



DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Brilliant Star Montessori Sch. Physical Address: Navy Hill, SPN

Primary Contact Person: Steven Beyer Contact Number: _____

2nd Contact Person: _____ Email Address: _____

Date of Inspection: 02.08.21 Inspector(s): _____

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

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 Reopening of the Off. Sch. Pro.
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 19/ / Ages 2-12 yrs Staff Rm.

* Teachers (Name of assigned staff per Age-Group):
Depends on the daily # of children present

room cap. @ 75%

Capacity: Occupant Load 61 Actual Enrollment _____

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

C.C. License#: CCL-1057 Date of issued: _____ Expiration Date: _____

CCDF Certificate#: 1057 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.			
(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.			
(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.			
(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.			
(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.			
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.			

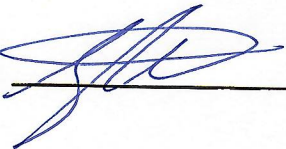
HEALTH & SAFETY	YES	NO	COMMENTS
(7-e) Comfortable room is provided for enrolled children that are sick.			
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.			
(7-g) Provider has updated health or food handler certificate.			
(7-h) Hand-washing is performed through-out the 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:

13 @ 50 19 @ 75 2-12 yrs. → 4V Light
 3315 PU
 315-

Acknowledgement:

I, Steven Peyer, 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:  2/8/21

Inspected & Reported By: 
Print & Sign

2-8-21
Date

Reviewed & Concurred By: _____
Gordon B. Salas
CCLP Supervisor

Date



DEPARTMENT of COMMUNITY & CULTURAL AFFAIRS
Child Care Licensing Program



SUMMARY REPORT

Business Name: Brilliant Star Montessori School

Physical Address: Navy Hill, SPN.

Contact Person: Steven Beyer (Principal)

Contact Number: 323-7827

Assisted Employee: Same as Above

Email Address: principal@brilliantstar.org

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

Category(s): Licensed: Certified:

Type of Services: Part 200: Part 300: Part 400:
 Infant/Toddler: Day Care: Before/After Sch. Program:
 Group Home Care: Family Home Care:

Capacity: Approved Occupancy: 61 Enrollment: 19 # of Staff: pending

Child Care License/Certificate Information:

License #: CCL-1057

Certificate #: N/A

Issued Date: 9/15/2020

Expiration Date: 9/15/2021

Date of Assessment: 02/08/2021

Assessed By: Rita Olopai

Around 10:00 am, I conducted my announced visit at Brilliant Star Montessori School (BSMS) and Mrs. Gregoria Ahmed accompanied for validation purposes. The visit was to inspect the classroom that will be utilize for the After-School (A/S) program, the transitioning procedures, and the COVID19 prevention for the A/S services. Greetings were exchanged between Mr. Beyer, Ms. Liz (BSMS staff) and the CCLP staff, upon our arrival.

We were directed into a classroom situated in the same building as the school's office which is currently use for the enrolled infants. However, the classroom will be used for A/S Program at the end of the school hours. When asked, Mr. Beyer explained that from 3:00 to 3:15 pm is pickup time for students at their selected area. During this course, infants will be moved to the designated pick-up building and the classroom will be disinfected with the use of ultraviolet

radiation (UV) light. As clarified, all enclosed rooms in this classroom will be open, all individuals will vacate the room, except for a designated person that will set up the UV light to operate. The assigned person will have few minutes to leave the room before the UV light is in action. During the operation of the UV light, classroom will be closed and signs will be posted on all entrance/exit doors and windows. Mr. Beyer assured that they have tested the use of the UV light and that it is contained within the classroom.

The A/S Program will commence at 3:15 pm and all enrolled children will be guided to wash their hands before they enter the classroom. Mr. Beyer informed that room occupancy will be based on the 75% of the room capacity and enrolled children will be between the ages of 2 to 12 years old. In addition, he assured that prevention of COVID19 procedures will be followed during the operational hours of the A/S Program.

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

Not observed, awaits their certification to reopen.

- (1) **Electrical** – No deficiencies found
- (2) **Signage** – No deficiencies to report
- (3) **Emergency** – No deficiencies to report
- (4) **Sanitary** – No deficiencies found
- (5) **Outdoor** – No deficiencies found
- (6) **Capacity** – stated above
- (7) **Health** – No deficiencies found
- (8) **Documents** – No deficiencies found
- (9) **Other**

With all that is mentioned above, I proposed for your approval to certify Brilliant Star Montessori School to reopen the After School Program.

Prepared By: Rita N. Olopai 02.10.21
CCLP Health & Safety Inspector

Concurred By: Gordon B. Salas 2/11/2021
DCCA/CCLP Supervisor

