



CCLP/CCDF PROVIDER INSPECTIONS SUMMARY REPORT COPY



Business Name: **EARLY HEAD START - SUSUPE**

Physical Address: **Susupe, Saipan**

Primary Contact Person: **Palacios, Pualani**

Contact Number: **664-3761/51**

2nd Contact Person: **Reyes, Allison**

Email Address: hsehs@cnmipss.org

Date of Inspection: **12/30/2019**

Inspector(s): **Gregoria Somol/Rita Olopai**

Provider's Category(s): Licensed Certified License-Exempt

Type of Child Care Services

LICENSED:

- Part 200 (Day Care Center, Group C.C. Home, and Before/After-Sch.)
- Part 300 (Family Child Care Home)
- Part 400 (Infant and Toddler Care)

RECEIVED
12/30
[Signature]

LICENSE-EXEMPT:

- Family
- Friend
- Neighbor

Type of Assessment: Preliminary Extension Renewal Monitoring/Visit Provisional
 Announced Unannounced
 Follow-up Date of Previous Visit: _____

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):

Not observed, the children are on their Christmas Break.

Capacity: Occupant Load **36** Actual Enrollment **8 children**

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

C.C. License#: **CCL-1053** Date of issued: **01/03/2020** Expiration Date: **01/03/2021**

CCDF Certificate#: **N/A** Date of issued: _____ Expiration Date: _____

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


Not observed, the children are on their Christmas Break.


Due to the disaster of the facility during Super Typhoon Yutu, childcare services for EHS-Susupe were temporarily carried out at Oleai Head Start Center. With the completed renovation, we conducted an initial inspection. The classroom is furnished with child's size furniture, education materials, and is set-up with all the learning corners. In addition, the lavatory room is equipped with child-size toilet/sink, and is replenish with toiletries that are accessible to the children.

- (1) **Electrical:** All outlets are covered or block-off with furniture.
- (2) **Signage:** Facility and staff required documents are posted at view.
- (3) **Emergency:** When we arrived, staff presents were posting their evacuations routs, labels of material, as well as the exit signs at the conspicuous areas. The room is furnished with 2 new and 2 old smoke alarms that are securely installed on the ceiling of the classroom. *When inspected, we recommend to the teacher present to remove the 2 old detectors that are not working.*
- (4) **Sanitary:** The room is odor free, trash can is equipped with tight lid, and the rest room is spotless. The all furniture is dusted, carpets cleaned, and room is well organized.
- (5) **Outdoor:** There were 2 maintenance men that just finished cutting the grass and were sweeping in the yard. When inquired, the staff present informed that they will sanitize all the outdoor equipment before the opening of the center.
- (6) **Capacity:** The Certificate of Occupancy allows 36 occupants to be in the room. However, the teacher present informed that there are only 8 registered children with 2 staffs.
- (7) **Health:** All staff are updated with their food handler and health certificates.
- (8) **Documents:** Not observed.
- (9) **Other:**

The facility is cleaned, safe and secure for the children to utilize for their center. The teacher informed that with approval of the DCCA/CCLP, they are planning to relocate the EHS childcare services back in Susupe when the children are back from their break.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Prepared By:  12-31-19
Rita N. Olopai
DCCA/CCLP Health & Safety Inspector

Concurred By:  1/3/2020
Gordon B. Salas
DCCA/CCLP Supervisor



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Early Head Start - Susupe Physical Address: Susupe, Saipan
 Primary Contact Person: Palacios, Pualatu Contact Number: 664-3761/51
 2nd Contact Person: Rayas, Allison Email Address: hsehs@cnmipss.org
 Date of Inspection: 12.30.19 Inspector(s): Gona Samol/Rita Okpai

Provider's Category(s): Licensed Certified N/A License-Exempt N/A

Type of Child Care:

Licensed: Part 200 ___ Part 300 ___ Part 400
 License-Exempt: Family ___ Friend ___ Neighbor ___

Type of Assessment: Preliminary Extension ___ Renewal ___ Monitoring/Visit ___ Provisional ___
 Announced Unannounced ___
 Follow-up ___ Date of Previous Visit: _____

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

Infants ___/___/___ Ages _____ Staff ___ Rm. ___ Toddlers ___/___/___ Ages _____ Staff ___ Rm. ___
 K-3 ___/___/___ Ages _____ Staff ___ Rm. ___ K-4 ___/___/___ Ages _____ Staff ___ Rm. ___
 K-5 ___/___/___ Ages _____ Staff ___ Rm. ___ Before/After-School ___/___/___ Ages _____ Staff ___ Rm. ___

* Teachers (Name of assigned staff per Age-Group):
Children enrolled are on Christmas Break.

Capacity: Occupant Load 36 Actual Enrollment 8 children

Pre-Service Training: # of Newly Approved Provider: N/A # of Provider Completed: ___
 C.C. License#: CCL-1053 Date of issued: 01/03/20 Expiration Date: 01/03/21
 CCDF Certificate#: N/A Date of issued: _____ Expiration Date: _____

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.	✓		
(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.	N/A		
(2-f) Children's allergy information is posted in the appropriate area.			
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	✓		
(2-h) Alternate staff schedule are posted at the designated room.	N/A		
(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.			Emergency Preparedness and Response Plan are same w/ PSS.
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.			}
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.			
(3-b) Emergency drills are conducted and recorded monthly.			}
(3-c) Disaster drills are performed and noted every six months.			
(3-d) Recorded drills are accessible for visitors' review.			Not observed
(3-e) First-Aid kit is available and accessible.	✓		
(3-f) Medical items in the kit are valid/updated.	✓		
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	✓		
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		
(3-i) Smoke detectors are properly installed at each needed area.	✓		
(3-j) Facility is furnished with workable smoke alarms.	✓		4 installed. However 2 not working. Recommend to be removed.
(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.	✓		Posted in the office

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.			will be ready before the childrens 1st day back, Teacher
(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.			currently cleaning the yard.
(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.			will be cleared by the 1st day of class.
(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).			The EHS does their own dev. screening.
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.			
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.			
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.			

HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.			
(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).			Not observed, children at break.
(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.	N/A		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	N/A		
(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.	N/A		
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	N/A		
(8-g) Provider(s) has met the required annual training hours.	N/A		
(8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.	N/A		
(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.	N/A		

Additional Notes:


Cont. Occup. = 36 CCLP = 33 Exp. 4.23.2020
Exp. = 9/5/20

Acknowledgement:

I, Nicolas, 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:  12-30-19

Inspected & Reported By:  12-30-19
Print & Sign Date

Reviewed & Concurred By:  1/3/2020
Gordon B. Salas Date
CCLP Supervisor