

DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM
(DCCA/CCLP)



INSPECTION CHECKLIST

Business Name: Brilliant Star Montessori Sch. Physical Address: Navy Hill, SPN
 Primary Contact Person: Steven Beyer Contact Number: 323-7827
 2nd Contact Person: Elizabeth Castro Email Address: admin@brilliantstar.org
 Date of Inspection: 9.22.21 Start Time: 10:40 End Time: 11:00 am Inspector(s): RN Olepai

Type of Assessment: PRELIMINARY RENEWAL EXTENSION
 MONITOR/VISIT NEW SITE CONCERNS
 ANNOUNCED UNANNOUNCED
 FOLLOW UP Date of Previous Inspection _____

Category: Licensed Certified

Type of Child Care Services: FAMILY HOME GROUP HOME CENTER BASE
 INFANT/TODDLER BEFORE/AFTER (B/A) SCH.

Capacity: Total Occupants 165 Enrollment 51 No. of Staff 09

Child Care No.: License: CCL-1057 Certificate: N/A Expiration Date: 09.15.21

Age-Group (Per Room – list the O/L, enrollment, # present, age range, # of staff assigned):

INFANT:

1
Combined
1 (6wks - 2y9m)

K-3:

pre-K + kindergarten
(3-5 yrs. old)

K-5:

Combined

TODDLERS:

14 enr. w/ 4 staff
Ratio 1/4

K-4:

37 registered w/ 5 staff
Ratio 1/7

B/A SCH.:

Pre-service Training: # of Newly Approved Provider _____ # of Provider Completed _____

Grouping Clause Monitoring Inspection:

- | | | | |
|---------------|--------------|---------------|----------------|
| (1) DOCUMENTS | (3) SANITARY | (5) CAPACITY | (7) ELECTRICAL |
| (2) HEALTH | (4) SIGNAGES | (6) EMERGENCY | (8) OUTDOOR |

DOCUMENTATION	√	X	NOTE
(1) Without being reminded, provider submit a renewed facility and/or staff required documents.	✓		<i>informed</i>
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.	✓		<i>Reminded</i>
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.	✓		<i>Reminded</i>
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.	✓		<i>Admin. scheduled staff T/TA</i>
(1-d) All childcare staff in a licensed (non-certified) center/school has accrued 15 hours of training/technical assistance (T/TA) based on child development annually.	✓		<i>Informed</i>
(1-e) Upon completed T/TA, the center director (or authorized person) must inform and submit attended staff supporting documents (of T/TA description, date, duration, and prove of attendance) for verification.	✓		<i>Informed</i>
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.	<i>NA</i>		
(1-g) Newly approved staff was informed about the pre-service training requirement.			
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.			
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.			<i>NA</i>
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.			
(1-k) Documentations of enrolled children are filed individually.	✓		
(1-l) Subsidized children are signed in/out on the attendance sheet daily.	<i>NA</i>		
(1-m) Provider conforms with the open-door policy.	✓		<i>Admin ofc. limited 2 ppl at a time</i>

HEALTH	√	X	NOTE
(2) All enrolled children are updated with their medical documents (immunization, dental, developmental screening, etc.).	✓		
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	✓		
(2-b) Health check for the registered children is conducted and recorded daily.	<i>NA</i>		

(2-c) Records of the daily health check is accessible to parents and CCLP/CCDF staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-d) If applicable, staff are aware of enrolled child's allergy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-e) A cozy and comfortable room for a sick child is available (Isolation Room).	<input type="checkbox"/>	<input type="checkbox"/>	
(2-f) Children's meals and formulas are stored at proper temperature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-g) Facility is furnished with age-appropriate educational items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-h) Furniture and equipment are in a good and safe condition for the children's use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-i) The use of adaptive tools is safe and sturdy for the children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-j) Hand washing is performed throughout the operational hours (particularly before entering the center, before/after meals, and after the use of comfort room or as necessary).	<input type="checkbox"/>	<input type="checkbox"/>	Not observed
(2-k) Proper hand-washing for 20 seconds begins at the time of lathering hands with soap.	<input type="checkbox"/>	<input type="checkbox"/>	Not obs.
(2-l) The use of hand sanitizer is available with the lack of running water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-m) Facility is equipped with adequate number of lavatories.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-n) Comfort rooms are furnished with toiletries (hand-soap, paper towel, toilet tissue).	<input type="checkbox"/>	<input type="checkbox"/>	
(2-o) Toiletries are stationed in an area that is safe and accessible to the children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2-p) All trash bins are sealed with covers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SANITARY	√	X	NOTE
(3) The facility is generally odor-free, clean and clutter-free (floors swept, work space, educational materials and bathroom clean, garbage emptied).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3-a) Staff are familiar with the measurement of bleach/water for sanitizing and disinfecting.	<input type="checkbox"/>	<input type="checkbox"/>	Not observed, informed
(3-b) The bleach/water solution is made daily and recorded.	<input type="checkbox"/>	<input type="checkbox"/>	" "
(3-c) The mixture of bleach/water is out of the children's reach.	<input type="checkbox"/>	<input type="checkbox"/>	" "
(3-d) All furniture, educational items are disinfected daily prior to operational hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use of UV light
(3-e) Used educational items are sanitized before it is available for the next child use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3-f) Educational items with body secretion are placed in a dirty bin to be disinfected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3-g) Educational items with human secretion are stored away before it is use again.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3-h) Busy surfaces are sanitized as often as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

SIGNAGES	√	X	NOTE
(4) The Child Care License/Certificate must be posted in a conspicuous area.	/		
(4-a) Posting of the facility's required documents is at view and are updated.	/		
(4-b) Staff required documents are valid, filed individually and accessible for review.	/		
(4-c) "No Smoking" and/or "Exit" signs are posted in an appropriate area and is noticeable.	/		
(4-d) Evacuation plan is posted beside all entrance/exit doors.	/		
(4-e) Emergency contact number is posted near the working telephone landline.	/		
(4-f) Certificate of occupant and the latest approved floor plan is posted at visitors' view.	/		
(4-g) Daily activities schedule is posted at visitor's view.	/		
(4-h) DCCA/CCLP's and CCDF's contact information is posted at parents/visitors view.			<i>Informed</i>

CAPACITY	√	X	NOTE
(5) The total number of staff and enrolled children is within the facility's approved occupants.	/		
(5-a) The staff/child ratio is met in each age group.	/		<i>Informed</i>
(5-b) In an event the assigned staff has to leave the group of children, an alternate staff is provided.	/		
(5-c) A center with 50 or more registered children, the director may teach and not be counted in the ratio.	/		
(5-d) With the exceptions of an emergency, special situation (but not to exceed 10 hours per week), or during the first and last hour of operation in a full day operation center directors to be counted.	/		
(5-e) Children's roster with assigned staff is provided monthly.			<i>Remissed</i>
(5-f) Provider notify the CCLP with any revision of the approved staffing.	/		

EMERGENCY	√	X	NOTE
(6) Provider's current emergency preparedness and response plan (EPRP) is approved by the Child Care Program.	/		
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.	/		
(6-b) Staff are aware of the EPRP and their responsibility.	/		
(6-c) Facility is equipped with at least 2 entrance/exit doors.	/		

(6-d) All entrances/exits doors are kept clear of clutter and etc.	/		
(6-e) Emergency drills (alternating) are performed and recorded monthly.	}		
(6-f) Disaster drills (alternating) are conducted and recorded every six months.			<i>Not observed</i>
(6-g) Records of all drills are accessible.			
(6-h) Facility is equipped with adequate number of fire extinguisher as recommended by DFEMS.	/		
(6-i) Fire extinguisher is located in a safe and convenient space.	/		
(6-j) First aid kit is available and accessible.	/		
(6-k) First aid kit is filled with update medical supplies.	/		
(6-l) Facility is furnished with sufficient number of smoke detectors.	/		
(6-m) Smoke alarm are installed in each enclosed room of the facility.	/		
(6-n) In the event a child gets hurt in the center, the accident must be recorded.	/		
(6-o) Parents are notified immediately if their child is injured (minor/major) in the center.	/		
(6-p) An incident report (minor/major) is issued to the parents on the day of the accident.	/		
(6-q) Incidents that involve medical professions and/or enforcers must be reported to CCLP.	/		<i>informed</i>


ELECTRICAL	√	X	NOTE
(7) Fuse box is covered and located out of children's reach.	/		
(7-a) Electrical outlets not in use are covered properly or blocked from children's reach.	/		
(7-b) Overload of an electrical outlet is avoided.	/		
(7-c) Electrical cords are securely fixed (not hanging loose).	/		
(7-d) Electrical cords does not crossed pathways and are out of children's reach.	/		

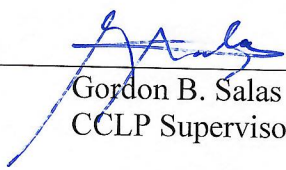
OUTDOOR	√	X	NOTE
(8) The center/school environment is free from hazardous material and chemical.	/		
(8-a) Children's playground is enclosed, shaded, and well maintained.	/		
(8-c) Playground is free from tripping hazards and provides soft surfacing of at least 6ft.	/		
(8-d) Playground is furnished with age-appropriate equipment that are in good condition.	/		
(8-e) Children's outdoor equipment are sanitized before used.	/		

Exit Review & Acknowledgment:

I, STEVEN BEYER, hereby acknowledged that the CCLP staff(s) assessed and notified the discrepancies found during the visit. Therefore, I attest to address the stated deficiencies within the time frame recommended.

Authorized Personnel Signature/Date:  9/22/21

Reported By:  Date: 9.22.21
CCLP Staff & Signature

Approved By:  Date: 10/7/2020
Gordon B. Salas
CCLP Supervisor

To offer @/screening (next Wed.)



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

FILE COPY

Business Name: BRILLIANT STAR MONTESSORI SCHOOL **Physical Address:** Navy Hill, Saipan
Primary Contact Person: Steven Beyer **Contact Number:** 323-7827
2nd Contact Person: Elizabeth Castro **Email Address:** principal@brilliantstar.org
Inspection Date: 09/22/21 **Start Time:** 10:40 am **End Time:** 11:00 am **Assessed By:** Rita N. Olopai

Type of Assessment: Initial: **Renewal:** Extension:
 Visit (Monitor): Provisional: Concerns:
 Announced: **Unannounced:**
 Follow-up: Date of Last Visit _____

RECEIVED
Elizabeth Castro
 10/25/21

Category(s): Licensed: Certified:
Type of Services: Part 200: Part 300: **Part 400:**
 Group Home Care: Family Home Care:
 Center Base: **Before/After (B/A) Pro.:** **Infant/Toddler:**

Capacity: Total Occupants 165 Enrollment 51 children No. of Staff 9 teachers

Child Care No.: License: CCL-1057 Certificate: N/A Expiration Date: 9/30/2021

The initial unannounced visit and renewal inspection that was scheduled on September 14, 2021 had to be rescheduled. The authorized personnel were busy with the school's dismissal of monitoring the children exits and the pick-up area.

Staff Child Ratio (No. of children ENROLLED / PRESENT/ CAPACITY / No. of staffs in each AGE-GROUP or room):

From the provider's inquiry on the ratio a clarification was discussed. Children enrolled under the infant/toddler program, between the age of 6 weeks to 24 months the ratio is 1 teacher to 4 children. However, children registered under the daycare program between the ages of 2-to-5-years old ratio will be 1 teacher to 7 children.

- Infants/Toddlers (6 mos.-to-2 yrs.9 mos.) – 14 enrolled with 4 teachers
- Pre-Kinder & Kindergarten (3 yrs.-to-5 yrs.) – 37 children with 5 teachers

The center provides sufficient number of employees to care for the registered children and is within the ratio.



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM





INSPECTION SUMMARY REPORT

- (1) **Documents – No deficiencies.** I reviewed that the children's file is completed with the child's registration form, birth certificate, immunization card, and etc. When asked, Ms. Liz explained that the health insurance information is stated in the child's registration form. I reminded Ms. Liz the submission due dates of the renewal application, the updated staff/facility required documents, and the monthly roster.
- (2) **Health – No deficiencies.** Conducted a random review of the children's file indicates their immunizations are updated. Health information is stated in each child's school registration form.
- (3) **Sanitary – No deficiencies.** All building used for daycare services are being disinfected with the used of UV light before and after operational hours and during the outdoor time. Sanitizing is performed occasionally as needed throughout the day.
- (4) **Signages – No deficiencies.**
- (5) **Capacity – No insufficiencies.** The number of teachers and registered children assigned for each daycare building is less than the approved buildings occupancy.
- (6) **Emergency – No deficiencies.**
- (7) **Electrical – No insufficiencies.**
- (8) **Outdoor – No deficiencies.**
- (9) **Other – None**

The provider has complied to all requirements and no deficiencies found as stated above. A proposal for your approval to renew the CCL-1057 for a continuation to provide childcare services within the CNMI.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By:  10-7-21
CCLP Staff

Approved By:  10/7/2021
Gordon B. Salas
CCLP Supervisor



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: EARLY HEAD START PROGRAM

Physical Address: Tanapag, Saipan

Primary Contact Person: Maranda Smith

Contact Number: _____

2nd Contact Person: Brooklyn Ybanez

Email Address: maranda.smith@cnmipss.org

Inspection Date: 9/22/2021 Start Time: 8:10 am End Time: 8:39 am Assessed By: Rita N. Olopai

Type of Assessment: Initial: Renewal: Extension:
Visit (Monitor): Provisional: Concerns:
Announced: Unannounced:
Follow-up: Date of Last Visit _____

RECEIVED
1-06-22

Category(s): Licensed: Certified:

Type of Services: Part 200: Part 300: Part 400:
Group Home Care: Family Home Care:
Center Base: Before/After (B/A) Pro.: Infant/Toddler:

Capacity: Total Occupants 24 Enrollment 8 children No. of Staff 3 employees

Child Care No.: License: CCL-1069 Certificate: N/A Expiration Date: 10/31/2021

Staff Child Ratio (No. of children ENROLLED / PRESENT/ CAPACITY / No. of staffs in each AGE-GROUP or room):

The Early Head Start Program provide childcare services to a multi-age of children between 6-weeks-to-3-years old.

INFANT: ----- Combined ----- TODDLERS: ----- Combined ----- K-3:
(Enrolled children age is between 1-to-3 years old)
24 approved occupants – 8 registered children/
6 attendance/3 teachers

Grouping Clause Monitoring Inspection:

- | | | | |
|---------------|--------------|---------------|----------------|
| (1) Documents | (3) Sanitary | (5) Capacity | (7) Electrical |
| (2) Health | (4) Signages | (6) Emergency | (8) Outdoor |

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DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

- (1) **Documents – Deficiencies to fulfill the submission dates of updated required documents and renewal application.** The center's fiscal year 2022 Child Care License application was received on 8/30/21, a day prior to the due date of 9/1/21. However, since the application was submitted with incomplete attachments of expired or pending required documents a revision of the application submission date will be based on the completed received of requested documents send via email on 9/20/2021. October 7, 2021 is the received date of all required documents that completed the FY '22 Child Care License renewal application.
- (2) **Health – No deficiencies found.** The center is cleaned, organized, and odor free.
- (3) **Sanitary – No deficiencies.**
- (4) **Signages – No deficiencies.**
- (5) **Capacity – No deficiencies.** Please, review the occupants stated above "staff/child ratio". The center has addressed the staff/child ratio.
- (6) **Emergency – No deficiencies.** The center's emergency kit is a sturdy bag packed filled with valid medicinal and emergency supplies situated near one of the entrance/exit doors that provide accessibility in an event of an emergency. As per the teacher, she informed that the emergency and disaster drills will resume in September 2021 for the recently opened school year.
- (7) **Electrical – No deficiencies.**
- (8) **Outdoor – No deficiencies.** The playground is enclosed, shaded, and equipped with child's size sand/water table with toys, bouncy-balls, slide, tricycles, and concrete track.

With all that is mentioned above, a proposal for your approval the renewal of CCL # 1069 for a continued licensed childcare service.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 10-8-21
CCLP Staff

Approved By: *[Signature]* 10/12/2021
Gordon B. Salas
CCLP Supervisor