



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: EARLY HEAD START PROGRAM (CK-1) **Physical Address:** Chalan Kanoa, Saipan

Primary Contact Person: Joy Celes

Contact Number: 234-4634

2nd Contact Person: Maryanna Mendiola

Email Address: maryanna.mendiola@cnmipss.org

Inspection Date: 06/02/21 **Start Time:** 10:05am **End Time:** 10:20am **Assessed By:** Rita N. Olopai

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

Category(s): **Licensed:** Certified:

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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 11 Enrollment 8 children No. of Staff 3 teachers

Child Care No.: License: CCL-1073 Certificate: N/A **Expiration Date:** 01/31/2022

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

The center has 3 staff assigned, 8 registered children between the age of 1 to 2 years old. The program is in 2 sessions (AM/PM) and the operational hours for AM session is from 7:30 to 11:00 am and for PM session is from 12:30 to 4:00 pm. The enrolled children are divided in group of 4 and each group is assigned to either the AM or PM session. During my observation, there are 3 children presents with two staff.

- (1) **Documents – No discrepancies.** Attending staff was informed about the teachers' requirement to accumulate 15 hours of training/technical assistant (T/TA) annually. Supporting documents of certificate of participation with the T/TA name, the T/TA date, and the duration of the T/TA. In addition, I notify that the submission renewal application for the child care license will be on 1st of December, 2021, to meet the requirement of 60 days prior to the expiration of the existing license.
- (2) **Health – No discrepancies.** The facility is clean with no odor, the comfort room is equipped with adult-size and child-size lavatory and sink, and all trash bins are covered. Due to the pandemic, visitors are not allowed in the center.
- (3) **Sanitary – No discrepancies.**



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- (4) **Signages – No discrepancies.** Center documents are posted for visitor's view. Above each door is the "Exit" signs and near the doors are the posting of center's evacuation plans.
- (5) **Capacity – No discrepancies.** The program is being used within the approved building occupancy of 11, which is used by 3 teachers and 4 students per session.
- (6) **Emergency – No discrepancies.** Center is furnished with 2 entrance/exit doors, fire-extinguishers are stationed in a secure area, smoke alarms are installed properly, and first aid kit are placed in a backpack for accessibility in an evacuation event. The evacuation plans and exit signs are posted visibly.
- (7) **Electrical – No discrepancies.**
- (8) **Outdoor – No discrepancies.** The children's playground is enclosed from the parking lot and the Pre/Kindergarteners playground.
- (9) **Other –**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 06-11-21
CCLP Staff

Concurred By: *[Signature]* 6/14/2021
Gordon B. Salás
CCLP Supervisor



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



INSPECTION CHECKLIST

Business Name: Early Head Start Program (CK-I)

Physical Address: Chalan Kanoa, SPN

Primary Contact Person: Voig Celas

Contact Number: 234-4634

2nd Contact Person: Maryanna Mendiola

Email Address: maryanna.mendiola@cnmipss.org

Date of Inspection: 06-02-2021

Start Time: 10:05

End Time: 10:20am

Inspector(s): Rita Olopai

Type of Assessment:

PRELIMINARY

RENEWAL

EXTENSION

MONITOR/VISIT

NEW SITE

DISPUTE

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 11

Enrollment 8 1/4

No. of Staff 3

Child Care No.:

License: CCL-1073

Certificate: N/A

Expiration Date: 01/31/2022

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

INFANT:

TODDLERS:

K-3:

(1-2 yrs. old)
11/4/3 - AM session
4/3 - PM "

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K-4:

K-5:

B/A SCH.:

Pre-service Training: # of Newly Approved Provider N/A

of Provider Completed _____

Grouping Clause Monitoring Inspection:

(1) DOCUMENTS

(2) HEALTH

(3) SANITARY

(4) SIGNAGES

(5) CAPACITY

(6) EMERGENCY

(7) ELECTRICAL

(8) OUTDOOR

DOCUMENTATION	√	X	NOTE
(1) Updates of the facility and staff required documents are submitted to CCLP on time.	✓		
(1-a) All required facility/staff documents must be renewed 30 days prior to its expiration date.	✓		
(1-b) The complete renewal application (with the attachments) is received 60 days prior to the expiration date of the Child Care license/certificate.	✓		
(1-c) Directors notifies and encourages all staff to attend of the scheduled trainings.	✓		
(1-d) All childcare staff in a licensed but non-certified center/school has accrued 15 hours of training/technical assistance (T/TA) based on child development annually.	✓		Inform of CCLP's reqs of T/TA hrs.
(1-e) Upon completion of a T/TA, supporting documents (T/TA date, time, & prove of attendance) is submitted to CCLP.	✓		Inform
(1-f) All childcare staff in a licensed and certified center/school has accumulated the 30 hours of training /technical assistance based on child development annually.			N/A
(1-g) Newly hired staff is attentive and in the process of completing the pre-service training within 90 days from the date of their (CCLP's) approval.			
(1-h) New staff is an assistant to a certified staff while working on the pre-service training requirement.			
(1-i) Director inquire from Evergreen Learning (EGL) Center in regards to the pre-service training.			
(1-j) Documentations of enrolled children are filed individually.	✓		
(1-k) Provider complies with the open-door policy.			Due to COVID - Stop
(1-l) Subsidized children are signed in/out on the attendance sheet daily.		✓	

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 each child is conducted and recorded daily.			
(2-c) Records of the daily health check is accessible to parents and CCLP/CCDF staff.			
(2-d) If applicable, staff are aware of enrolled child's allergy.			
(2-e) A cozy and comfortable room for a sick child is available (Isolation Room).			

(2-f) Children's meals and formulas are stored at proper temperature.	✓		
(2-g) Facility is furnished with age-appropriate educational items.	✓		
(2-h) Furniture and equipment are in a good and safe condition for the children's use.	✓		
(2-i) The use of adaptive tools is safe and sturdy for the children.	✓		
(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).	✓		
(2-k) Proper hand-washing for 20 seconds begins at the time of lathering hands with soap.	✓		
(2-l) The use of hand sanitizer is available with the lack of running water.	✓		
(2-m) Facility is equipped with adequate number of lavatories.	✓		
(2-n) Comfort rooms are furnished with toiletries (hand-soap, paper towel, toilet tissue).	✓		
(2-o) Toiletries are stationed in an area that is safe and accessible to the children.	✓		
(2-p) All trash bins are sealed with covers.	✓		

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).	✓		
(3-a) Staff are knowledgeable of the Clorox/Water mixture for sanitization and for disinfection.	✓		
(3-b) Bleach solution is made daily, labeled and out of children's reach.	✓		
(3-c) All furniture, educational items are disinfected daily prior to operational hours.	✓		
(3-d) Used Educational items are sanitized before the next child uses.	✓		
(3-e) Educational items with human secretion are stored away to be disinfected before it is use again.	✓		
(3-f) Busy surfacing are sanitized as often as necessary.	✓		

SIGNAGES	✓	X	NOTE
(4) The Child Care License/Certificate must be posted in a conspicuous area.	✓		
(4-a) Facility's required documents are valid and posted in a conspicuous area.	✓		
(4-b) Staff required documents are valid and posted visibly.	✓		
(4-c) "No Smoking" and "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) DPW approved floor plan is posted in each enclosed room used for C.C. services.	/		
(4-g) Daily activities schedule is posted at visitor's view.	/		
(4-h) Center/School must post the procedures for filing a complaint with the DCCA/CCLP including the contact number and mailing address.	/		

CAPACITY	√	X	NOTE
(5) There are sufficient number of staff with the total number of children.	/		
(5-a) Directors may teach and not be counted in the ratio if the center's enrollment is 50 or above.	/		
(5-b) Exception may be made for director to be included in the staff/child ratio (cases of emergency or special situation) but must not exceed 10 hours per week.	/		
(5-c) Exception may be made for the director inclusion in the ratio during the first and last hour of operation in a full day operation center.	/		
(5-d) Certificate of occupancy and floor plan of the facility is accessible for visitors.	/		

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.	/		
(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.	/		


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


OUTDOOR	√	X	NOTE
(8) The center/school environment is free from hazardous chemical/material/equipment.	/		
(8-a) Children's playground is far from the road, enclosed, and shaded.	/		
(8-b) Playground is safe and free from tripping hazards.	/		
(8-c) Playground is furnished with age-appropriate equipment.	/		
(8-d) Children's outdoor equipment are in good and safe condition.	/		
(8-e) The playground is well maintained.	/		

Notes:

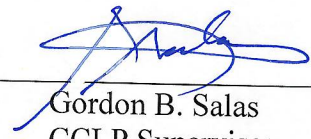
Exit Review & Acknowledgment:

I, Celis, Joy, hereby acknowledged the CCLP staff(s) assessment and the explanation of the discrepancies found during this visit. Therefore, I pledge to address the stated deficiencies within the time frame recommended by the CCLP.

Authorized Personnel Signature/Date:  6/2/21

Reported By: 
CCLP Staff & Signature

Date: 6/2/21

Reviewed By: 
Gordon B. Salas
CCLP Supervisor

Date: 6/14/2021