provider has updated health or food handler certificate.			
<b>(7-h)</b> Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).			
<b>(7-h)</b> 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>	✓		CCLP has received the renewal package pending review and approval.
<b>(8-a)</b> Receipt of updated facilities required documents 30 calendar days prior to its expiration date.			Pending review and approval
<b>(8-b)</b> Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.			Pending review and approval
<b>(8-c)</b> All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.			
<b>(8-d)</b> New providers that are working on the Pre-service Training requirement is updating the program with completed topics.			
<b>(8-e)</b> New provider(s) is not left alone with a group of children until he/she completed the pre-service requirement and get completion notice from the program.			
<b>(8-f)</b> Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.			
<b>(8-g)</b> Provider(s) has met the required annual training hours.			
<b>(8-f)</b> Daily health-check recorded and is accessible for review by Child Care staffs/parents.			
<b>(8-g)</b> Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).			

(8-h) Documents and information on all enrolled children are updated.			
(8-i) <b>Daily</b> , the DCCA/CCDF children enrolled have <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.			

Additional Notes: **To verify that the meat cleaver has been stored properly and out of reach of the children.** *Yes.*

**To verify transportation arrangement relative to the children.** *Document this issue with Mrs. Jim. she advised that additional staff comes along daily transportation of children.*

**Acknowledgement:**

I, RENZY 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: *[Signature]* 11.13.19

Inspected & Reported By: *Gordon B. Salas* 11/13/19  
Print & Sign Date

Reviewed & Concurred By: *[Signature]* 11/13/19  
Gordon B. Salas Date  
CCLP Supervisor



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 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: October 10, 2019

Capacity: Occupant Load 19 at 670.7 sq. ft. 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-Sch. 19/13/13 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 May Feria.

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 Before and After School Program. On my October 10, 2019 announced inspection, I reported that the Before and After School Program failed to meet the ratio requirements due to the fact that one teacher was absent. However, this has now been addressed.


- (1) **Electrical:** No code violations noted.
- (2) **Signage:** No code violations noted.
- (3) **Emergency:** Pursuant to the October 10, 2019 announced inspection, I recommended that the first aid kit be replenished after each and every use. I also recommended that emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. However, after having verified, the log sheet was updated and indicated that the most recent fire drill was conducted on October 18, 2019. The recommendation has been adhered to with the except of the first aid kit needing additional bandages. No code violations noted.
- (4) **Sanitary:** Pursuant to the October 10, 2019 announced inspection, I recommend that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. This issue has been addressed. No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** No code violations noted.
- (9) **Other:** Pursuant to the October 10, 2019 announced inspection, I recommended that the meat cleaver be stored in a locked cabinet to prevent access to the children. This issue has been resolved. No code violations noted.

Lastly, I spoke to the Director Jin about the transportation of children to and from the center. I explained that the driver of a vehicle for transport cannot be counted in the staff-child ratio when performing his or her duty as a driver. Ms. Jin acknowledged and assured me that additional staff will be present in order to comply with the ratio requirements.

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

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

Date: 11/14/19

Concurred By:   
Vivian T. Sablan  
DCCA Acting Secretary

Date: 11/15/19



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 2019

Inspector(s): Gordon B. Salas

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: October 10, 2019

Capacity: Occupant Load 14 at 510.6 sq. ft.

Actual Enrollment 10

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 14/7/7 Ages \_\_\_\_\_ Staff    

K-5 14/3/3 Ages \_\_\_\_\_ Staff     Before/After-School    /   /    Ages \_\_\_\_\_ Staff    

\* Teachers (Name of assigned staff per Age-Group): Room #2 K4 & K5

*Ms. Riza Paraylo*

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: 12/29/2019

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



<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>			
(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.			
<b>(2) All updated facility's required documents are posted at visitor's view.</b>			
(2-a) Provider's required documents are valid and posted in a conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.			
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.			
(2-d) Emergency contact numbers are posted near the working telephone (land-line).			
(2-e) DPW approved floor plan are posted in each enclosed 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.			
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>			
(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.	✓		The October 10, 2019 announced inspection showed that the last fire drill was conducted on 9/27/2019. To verify on this monitoring inspection.
(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.	✓		The October 10, 2019 announced inspection indicated that the first aid kit needed replenishment. To verify on this monitoring inspection.
(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.			
<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).	✓		The October 10, 2019 announced inspection indicated that the comfort room needed daily clean-up. To verify on this monitoring inspection.
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	N/A		As with the October 10, 2019 announced inspection, no toothbrushing is conducted at the center.
(4-e) Children's toothbrush is covered individually and stored separately in standing position.			Toothbrushing is 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.			
(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.			

(7) <b>Provider obtained enrolled children's health information.</b> Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.			
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			
(7-b) Developmentally delayed children ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.			
(7-c) Children that scored in the <b>gray area or at risk of developmentally delay</b> 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.	✓		Children who are determined to be ill are sent home by calling the parents or legal guardians.
(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>	✓		CCLP has received the renewal package pending review and approval.
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.			Pending review and approval
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.			Pending review and approval
(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 <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.			

Additional Notes:

**Acknowledgement:**

I, Riza D. Paraylo, 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. Paraylo 11/13/19

Inspected & Reported By: Gordon B. Salas 11/13/19  
Print & Sign Date

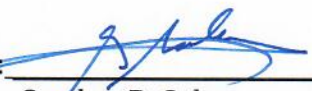
Reviewed & Concurred By: Gordon B. Salas 11/13/19  
Gordon B. Salas Date  
CCLP Supervisor




**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:** no code violations noted.
- (2) **Signage:** No code violations noted.
- (3) **Emergency:** Pursuant to the October 10, 2019 announced inspection, I recommended that the first aid kit be replenished after each and every use. I also recommended that emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. However, after having verified, the log sheet was updated and indicated that the most recent fire drill was conducted on October 18, 2019. The recommendation has been adhered to. No code violations noted.
- (4) **Sanitary:** Pursuant to the October 10, 2019 announced inspection, I recommended that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. This issue has been addressed. No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** No code violations noted.
- (9) **Other:** Nothing to report.

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

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

Date: 11/14/19

Concurred By:   
Vivian T. Sablan  
DCCA Acting Secretary

Date: 11/15/19

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# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 2019

Inspector(s): Gordon B. Salas

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: October 10, 2019

Capacity: Occupant Load 9 at 333.65 sq. ft.

Actual Enrollment 5

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

Infants   /  /   Ages \_\_\_\_\_ Staff    Toddlers   /  /   Ages \_\_\_\_\_ Staff   

K-3 9/5/5 Ages \_\_\_\_\_ Staff 1 K-4   /  /   Ages \_\_\_\_\_ Staff   

K-5   /  /   Ages \_\_\_\_\_ Staff    Before/After-School   /  /   Ages \_\_\_\_\_ Staff   

\* Teachers (Name of assigned staff per Age-Group): Room #3 K-3

*Lily Beth Castro*

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: 12/29/2019

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

<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)</b> Fuse box is covered and out of children's reach.			
<b>(1-b)</b> Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.			
<b>(2) All updated facility's required documents are posted at visitor's view.</b>			
<b>(2-a)</b> Provider's required documents are valid and posted in a conspicuous area.			
<b>(2-b)</b> Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.			
<b>(2-c)</b> Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.			
<b>(2-d)</b> Emergency contact numbers are posted near the working telephone (land-line).			
<b>(2-e)</b> DPW approved floor plan are posted in each enclosed room, specifying that particular room.			
<b>(2-f)</b> Children's allergy information is posted in the appropriate area.			
<b>(2-g)</b> Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.			
<b>(2-h)</b> Alternate staff schedule are posted at the designated room.			
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>			
<b>(3-a)</b> Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.			
<b>(3-a)</b> All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.			
<b>(3-b)</b> Emergency drills are conducted and recorded monthly.	✓		The October 10, 2019 announced inspection showed that the last fire drill was conducted on 9/27/2019. To verify on this monitoring inspection.
<b>(3-c)</b> Disaster drills are performed and noted every six months.			
<b>(3-d)</b> Recorded drills are accessible for visitors' review.			
<b>(3-e)</b> First-Aid kit is available and accessible.	✓		The October 10, 2019 announced inspection indicated that the first aid kit needed replenishment. To verify on this monitoring inspection.
<b>(3-f)</b> Medical items in the kit are valid/updated.			
<b>(3-g)</b> Facility is equipped with necessary # of fire extinguisher and are inspected as required.			
<b>(3-h)</b> 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.			
<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.	✓		The October 10, 2019 announced inspection indicated that the floor needed cleaning. To verify on this monitoring inspection.
(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.			As with the October 10, 2019 announced inspection, no toothbrushing is conducted at the center.
(4-e) Children's toothbrush is covered individually and stored separately in standing position.			Toothbrushing is 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.			
(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.			
(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 ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.			
(7-c) Children that scored in the <b>gray area or at risk of developmentally delay</b> 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.			Children who are determined to be ill are sent home by calling the parents or legal guardians.
(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>	✓		CCLP has received the renewal package pending review and approval.
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.			Pending review and approval
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.			Pending review and approval
(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.

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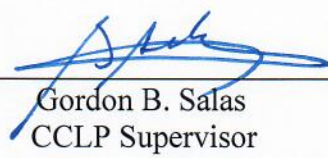
Additional Notes:

**Acknowledgement:**

I, Lilibeth T. 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:  11-13-19

Inspected & Reported By:  11/13/19  
Print & Sign Date


Reviewed & Concurred By:  11/13/19  
Gordon B. Salas Date  
CCLP Supervisor




**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:** no code violations noted.
- (2) **Signage:** No code violations noted.
- (3) **Emergency:** Pursuant to the October 10, 2019 announced inspection, I recommended that the first aid kit be replenished after each and every use. I also recommended that emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. However, after having verified, the log sheet was updated and indicated that the most recent fire drill was conducted on October 18, 2019. The recommendation has been adhered to. No code violations noted.
- (4) **Sanitary:** Pursuant to the October 10, 2019 announced inspection, I recommended that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. This issue has been addressed. No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** No code violations noted.
- (9) **Other:** Nothing to report.

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

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

Date: 11/14/19

Concurred By:   
Vivian T. Sablan  
DCCA Acting Secretary

Date: 11/15/19

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# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 2019

Inspector(s): Gordon B. Salas

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: October 10, 2019

Capacity: Occupant Load 15 at 559.39 sq. ft.

Actual Enrollment 7

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 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_

\* Teachers (Name of assigned staff per Age-Group): Room #4 Toddlers

*Marichu  
Aurora Pauchery*

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: 12/29/2019

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

<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>			
(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.			
<b>(2) All updated facility's required documents are posted at visitor's view.</b>			
(2-a) Provider's required documents are valid and posted in a conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.			
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.			
(2-d) Emergency contact numbers are posted near the working telephone (land-line).			
(2-e) DPW approved floor plan are posted in each enclosed 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.			
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>			
(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.	✓		The October 10, 2019 announced inspection showed that the last fire drill was conducted on 9/27/2019. To verify on this monitoring inspection. <i>Oct. 18. 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.	✓		The October 10, 2019 announced inspection indicated that the first aid kit needed replenishment. To verify on this monitoring inspection.
(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.			
<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) <b>Facility's indoor is clean and odor free.</b> 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).	✓		The October 10, 2019 announced inspection indicated that the comfort room needed daily clean-up. To verify on this monitoring inspection.
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	N/A		As with the October 10, 2019 announced inspection, no toothbrushing is conducted at the center.
(4-e) Children's toothbrush is covered individually and stored separately in standing position.			Toothbrushing is not conducted at the center
(4-f) All children's items are disinfected daily or as necessary.			
(5) <b>Outdoor playground is well maintained,</b> 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) <b>Staff/child ratio are met.</b> 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) <b>Provider obtained enrolled children's health information.</b> Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.			
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			
(7-b) Developmentally delayed children ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.			
(7-c) Children that scored in the <b>gray area or at risk of developmentally delay</b> 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.			Children who are determined to be ill are sent home by calling the parents or legal guardians.
(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) <b>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>			CCLP has received the renewal package pending review and approval.
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.			Pending review and approval
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.			Pending review and approval
(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 <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.			

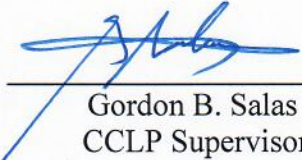
Additional Notes:

**Acknowledgement:**

I, MARICHA V. LEGASPI, 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:  11/13/2019

Inspected & Reported By:  11/13/19  
 Print & Sign Date

Reviewed & Concurred By:  11/13/19  
 Gordon B. Salas  
 CCLP Supervisor Date



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 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: October 10, 2019

Capacity: Occupant Load 15 at 559.39 sq. ft. Actual Enrollment 7

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.

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

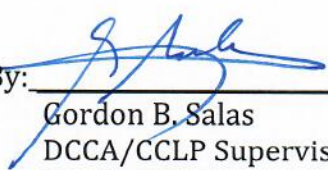
C.C. License#: 1096 Date of issued: 12/27/2019 Expiration Date: 12/29/2019

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:** no code violations noted.
- (2) **Signage:** No code violations noted.
- (3) **Emergency:** Pursuant to the October 10, 2019 announced inspection, I recommended that the first aid kit be replenished after each and every use. I also recommended that emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. However, after having verified, the log sheet was updated and indicated that the most recent fire drill was conducted on October 18, 2019. The recommendation has been adhered to. No code violations noted.
- (4) **Sanitary:** Pursuant to the October 10, 2019 announced inspection, I recommended that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. This issue has been addressed. No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** No code violations noted.
- (9) **Other:** Nothing to report.

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

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

Date: 11/14/19

Concurred By:   
Vivian T. Sablan  
DCCA Acting Secretary

Date: 11/15/19

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# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 2019

Inspector(s): Gordon B. Salas

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: October 10, 2019

Capacity: Occupant Load 9 at 328.10 sq. ft.

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

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 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_

\* Teachers (Name of assigned staff per Age-Group): Room #5 Infant *No infant and Teacher*

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: 12/29/2019

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

<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>			
(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.			
<b>(2) All updated facility's required documents are posted at visitor's view.</b>			
(2-a) Provider's required documents are valid and posted in a conspicuous area.			
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.			
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.			
(2-d) Emergency contact numbers are posted near the working telephone (land-line).			
(2-e) DPW approved floor plan are posted in each enclosed 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.			
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>			
(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>This remain the same</i>	✓		The October 10, 2019 announced inspection showed that the last fire drill was conducted on 9/27/2019. To verify on this monitoring inspection.
(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.	✓		The October 10, 2019 announced inspection indicated that the first aid kit needed replenishment. To verify on this monitoring inspection.
(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.	✓		The October 10, 2019 announced inspection indicated it was difficult to dismount the fire extinguisher from its designated place. To

			verify on this monitoring inspection.
(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.			
<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).			All infants enrolled are still using diapers.
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.			As with the October 10, 2019 announced inspection, no toothbrushing is conducted at the center.
(4-e) Children's toothbrush is covered individually and stored separately in standing position.			Toothbrushing is 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.			
(5-d) Outdoor items are age appropriate.			Infants are not allowed in the playground area as the outdoor play items are not developmentally appropriate for this particular age group.
(5-e) Non-child-proved equipment is stored out of the children's reach.			

(6) <b>Staff/child ratio are met.</b> 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) <b>Provider obtained enrolled children's health information.</b> Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.			
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			
(7-b) Developmentally delayed children ( <b>that scored in the dark area</b> ) are referred to the appropriate agencies.			
(7-c) Children that scored in the <b>gray area or at risk of developmentally delay</b> 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.		/	Children who are determined to be ill are sent home by calling the parents or legal guardians.
(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) <b>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>	✓		CCLP has received the renewal package pending review and approval.
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.		/	Pending review and approval
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.		/	Pending review and approval
(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 <b>timed-in and out</b> on their CCDF attendance sheet when being dropped and picked up.			

Additional Notes:

**Acknowledgement:**

I, Riza D. Parayak, 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. Parayak 11/13/19

Inspected & Reported By: Gordon B. Salas 11/13/19  
 Print & Sign Date

Reviewed & Concurred By: Gordon B. Salas 11/13/19  
 Gordon B. Salas Date  
 CCLP Supervisor



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: Gana Day Care Center

Physical Address: Koblerville

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

Contact Number: 288-4970

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Email Address: limjs5223@gmail.com

Date of Inspection: November 13, 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: October 10, 2019

Capacity: Occupant Load 9 at 328.10 sq. ft. Actual Enrollment 0

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 – No infants/teacher when I conducted my monitoring inspection.

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

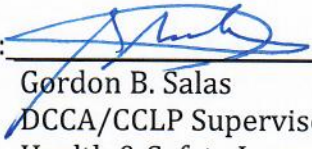
C.C. License#: 1096 Date of issued: 12/27/2019 Expiration Date: 12/29/2019

CCDF Certificate#: 004 Date of issued: 12/29/2019 Expiration Date: 12/29/2019

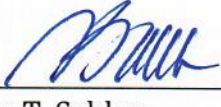
**Staff Child Ratio:** No infants present.

- (1) **Electrical:** no code violations noted.
- (2) **Signage:** No code violations noted.
- (3) **Emergency:** Pursuant to the October 10, 2019 announced inspection, I recommended that the first aid kit be replenished after each and every use. I also recommended that emergency or drills are logged and conducted on a monthly basis. The last drill (fire) was conducted on September 27, 2019. However, after having verified, the log sheet was updated and indicated that the most recent fire drill was conducted on October 18, 2019. I further recommended that the fire extinguisher's strap be replaced due to the fact that there was a great level of difficulty disengaging it from its designated place. The recommendations have been adhered to. No code violations noted.
- (4) **Sanitary:** Pursuant to the October 10, 2019 announced inspection, I recommended that the Director and staff members perform periodic cleaning of the floor. Most especially right after the children have eaten breakfast or lunch. This issue has been addressed. No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** No code violations noted.
- (9) **Other:** Nothing to report.

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

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

Date: 11/14/19

Concurred By:   
Vivian T. Sablan  
DCCA Acting Secretary

Date: 11/15/19

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