



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: Early Head Start Program (EHS)

Physical Address: Susupe, Saipan

Primary Contact Person: Allison Reyes

Contact Number: 234-4677

2nd Contact Person: Maranda Smith

Email Address: maranda.smith@cnmipss.org

Inspection Date: 05/06/21 Start Time: 9:55am End Time: 10:20am Assessed By: Rita Olopai

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 four00:
 Group Home Care: Family Home Care:
 Center Base: Before/After (B/A) Pro.: Infant/Toddler:

Capacity: Total Occupants 36 Enrollment 8 children No. of Staff 3 teachers

Child Care No.: License: CCL-1053 Certificate: N/A Expiration Date: 02/28/2022

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

The Early Head Start Program operates in two sessions (AM/PM) with the same staff. But the enrolled children are divided in two groups of fours for each session. The center has met the staff/child ratio of 4 children to three teachers per session.

- (1) **Documents – No deficiencies.** All required documents for the center, staff, and children are updated. But I reminded Ms. Maranda Smith that CCLP required all childcare staff to accumulate 15 hours of training and/or technical assistance within a physical year, the submission of renewal application must be 60 calendar days prior to the expiration of the current Child Care license, and the center or staff required documents must be process for renewal 30 calendar days before the particular document expired. Ms. Maranda assured to submit annually the staff accrued training/technical assistant hours upon the submission of the renewal application.
- (2) **Health – No deficiencies.**
- (3) **Sanitary – No deficiencies.**
- (4) **Signages – No deficiencies.**




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CHILD CARE LICENSING PROGRAM

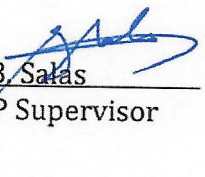


INSPECTION SUMMARY REPORT

- (5) Capacity – No deficiencies.
- (6) Emergency – No deficiencies. Ms. Maranda informed that parents are notified with EHS Program emergency procedures and response plans (EPRP) in the parents' handbook and during Open-House. For any changes or updates on the EPRP parents are informed verbally and by the EHS newsletter that is distributed monthly.
- (7) Electrical – No deficiencies.
- (8) Outdoor – No deficiencies.
- (9) Other –

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By:  05.06.21
COLP Staff

Concurred By:  5/10/21
CCLP Supervisor



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



INSPECTION CHECKLIST

Business Name: Early Head Start Program

Physical Address: Susupe, Saipan

Primary Contact Person: Allison Reyes

Contact Number: 234-4677

2nd Contact Person: Maranda Smith

Email Address: maranda.smith@cnmjass.org

Date of Inspection: 05.06.21 Start Time: 9:55 End Time: _____ Inspector(s): R. 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 36 Enrollment 8 No. of Staff 3

Child Care No.: License: CCL-1053 Certificate: N/A Expiration Date: 2/28/22
2/28/21

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

INFANT:

14m - 3yrs
4/4-by Session

K-4:

N/A

K-3:

N/A

Allison Reyes
Farrukh Berja
Angela Aklan

TODDLERS:

K-5:

N/A

B/A SCH.:

N/A

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

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 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.	N/A		
(1-e) Upon completion of a T/TA, supporting documents (T/TA date, time, & prove of attendance) is submitted to CCLP.	N/A		
(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.	N/A		
(1-h) New staff is an assistant to a certified staff while working on the pre-service training requirement.	N/A		
(1-i) Director inquire from Evergreen Learning (EGL) Center in regards to the pre-service training.	N/A		
(1-j) Documentations of enrolled children are filed individually.	✓		
(1-k) Provider complies with the open-door policy.			
(1-l) Subsidized children are signed in/out on the attendance sheet daily.	N/A		None

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.	✓		Posted - you staff only

(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.	/		

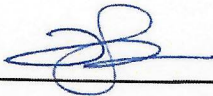
ELECTRICAL	√	X	NOTE
(7) Fuse box is covered and situated out of children's reach.	/		
(7-a) Electrical outlets not in use are covered properly or blocked off.	/		
(7-b) Overload of electrical outlet is avoided.	/		
(7-c) Electrical cords are securely fixed (not hanging loose).	/		
(7-d) Electrical cords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

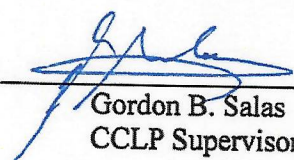
Notes:

Exit Review & Acknowledgment:

I, Maranda Smith, 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:  5/6/21

Reported By:  Date: 5/6/21
CCLP Staff & Signature

Reviewed By:  Date: 5/10/21
Gordon B. Salas
CCLP Supervisor