



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: NMIS Early Head Start Program

Physical Address: Susupe

Primary Contact Person: Darlene J. Sobremisana

Contact Number: 234-6647

2nd Contact Person: Erick A. Van Der Maas

Email Address: erickvandermaas@gmail.com

Date of Inspection: November 21, 2019

Inspector(s): Gordon B. Salas

Category(s): Licensed Provider

License-Exempt Provider

Type of Assessment: Preliminary Renewal
Announced

Monitoring/Visit Extension New Site
Unannounced

Follow-up

Date of Previous Visit: July 24, 2019/Renewal

Capacity: Occupant Load 19

Actual Enrollment 8

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):

13 months - 32 months

Room 1

Darlene J. Sobremisana and Michelle J. Silvano

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#: 1059 Date of issued: 8/15/2019

Expiration Date: 8/15/2019

CCDF Certificate#: 1059/C012 Date of issued: 8/15/2019

Expiration Date: 8/15/2019

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 cross 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.	✓		<i>Placed in a binder</i>
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		<i>Placed in a binder</i>
(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).	✓		<i>Centralized for Room 1 & 2</i>
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.		✓	<i>Floor Plan must be added to the binder</i>
(2-f) Children's allergy information is posted in the appropriate area.	✓		
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	✓		
(2-h) Alternate staff schedule are posted at the designated room.			
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.	✓		
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.			
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.		✓	<i>Need to obtain from UMIS</i>
(3-b) Emergency drills are conducted and recorded monthly.	✓		<i>10/30/19 - Fire/Earthquake</i>
(3-c) Disaster drills are performed and noted every six months.	✓	✓	<i>Tsunami / Active Shooter</i>
(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.	✓		<i>Last pressure test was performed on June 2019</i>
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
(3-i) Smoke detectors are properly installed at each needed area.			<i>Did not test as children were asleep at the time</i>
(3-j) Facility is furnished with workable smoke alarms.			<i>''</i>
(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.	✓		
(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 (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.	✓		Re-screen 2x
(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.	✓		
(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 DCCA/CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	✓		

Additional Notes: 6/2019 Flex Certification

Acknowledgement:

I, Darlene Sobremisans, 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: Y 11/21/19

Inspected & Reported By: Gordon B. Salas 11/21/2019
Print & Sign Date

Reviewed & Concurred By: Gordon B. Salas 11/21/2019
Gordon B. Salas
CCLP Supervisor Date

DCCA-CCLP/CCDF Inspection Checklist



Name: DCCA-CCLP/CCDF
Inspection Checklist
Creator: Gordon Salas
Creation Date: 11/22/2019
Due Date: 11/21/2019
Template: DCCA-CCLP/CCDF
Inspection Checklist
Version: 1
Firm: CNMI DCCA Child Care
Licensing Program
Site: Northern Marianas
International School
Early Head Start

QUESTIONS	ANSWERS
PROVIDER DETAILS	
Q1. Business Name	NMIS Early Head Start Program
Q2. Physical Address	Susupe
Q3. Primary Contact Person	Darlene J. Sobremisana
Q4. Primary Contact Person	
Q5. 2nd Contact Person	Erick A. Van Der Maas
Q6. Contact Number	234-6647
Q7. Email Address	erickvandermaas@gmail.com
Q8. Category	Licensed Provider License-Exempt Provider

Q9. Type of Assessment
 Preliminary
 Renewal
 Monitoring/Visit
 Extension
 New Site
Announced
 Unannounced
 Follow-up

Q10. Date of Previous Visit 7/24/2019

Capacity:

Q11. Occupant Load 19

Q12. Actual Enrollment 8

Q13. Age Group

	Occupant Load	Total Enrollment	# Present	Ages served youngest to oldest	# of Staff per group
Infants	13- 32 months/8				
Toddlers					
K-3					
K-4					
K-5					
Before/After-School					

Q14. Teachers

Age-Group	Name of Assigned Teacher
Infants	Darlene J. Sobremisana
Infants	Michelle T. Silvano

Comment ROOM 1

Q15. Type of Child Care:
Day Care Center
 Group C.C. Home
 License-Exempt
 Family C.C. Home
 Infant/Toddler

Comment Infant and Toddlers

Pre-Service Training:

Q16. # of Newly Approved Provider

Q17. # of Provider Completed

Licensing:

Q18. C.C. License #:	1059
Q19. C.C. License Date Issued:	8/15/2019
Q20. C.C. License Expiration Date:	8/15/2019
Q21. CCDF Certificate #:	1059/C012
Q22. CCDF Certificate Date Issued:	8/15/2019
Q23. CCDF Certificate Expiration Date:	8/15/2020

ELECTRICAL

Q1. (1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.	Yes No
Q2. (1-a) Fuse box is covered and out of children's reach.	Yes No
Q3. (1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	Yes No

SIGNAGE

Q1. (2) All updated facility's required documents are posted at visitor's view.	Yes No
Comment	Placed in a binder.
Q2. (2-a) Provider's required documents are valid and posted in a conspicuous area.	Yes No
Comment	Placed in a binder.
Q3. (2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.	Yes No
Q4. (2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	Yes No
Q5. (2-d) Emergency contact numbers are posted near the working telephone (land-line).	Yes No
Comment	Centralized in the kitchen area for Room 1 and Room 2.
Q6. (2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	Yes No
Comment	DPW approved floor plan must be added to the existing binder.

Q7. (2-f) Children's allergy information is posted in the appropriate area.	Yes No
Q8. (2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	Yes No
Q9. (2-h) Alternate staff schedule are posted at the designated room.	Yes No
Comment	N/A

EMERGENCY

Q1. (3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.	Yes No
Q2. (3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.	Yes No
Comment	N/A
Q3. (3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.	Yes No
Comment	Need to obtain a hard copy from NMIS.
Q4. (3-b) Emergency drills are conducted and recorded monthly.	Yes No
Comment	The last fire/earthquake drill was conducted and logged on 10/30/2019.
Q5. (3-c) Disaster drills are performed and noted every six months.	Yes No
Comment	Tsunami and Active Shooter drill hasn't been practiced.
Q6. (3-d) Recorded drills are accessible for visitors' review.	Yes No
Q7. (3-e) First-Aid kit is available and accessible.	Yes No
Q8. (3-f) Medical items in the kit are valid/updated.	Yes No
Q9. (3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	Yes No
Comment	Last pressure test was performed on June 2019.
Q10. (3-h) Extinguishers are securely place in a safe and convenient space.	Yes No
Q11. (3-i) Smoke detectors are properly installed at each needed area.	Yes No

Comment	I did not test the smoke detector as the children were asleep.
Q12. (3-j) Facility is furnished with workable smoke alarms.	Yes No
Comment	Same as above.
Q13. (3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	Yes No
Comment	N/A
Q14. (3-l) Families are informed with the provider's EPRP procedures.	Yes No
Comment	N/A
Q15. (3-m) Children's emergency contact information is updated and reviewed monthly.	Yes No
Q16. (3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	Yes No

SANITARY

Q1. (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.	Yes No
Q2. (4-a) All cleaning chemical are stored out of the children's reach.	Yes No
Q3. (4-b) Facility is furnished with age appropriate items that are in good and safe condition.	Yes No
Q4. (4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).	Yes No
Q5. (4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	Yes No
Q6. (4-e) Children's toothbrush is covered individually and stored separately in standing position.	Yes No
Q7. (4-f) All children's items are disinfected daily or as necessary.	Yes No

OUTDOOR

Q1. (5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	Yes No
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Q2. (5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	Yes No	
Q3. (5-b) Playground is far from the main road.	Yes No	
Q4. (5-c) Playground is shaded and enclosed.	Yes No	
Q5. (5-d) Outdoor items are age appropriate.	Yes No	
Q6. (5-e) Non-child-proved equipment is stored out of the children's reach.	Yes No	

CAPACITY

Q1. (6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.	Yes No	
Q2. (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.	Yes No	

HEALTH

Q1. (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.	Yes No	
Q2. (7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).	Yes No	
Q3. (7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.	Yes No	
Q4. (7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.	Yes No	
Comment	Re-screen 2x	
Q5. (7-d) Daily health check to all enrolled children are performed, recorded and accessible.	Yes No	
Q6. (7-e) Comfortable room is provided for enrolled children that are sick.	Yes No	
Q7. (7-f) In the facility, children enrolled and staffs are free from tuberculosis.	Yes No	
Q8. (7-g) Provider has updated health or food handler certificate.	Yes No	

Q9. (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).

Yes
No

Q10. (7-h) Provider is subject to the Open-door policy.

Yes
No

DOCUMENTS

Q1. (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.

Yes
No

Comment

N/A

Q2. (8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.

Yes
No

Comment

N/A

Q3. (8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.

Yes
No

Comment

N/A

Q4. (8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.

Yes
No

Q5. (8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.

Yes
No

Q6. (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.

Yes
No

Comment

N/A

Q7. (8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.

Yes
No

Q8. (8-g) Provider(s) has met the required annual training hours.

Yes
No

Q9. (8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.

Yes
No

Q10. (8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).

Yes
No

Q11. (8-h) Documents and information on all enrolled children are updated.

Yes
No

Q12. (8-i) Daily, the DCCA/CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.

Yes
No

COMMENTS & SIGN OFF

Q1. Additional Notes

Nothing further.

Acknowledgement:

I 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).

Q2. Provider (Name)

Darlene J. Sobremisana

Q3. Provider (Signature)



Q4. Date of Provider Signature

11/21/2019

Q5. Inspected & Reported By (Name)

Gordon B. Salas

Q6. Inspected & Reported By (Signature)



Q7. Date of Inspector Signature

11/21/2019

Q8. Reviewed & Concurred By (Name)

Comment

Gordon B. Salas - CCLP Supervisor

Q9. Reviewed & Concurred By (Signature)



Q10. Date of Reviewer Signature

11/21/2019



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: NMIS Early Head Start Program

Physical Address: Susupe

Primary Contact Person: Darlene J. Sobremisana

Contact Number: 234-6647

2nd Contact Person: Erick A. Van Der Maas

Email Address: erickvandermaas@gmail.com

Date of Inspection: November 21, 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: July 24, 2019/Renewal

Capacity: Occupant Load 19

Actual Enrollment 8

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. / / Ages Staff

* Teachers (Name of assigned staff per Age-Group): **Room 1** – Darlene J. Sobremisana and Michelle T. Silvano. **Infant and Toddler ages 13 months to 32 months.**

Pre-Service Training: # of Newly Approved Provider:

of Provider Completed:

C.C. License#: 1059 Date of issued: 8/15/2019

Expiration Date: 8/15/2019


CCDF Certificate#: 1059/C012 Date of issued: 8/15/2019


Expiration Date: 8/15/2019

Staff Child Ratio (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider met the Staff-Child Ratio for their Infant and Toddler.

- (1) **Electrical:** No code violations noted.
- (2) **Signage:** No code violations noted
- (3) **Emergency:** On June 26, 2019, NMIS EHS' Emergency Preparedness, Response, and Recovery Plan was approved by CCLP/CCDF EPRRP Specialist. However, NMIS EHS must obtain a hard copy of the plan and provide it to the rest of the staff for their reference and information. Furthermore, the last fire/earthquake drill was conducted and logged on October 30, 2019.
- (4) **Sanitary:** No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** All the required documents are placed in a binder that is easily accessible to the licensing inspectors, parents, and visitors. However, it is the position of the Child Care Licensing Program that the following be posted for all to see: Child Care License, Child Care & Development Fund License, Fire Permit, Certificate of Occupancy, and Sanitary Permit. The rest of the documents can be in a binder so long as it is readily available for the inspectors and others.
- (9) **Other:** The Child Care Licensing Program recommends that the DPW approved floor plan be added into the binder of other required documents and made readily available upon site inspection.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  11/21/2019
Gordon B. Salas
DCCA/CCLP Supervisor

Concurred By:  11/21/19
Robert H. Hunter
DCCA Secretary



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: NMIS Early Head Start Program

Physical Address: Susupe

Primary Contact Person: Darlene J. Sobremisana

Contact Number: 234-6647

2nd Contact Person: Erick A. Van Der Maas

Email Address: erickvandermaas@gmail.com

Date of Inspection: November 21, 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: July 24, 2019/Renewal

Capacity: Occupant Load 19

Actual Enrollment 8

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 2** Christina Jimenez and Cristanta O. Brien
15 months - 37 months

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#: 1059 Date of issued: 8/15/2019

Expiration Date: 8/15/2019

CCDF Certificate#: 1059/C012 Date of issued: 8/15/2019

Expiration Date: 8/15/2019

Grouping Clause Monitoring Inspection:

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

HEALTH & SAFETY	YES	NO	COMMENT
(1) Electrical cords are securely installed, does not 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.	✓		<i>Placed in a binder</i>
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		<i>Placed in a binder</i>
(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).	✓		<i>Centralized for Room 1 & 2</i>
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.		✓	<i>Floor Plan must be added to the binder</i>
(2-f) Children's allergy information is posted in the appropriate area.	✓		
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	✓		
(2-h) Alternate staff schedule are posted at the designated room.			
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.	✓		
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.			
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.		✓	<i>Need to obtain hard copy from NMIS</i>
(3-b) Emergency drills are conducted and recorded monthly.	✓		<i>10/30/19 - Fire/Earthquake</i>
(3-c) Disaster drills are performed and noted every six months.		✓	<i>Tsunami / Active Shooter</i>
(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.			<i>Did not hear or children were asleep</i>
(3-j) Facility is furnished with workable smoke alarms.			<i>"</i>
(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.	✓		
(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 (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.	✓		Re-screen 2x
(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.	✓		
(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 DCCA/CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.	✓		

Additional Notes:

Fire Extinguisher was last pressure tested on 6/2019

Acknowledgement:

I, Darlene J. Sobremisara, 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: LP 11/21/19

Inspected & Reported By: Gordon B. Salas 11/21/2019
Print & Sign Date

Reviewed & Concurred By: Gordon B. Salas 11/21/2019
Gordon B. Salas Date
CCLP Supervisor

DCCA-CCLP/CCDF Inspection Checklist



Name: DCCA-CCLP/CCDF
 Inspection Checklist
Creator: Gordon Salas
Creation Date: 11/22/2019
Due Date: 11/21/2019
Template: DCCA-CCLP/CCDF
 Inspection Checklist
Version: 1
Firm: CNMI DCCA Child Care
 Licensing Program
Site: Northern Marianas
 International School
 Early Head Start

QUESTIONS

ANSWERS

PROVIDER DETAILS

Q1. Business Name	NMIS Early Head Start Program
Q2. Physical Address	Susupe
Q3. Primary Contact Person	Darlene J. Sobremisana
Q4. Primary Contact Person	
Q5. 2nd Contact Person	Erick A. Van Der Maas
Q6. Contact Number	234-6647
Q7. Email Address	erickvandermaas@gmail.com
Q8. Category	Licensed Provider License-Exempt Provider

Q9. Type of Assessment
 Preliminary
 Renewal
 Monitoring/Visit
 Extension
 New Site
Announced
 Unannounced
 Follow-up

Q10. Date of Previous Visit 7/24/2019

Capacity:

Q11. Occupant Load 19

Q12. Actual Enrollment 8

Q13. Age Group

	Occupant Load	Total Enrollment	# Present	Ages served youngest to oldest	# of Staff per group
Infants	15- 37 months/8				
Toddlers					
K-3					
K-4					
K-5					
Before/After-School					

Q14. Teachers

Age-Group	Name of Assigned Teacher
Infants	Christina Gimed
Infants	Crisanta O. Brien

Comment ROOM 2

Q15. Type of Child Care:
Day Care Center
 Group C.C. Home
 License-Exempt
 Family C.C. Home
 Infant/Toddler

Comment Infant and Toddlers

Pre-Service Training:

Q16. # of Newly Approved Provider

Q17. # of Provider Completed

Licensing:

Q18. C.C. License #:	1059
Q19. C.C. License Date Issued:	8/15/2019
Q20. C.C. License Expiration Date:	8/15/2019
Q21. CCDF Certificate #:	1059/C012
Q22. CCDF Certificate Date Issued:	8/15/2019
Q23. CCDF Certificate Expiration Date:	8/15/2020

ELECTRICAL

- Q1. (1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.
- Q2. (1-a) Fuse box is covered and out of children's reach.
- Q3. (1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.

Yes	No
Yes	No
Yes	No

SIGNAGE

- Q1. (2) All updated facility's required documents are posted at visitor's view.
- Comment
- Q2. (2-a) Provider's required documents are valid and posted in a conspicuous area.
- Comment
- Q3. (2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area.
- Q4. (2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.
- Q5. (2-d) Emergency contact numbers are posted near the working telephone (land-line).
- Comment
- Q6. (2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.
- Comment

Yes	No
Placed in a binder.	
Yes	No
Placed in a binder.	
Yes	No
Yes	No
Yes	No
Centralized in the kitchen area for Room 1 and Room 2.	
Yes	No

DPW approved floor plan must be added to the existing binder.

Q7. (2-f) Children's allergy information is posted in the appropriate area.	Yes No
Q8. (2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	Yes No
Q9. (2-h) Alternate staff schedule are posted at the designated room.	Yes No
Comment	N/A

EMERGENCY

Q1. (3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.	Yes No
Q2. (3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.	Yes No
Comment	N/A
Q3. (3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.	Yes No
Comment	Need to obtain a hard copy from NMIS.
Q4. (3-b) Emergency drills are conducted and recorded monthly.	Yes No
Comment	The last fire/earthquake drill was conducted and logged on 10/30/2019.
Q5. (3-c) Disaster drills are performed and noted every six months.	Yes No
Comment	Tsunami and Active Shooter drill hasn't been practiced.
Q6. (3-d) Recorded drills are accessible for visitors' review.	Yes No
Q7. (3-e) First-Aid kit is available and accessible.	Yes No
Q8. (3-f) Medical items in the kit are valid/updated.	Yes No
Q9. (3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	Yes No
Comment	Last pressure test was performed on June 2019.
Q10. (3-h) Extinguishers are securely place in a safe and convenient space.	Yes No
Q11. (3-i) Smoke detectors are properly installed at each needed area.	Yes No

Comment	I did not test the smoke detector as the children were asleep.
Q12. (3-j) Facility is furnished with workable smoke alarms.	Yes No
Comment	Same as above.
Q13. (3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	Yes No
Comment	N/A
Q14. (3-l) Families are informed with the provider's EPRP procedures.	Yes No
Comment	N/A
Q15. (3-m) Children's emergency contact information is updated and reviewed monthly.	Yes No
Q16. (3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	Yes No

SANITARY

Q1. (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.	Yes No
Q2. (4-a) All cleaning chemical are stored out of the children's reach.	Yes No
Q3. (4-b) Facility is furnished with age appropriate items that are in good and safe condition.	Yes No
Q4. (4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).	Yes No
Q5. (4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	Yes No
Q6. (4-e) Children's toothbrush is covered individually and stored separately in standing position.	Yes No
Q7. (4-f) All children's items are disinfected daily or as necessary.	Yes No

OUTDOOR

Q1. (5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.	Yes No
---	------------------

Q2. (5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.

Yes
No

Q3. (5-b) Playground is far from the main road.

Yes
No

Q4. (5-c) Playground is shaded and enclosed.

Yes
No

Q5. (5-d) Outdoor items are age appropriate.

Yes
No

Q6. (5-e) Non-child-proved equipment is stored out of the children's reach.

Yes
No

CAPACITY

Q1. (6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.

Yes
No

Q2. (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.

Yes
No

HEALTH

Q1. (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.

Yes
No

Q2. (7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).

Yes
No

Q3. (7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.

Yes
No

Q4. (7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.

Yes
No

Comment

Re-screen 2x

Q5. (7-d) Daily health check to all enrolled children are performed, recorded and accessible.

Yes
No

Q6. (7-e) Comfortable room is provided for enrolled children that are sick.

Yes
No

Q7. (7-f) In the facility, children enrolled and staffs are free from tuberculosis.

Yes
No

Q8. (7-g) Provider has updated health or food handler certificate.

Yes
No

Q9. (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).

Yes
No

Q10. (7-h) Provider is subject to the Open-door policy.

Yes
No

DOCUMENTS

Q1. (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.

Yes
No

Comment

N/A

Q2. (8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.

Yes
No

Comment

N/A

Q3. (8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.

Yes
No

Comment

N/A

Q4. (8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.

Yes
No

Q5. (8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.

Yes
No

Q6. (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.

Yes
No

Comment

N/A

Q7. (8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.

Yes
No

Q8. (8-g) Provider(s) has met the required annual training hours.

Yes
No

Q9. (8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.

Yes
No

Q10. (8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).

Yes
No

Q11. (8-h) Documents and information on all enrolled children are updated.

Yes
No

Q12. (8-i) Daily, the DCCA/CCDF children enrolled have timed-in and out on their CCDF attendance sheet when being dropped and picked up.

Yes
No

COMMENTS & SIGN OFF

Q1. Additional Notes

Nothing further.

Acknowledgement:

I 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).

Q2. Provider (Name)

Darlene J. Sobremisana

Q3. Provider (Signature)



Q4. Date of Provider Signature

11/21/2019

Q5. Inspected & Reported By (Name)

Gordon B. Salas

Q6. Inspected & Reported By (Signature)



Q7. Date of Inspector Signature


11/21/2019

Q8. Reviewed & Concurred By (Name)

Comment

Gordon B. Salas - CCLP Supervisor

Q9. Reviewed & Concurred By (Signature)

A handwritten signature in black ink, consisting of several stylized, overlapping strokes. The signature is located within a white rectangular box.

Q10. Date of Reviewer Signature

11/21/2019



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: NMIS Early Head Start Program

Physical Address: Susupe

Primary Contact Person: Darlene J. Sobremisana

Contact Number: 234-6647

2nd Contact Person: Erick A. Van Der Maas

Email Address: erickvandermaas@gmail.com

Date of Inspection: November 21, 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: July 24, 2019/Renewal

Capacity: Occupant Load 19

Actual Enrollment 8

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. ___/___/___ Ages _____ Staff ___

* Teachers (Name of assigned staff per Age-Group): **Room 2** – Christina Gimed and Crisanta O. Brien.

Infant and Toddler ages 15 months to 37 months.

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

C.C. License#: 1059 Date of issued: 8/15/2019

Expiration Date: 8/15/2019

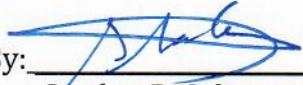
CCDF Certificate#: 1059/C012 Date of issued: 8/15/2019

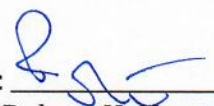
Expiration Date: 8/15/2019

Staff Child Ratio (No. of children/No. of staffs with the list of teachers assigned & DPW approved occupant load in each room): The Provider met the Staff-Child Ratio for their Infant and Toddler.

- (1) **Electrical:** No code violations noted.
- (2) **Signage:** No code violations noted
- (3) **Emergency:** On June 26, 2019, NMIS EHS' Emergency Preparedness, Response, and Recovery Plan was approved by CCLP/CCDF EPRRP Specialist. However, NMIS EHS must obtain a hard copy of the plan and provide it to the rest of the staff for their reference and information. Furthermore, the last fire/earthquake drill was conducted and logged on October 30, 2019.
- (4) **Sanitary:** No code violations noted.
- (5) **Outdoor:** No code violations noted.
- (6) **Capacity:** No code violations noted.
- (7) **Health:** No code violations noted.
- (8) **Documents:** All the required documents are placed in a binder that is easily accessible to the licensing inspectors, parents, and visitors. However, it is the position of the Child Care Licensing Program that the following be posted for all to see: Child Care License, Child Care & Development Fund License, Fire Permit, Certificate of Occupancy, and Sanitary Permit. The rest of the documents can be in a binder so long as it is readily available for the inspectors and others.
- (9) **Other:** The Child Care Licensing Program recommends that the DPW approved floor plan be added into the binder of other required documents and made readily available upon site inspection.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  11/21/2019
Gordon B. Salas
DCCA/CCLP Supervisor

Concurred By:  11/21/19
Robert H. Hunter
DCCA Secretary