



# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Loving Hands Kindergarten & Enrichment Center

Physical Address: Koblerville

Primary Contact Person: Yeldez T. Javier

Contact Number: 288-1004

2<sup>nd</sup> Contact Person: Jeremy U. Tubale

Email Address: dhezjavier@yahoo.com

Date of Inspection: December 5, 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: \_\_\_\_\_

Capacity: Occupant Load 47

Actual Enrollment 27

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):

① Jenette Ramos  
3-4 yrs. - ④

② Rica Sachalian  
4-5 yrs. ④

③ Leonora Abun (Toddler)  
18 months - 6 hrs ⑥

④ Jeremy Tubale (After-school)  
⑥

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#: 1103

Date of issued: 12/21/2018

Expiration Date: 12/21/2019

CCDF Certificate#:   

Date of issued:   

Expiration Date:   

## Grouping Clause Monitoring Inspection:

(1) Electrical

(3) Emergency

(5) Outdoor

(7) Health

(9) Other

(2) Signage

(4) Sanitary

(6) Capacity

(8) Documents

<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.	—		Children enrolled have no known allergies
<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.	✓		
<b>(3-c)</b> Disaster drills are performed and noted every six months.	—		Due to location, no tsunami drills.
<b>(3-d)</b> Recorded drills are accessible for visitors' review.	✓		
<b>(3-e)</b> First-Aid kit is available and accessible.	✓		
<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.	✓		
<b>(3-i)</b> Smoke detectors are properly installed at each needed area.	✓		However, it was not tested because the children were asleep
<b>(3-j)</b> Facility is furnished with workable smoke alarms.	—		Did not inspect
<b>(3-k)</b> Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
<b>(3-l)</b> Families are informed with the provider's EPRP procedures.	—		
<b>(3-m)</b> Children's emergency contact information is updated and reviewed monthly.	✓		

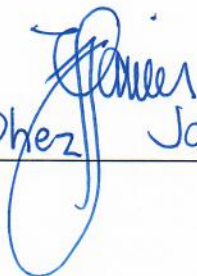
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
<b>(3-n)</b> In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.	✓		
<b>(4)</b> Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.	✓		
<b>(4-a)</b> All cleaning chemical are stored out of the children's reach.	✓		
<b>(4-b)</b> Facility is furnished with age appropriate items that are in good and safe condition.	✓		
<b>(4-c)</b> Facility are equipped with sufficient number of comfort room (as to the occupant load).	✓		
<b>(4-d)</b> Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.	✓		
<b>(4-e)</b> Children's toothbrush is covered individually and stored separately in standing position.	✓		
<b>(4-f)</b> All children's items are disinfected daily or as necessary.	✓		
<b>(5) Outdoor playground is well maintained</b> , outdoor items are organized, yard is clean and odor free.	✓		
<b>(5-a)</b> Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.	✓		<i>However, I recommend remove the loose tiny rocks</i>
<b>(5-b)</b> Playground is far from the main road.	✓		
<b>(5-c)</b> Playground is shaded and enclosed.	✓		<i>Open concept playground</i>
<b>(5-d)</b> Outdoor items are age appropriate.	✓		
<b>(5-e)</b> Non-child-proved equipment is stored out of the children's reach.	✓		
<b>(6) Staff/child ratio are met.</b> There are sufficient numbers of staffs with the group of children.	✓		
<b>(6-a)</b> In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.	✓		<i>Floater are readily available</i>
<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.	✓		

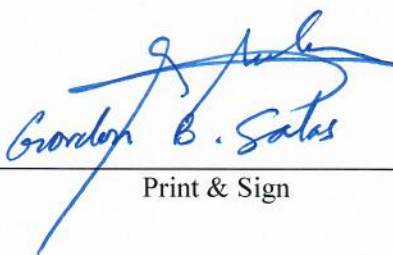
<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
(7-e) Comfortable room is provided for enrolled children that are sick.	—		<i>Sick children are sent home.</i>
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food 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>	—		<i>Renewal package has been received by CCLP</i>
(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.	—		<i>Subject to review</i>
(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) <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.	✓		

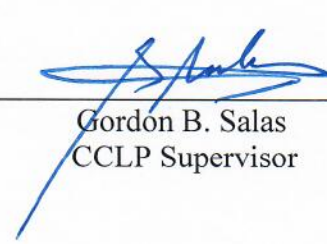
Additional Notes:

**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).

Provider's Signature/Date:  Dhez Javier 12/5/2019

Inspected & Reported By:  Gordon B. Salas 12/5/2019  
Print & Sign Date

Reviewed & Concurred By:  Gordon B. Salas 12/5/2019  
Gordon B. Salas  
CCLP Supervisor Date



# CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT



Business Name: LH Kindergarten & Enrichment Center Physical Address: Koblerville  
 Primary Contact Person: Yeldez T. Javier Contact Number: 288-1004  
 2<sup>nd</sup> Contact Person: Jeramy U. Tubale Email Address: dhezjavier@yahoo.com  
 Date of Inspection: December 5, 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: \_\_\_\_\_

Capacity: Occupant Load 47 Actual Enrollment 27

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

Infants \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_ Toddlers \_\_\_/\_\_\_/6 Ages 18 mts - older Staff 1  
 K-3 \_\_\_/\_\_\_/7 Ages \_\_\_\_\_ Staff 1 K-4 \_\_\_/\_\_\_/\_\_\_ Ages \_\_\_\_\_ Staff \_\_\_  
 K-5 \_\_\_/\_\_\_/8 Ages \_\_\_\_\_ Staff 1 Before/After-Sch. \_\_\_/6 Ages \_\_\_\_\_ Staff 1

\* Teachers (Name of assigned staff per Age-Group): 1. Jennette Ramos (3-4 yrs.), 2. Rica Gachalian (4-5 yrs.), 3. Leonora Abuy (18 mth - older), and 4. Jeramy Tubale (After-School).

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 Toddlers, K-3, K-4, and After-School Programs in compliance with NMIAC §55-40.1-228.

- (1) **Electrical:** The facility complies with all the electrical safety aspects. Therefore, there are no code violations noted.
- (2) **Signage:** Signs are visible and are posted in conspicuous areas of the center. Therefore, there are no code violations noted.
- (3) **Emergency:** Emergency equipment's are readily available at the center such as working telephone lines, fire extinguishers, first aide kits, etc. Therefore, there are no code violations noted.
- (4) **Sanitary:** No code violations noted
- (5) **Outdoor:** The center's outdoor playground is safe for the children enrolled. However, I do recommend that tiny loose rocks be removed for safety purposes. Although the playground itself is not gated or fenced, the entire center's compound is fenced.

**Note:** *The following are measurements of your playground taken by my staff on December 4, 2019:*

1. *East side of the center:  $68'-5'' \times 17'-3'' = 1,185.05 \text{ ft}^2$  divided by  $75 \text{ ft}^2$  equals 15.80 rounded to the nearest ones place would make it 16.*
2. *Front side of the center:  $67'-2'' \times 17'-3'' = 1,162.5 \text{ ft}^2$  divided by  $75 \text{ ft}^2$  equals 15.50 rounded to the nearest ones place would make it 16.*

*At the same token, I'd like to point out that the outdoor space requirement pursuant to regulation is 75 square feet per child. At a minimum, your designated outdoor play area shall be equal to 33% of your facility's maximum child capacity multiplied by 75 square feet per child. For example, your facility's maximum capacity (This is indicated on your Occupancy Permit) is 47, the outdoor play area requirement would be based on 16 children (33% of 47). Each of the 16 children must have 75 square feet. Thus, the facility's total outdoor area requirement would be calculated as 16 (children) x 75 (sq. ft./child) = 1,200 square feet would be needed to accommodate the 16 children. Seeing that the square footage far exceeds the requirement, you are able to accommodate 32 children on the playground at any given time based on the area of your outdoor playground measured by CCLP staff. However, I recommend that you have DPW perform the calculations for official purposes.*

- (6) **Capacity:** The indoor and outdoor space for the center complies with the requirements of NMIAC §55-40.1-272(d)(1)(i) and (2)(i). Therefore, there are no code violations noted.
- (7) **Health:** The children's health information and emergency contacts are available at the center. Therefore, there are no code violations noted.
- (8) **Documents:** The Provider has submitted all the required documents necessary to proceed with the renewal process. Therefore, there are no code violations noted.
- (9) **Other:** None

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

