



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

FILE COPY

RECEIVED
8/18/21
RCA

Business Name: Early Head Start (EHS) Program (CK-III)

Physical Address: Chalan Kanoa, Saipan

Primary Contact Person: Kimberly DLR. Duenas

Contact Number: 234-4635

2nd Contact Person: Maryanna A. Mendiola

Email Address: heehsecmnpss.org

Inspection Date: 8/6/2021 Start Time: 9:54 am End Time: 10:20 am

Assessed By: R. N. Olopai

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

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 22 Enrollment 8 children No. of Staff 2

Child Care No.: License: CCL-1059 Certificate: N/A Expiration Date: July 31, 2022 (Initial)

A preliminary assessment was conducted at EHS Program (CK-III) as an additional site in Chalan Kanoa Village which will provide childcare services from infants 6-weeks-old to toddlers three-years-old children.

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

Opening admission of children is 8 and will be cared by 3 staff. Currently, 1 lead teacher and 1 teacher aide are assigned to the center. However, a possible staff will be included once upon the completion of his/her documentations as stated by the Health Manager. The center has fulfilled with the required ratio of 1 staff to 4 children.

- (1) Documents – Minor deficiencies of 2 expired staff documents and 1 pending facility-required document. As per provider documents are processed and awaits distribution of updated documents.
- (2) Health – No insufficiency. The program required all enrolled children to be updated with their immunization, and to go through developmental screening. The staff has obtained supporting document that clears them with tuberculosis, police clearance and criminal background check



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

for criminal clearance, and the COVID19 vaccination. All built-in cabinets in the room are child-locked, air purifier is provided, and staff are required to wear masks during operational hours. For ventilation, staff are required to open the windows every hour for 15 minutes throughout the duration of childcare services.

- (3) **Sanitary – No deficiency.** The room is built with tiled floor with spacious adult-size toilet and sink that is enclosed from child-size toilets and basins that is equipped with liquid hand soap, paper towels, and toilet tissues. Furnished with changing table that is covered with vinyl mat, rubber mats in each learning corners and in the infant area, covered trash bins, toddler-size tables/chairs and crib, and plexiglass that enclosed the infant area. To fulfill the social distance, the mentioned furniture is organized with an open space of 6-feet and markings are used in the learning corners to label child's space. Due to the pandemic, visitors are not allowed in the room as well, as parents are designated at the sign in/out area that is situated outside the front entrance/exit door of the room. Before entering the room, children will be screened for body temperature and children with fever or any symptoms are not permitted to stay for the day. Children will be directed to wash their hands as they enter the room. The center, furniture and educational items are disinfected at the end of the day in preparation for the next day. Each will be assigned with an educational item that would not be shared at their designated learning corner. Used items will be placed in a dirty bin and will not be available until it is sanitized.
- (4) **Signages – No deficiency.** Emergency evacuation plans are posted near the exit doors, proper hand-washing procedures are visible at the basins, each furniture and area in the room are labeled, and parents' information are posted in the designated parents' bulletin board. However, informed the staff that CCLP contact information must be posted in the parents' bulletin board that is stationed at the sign in/out area.
- (5) **Capacity – No insufficiency:** 22 is the approved occupancy for EHS (CK-III) room and it will be used by 8 registered children and 2 assigned and 1 potential teachers. That confirms that center is within the allowed occupant loads.
- (6) **Emergency – No deficiency.** Emergency evacuation plans are posted near the exit doors, smoke detectors are properly installed and in working conditions, the room is equipped with emergency light, first aid kit and bag are filled with sufficient medical supplies.
- (7) **Electrical – No deficiency.** The available outlets in the room are properly covered, and cleared with electrical cord or extension lines.
- (8) **Outdoor – No deficiency.** The centers' outdoor playground is shared with EHS/CK-I and CK-II and designated outdoor time for each room is scheduled. The playground is enclosed, far from the road, grassy surface, and is equipped with child-size outdoor items.



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

(10) Other – The facility is a duplex building that adjoined with EHS/CK-I and CK-II rooms. It is built with 2 entrance/exit glass doors, and glass windows that are furnished with shutters. The room is clean and odor free.

Based on the information above, a proposal for your approval to license the EHS/CK-III site as an additional childcare center.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 8.11.21
CCLP Staff

Concurred By: *[Signature]* 8/11/2021
Gordon B. Salas
CCLP Supervisor