



# DCCA/CCLP PROVIDER ASSESSMENT REPORT



Business Name: Saipan Seventh day Adventist School

Physical Address: (SPN) Chalan Kiya

Primary Contact Person: Michael Roy Berglund

Contact Number: (670) 234-7326

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

Email Address: \_\_\_\_\_

Capacity:    Maximum/    Enrolled

Provider Category's:  Center  Group Home

Date of Assessment: June 21, 2016

Assessed By: Leilani I, Marciano

Type of Assessment:  Preliminary  Renewal  Visit/Monitoring  Unannounced

**RECEIVED**  
DATE/BY 8-3-16 AW

For all Providers:

Description	Yes	No	*Note(s)
Caregiver <b>must be at the age of 18 years or older</b>	x		
Provider's <b>must</b> renew CCLP Licenses annually ( <b>recommended 60</b> days prior to the expiration date)	x		
<b>Must have an</b> update CCLP <b>all the</b> required documents 30 days prior to the documents expiration date <b>upon submission for approval.</b>	x		
<b>Must</b> submitted and posted <b>a</b> valid required documents or <b>copy(s)</b> in conspicuous area, <b>ie</b> (Bus. License, CCLP License, Staff Health Cert/Food Handler Cert, CPR,DPW Occupancy Permit, Sanitation Permit, Fire Inspection Report/Permit	x		
<b>A</b> "No Smoking" and "Exit" sign(s) <b>must be</b> posted around the facility or home/ <b>vicinity,</b>	x		
<b>The</b> facility or home/ <b>vicinity must</b> equipped with <b>a functional alarm</b> smoke detectors and <b>should be</b> mounted in each enclosed rooms.	x		
<b>The</b> facility or home <b>must be</b> equipped with <b>a</b> fire extinguisher <b>unit and must be on a</b> view, safe <b>and at a</b> convenient space.	x		
<b>The</b> Provider <b>must have installed</b> telephone landline within the facility/home/ <b>vicinity for communication purposes.</b>	x		
<b>The</b> facility's <b>interior must be in a good sanitary condition and odor free to include</b> ample space for children and provider's movement.	x		

The facility indoor must designate and area for any kind of hazards such as; (sharp objects/edges, rust, chemical, etc.) in a secured area with locks at no access for the children. The facility must have a safety padding on all areas of the children(s) presence to prevent from slipping or any type of injury.	x		
Restrooms/Bathrooms must be disinfected, cleaned and free from odor at all times.	x		
Individual cloth towel or disposable paper towel, hand soap, and toilet tissue must be provided and accessible at all times.	x		
Any utilized cloth towels must be replace every other day with clean ones	n/a		
For sanitary purpose, it is recommendation for the hand soap to be in a pump dispenser container.	x		
The Children(s) toothbrushes should be covered individually at all times, stored in a stance and are accessible.	x		
The facility/home/vicinity must installed a spotless child-size toilet or provided alternative tool that will enhance child's independence.	x		
The changing area must be in a separate room away from the children(s) eating area (kitchen/cafeteria).	x		
Recommended the uses of vinyl mat in the changing area for convenient sanitation purposes.	x		
All soiled diapers must be wrapped tight in a plastic bag and must disposed in a closed sanitary bin away from the children(s) eating area and out of the children's reach.	na		

Hand washing <b>must be</b> perform throughout the day by the provider and children; after toileting/each diaper changed or after outdoor/before <b>and</b> after meals.	X		
<b>The</b> eating area must provide ample space for children and adults to move around.	X		
<b>Any</b> food crumbs in the kitchen/cafeteria <b>must be</b> cleaned up right away and the rooms <b>must be</b> free from any kind of scent/odor.	X		
<b>All</b> food & formula <b>must be</b> stored properly <b>in a refrigerator</b> or at the right temperature.	X		
All cleaning chemical <b>supplies must be in stored and</b> locked away out of the children's reach.	X		
<b>Must</b> create; post and practice <b>involvement of the</b> Emergency Evacuation plans <b>and access</b> .	X		
<b>Provider must educate and explain to the children the procedure of the</b> emergency evacuation plans and <b>be</b> posted at child's eye level of every entrance/exit doors.	X		
<b>Must conduct</b> emergency and disaster drills once a month <b>and should be</b> practiced <b>and continued</b> every 6 months.	X		
<b>All</b> outlets <b>must be</b> covered or blocked off (from a height of 7ft, and below; BSC recommendation) for <b>electric shock safety purposes</b> .	X		
<b>The</b> outdoor playground <b>must be</b> far from the main or <b>street access</b> road.	X		
<b>The</b> outdoor playground <b>must be</b> enclosed/ <b>fenced and gated area</b> .	X		


The playground <b>must be</b> free from a hazards (tripping hazards, sharp edges, rust, slippery risks, chemical pollutions and etc.).	X		
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For Licensed Provider's

Comply with an open door policy.	X		
Hand book states center rate, enrollment, staff supervision schedule, daily activities schedule, emergency evacuation procedures, and alternative site.	X		
Posted a comprehensible Daily Activity Schedule per grouping of children.	X		
Interior space accommodates a minimum of 35sq. footage of space per child.	X		
Napping area is cleaned and <b>odor</b> free from scent.	X		
There <b>should be</b> a 3 feet of free space or a sturdy shelve between each child's mats.	X		
Sleeping mats are sanitized and air dried after each used.	X		
Outdoor meets a minimum 33% of facility capacity at 75sq. footage of space per child.	X		
Outdoor equipment's <b>are</b> in good condition and age appropriate.	X		

***\*Note(s): Refer, as the inspector identify a discrepancy (ies) as mark (√) no and informed/advised the provider with a verbal warning but will be noted or recorded.***

Therefore, with the above inspection check list recommendation of renewing their Child Care Licensing.

Reported by:   
Leilani I. Marciano/CCLP Community Dev. Spec. 1

Reviewed by:  8/3/16  
Ana B. Santos – CCLP Supervisor

Approved by:  8/3/16  
Robert H. Hunter/DCCA Acting Secretary