



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



INSPECTION CHECKLIST

Business Name: FYEP/Before & After Sch. Prs. Physical Address: Kaagman, Saipan
 Primary Contact Person: Jun Tanaka Contact Number: 237-1017
 2nd Contact Person: Nina Nekajos Email Address: jtanaka@dys.gov.mp
 Date of Inspection: 06-08-21 Start Time: 4:00pm End Time: 4:30pm Inspector(s): R.N. Ulopai

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

Category: Licensed Certified

FILE COPY

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

Capacity: Total Occupants _____ Enrollment _____ No. of Staff _____

Child Care No.: License: CCL-1051 Certificate: N/A Expiration Date: 01-31-22

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

~~INFANT:~~

~~K-4:~~

K-3: 1:30 - 4:30pm

~~TODDLERS:~~

~~K-5:~~

B/A SCH.: 7 3-4 1-V (4)
12w. 7p 4-B 2-5

Pre-service Training: # of Newly Approved Provider _____ # 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 renewed 30 days prior to its expiration date.	✓		11/30 or 10/01, 2022
(1-b) The complete renewal application (with all the attachments) is received 60 days prior to the expiration date of the Child Care license/certificate.	✓		Submission Date of ↑ renewal application.
(1-c) Directors notifies and encourages all staff to attend of the scheduled trainings.			
(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.			
(1-e) Upon completion of a T/TA, supporting documents (T/TA description, date, duration There are sufficient number of staff with the total number of children., & prove of attendance) is submitted to CCLP.			
(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.			
(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.			
(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 the pandemic
(1-l) Subsidized children are signed in/out on the attendance sheet daily.			N/A

HEALTH	√	X	NOTE
(2) All enrolled children are updated with their medical documents (immunization, dental, developmental screening, etc.).	✓		Immun. & health ins.
(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.			N/A

(2-d) If applicable, staff are aware of enrolled child's allergy.			N/A
(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.			Reminder
(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, filed individually and accessible for review.			
(4-c) "No Smoking" and/or "Exit" signs are posted in an appropriate area and is noticeable.	/		Smoking is not allowed
(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) The total number of staff and registered children is within the facility's approved occupancy.	/		
(5-a) There are sufficient number of staff with the total number of children.	/		
(5-b) Directors may teach and not be counted in the ratio if the center's enrollment is 50 or above.	/		
(5-c) 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-d) 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-e) 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.	✓		
(7-e) Use electrical cables are out of children's reach.	✓		

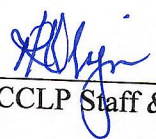
OUTDOOR	✓	X	NOTE
(8) The center/school environment is free from hazardous chemical/material/equipment.	✓		
(8-a) Children's playground is far from the road, enclosed, and shaded.	✓		
(8-b) Playground is safe and free from tripping hazards.	✓		
(8-c) Playground is furnished with age-appropriate equipment.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

Notes: *Hand washing*
Out of 7 children only 2 children wash their hands for 20 seconds.
Soc. Distance was not observed. All 7 children was sitting on one table.
Constant reminder/reminder.

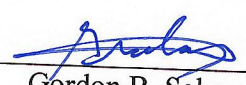
Exit Review & Acknowledgment:

I, Jennifer O. Tanaka, 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:  06.08.21

Reported By: 
CCLP Staff & Signature

Date: 06-08-21

Reviewed By: 
Gordon B. Salas
CCLP Supervisor

Date: 6/11/2021