



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS  
CHILD CARE LICENSING PROGRAM



**INSPECTION SUMMARY REPORT**

**Business Name:** FYEP-Before & After School Program

**Physical Address:** Kagman III, Saipan

**Primary Contact Person:** Jennifer O. Tanaka

**Contact Number:** 237-1017

**2<sup>nd</sup> Contact Person:** Nina S. Nekaifes

**Email Address:** jtanaka@dys.gov.mp

**Inspection Date:** 10/13/2021 **Start Time:** 3:26 pm **End Time:** 4:35 pm **Assessed By:** Rita 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 **40 Center/150 Auditorium** Enrollment **45 children**  
 No. of Staff **6 employees & 23 Volunteers**

**Child Care No.:** License: **CCL-1051** Certificate: **N/A** Expiration Date: **01/31/2022**

With the exception of holidays and weekends, the FYEP-Before and After School program operates from 2:00 to 4:30 pm on Tuesdays, Wednesdays, and Thursdays.

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

<b>INFANT:</b> N/A	<b>TODDLERS:</b> N/A	<b>K-3:</b> N/A
<b>K-4:</b> N/A	<b>K-5: -----Combined----- B/A SCH.:</b> (Ages 5-to-12 years old) 45 enrolled/12 presence/2 staff and 4 volunteers	

**Grouping Clause Monitoring Inspection:**

- |               |              |               |                |
|---------------|--------------|---------------|----------------|
| (1) Documents | (3) Sanitary | (5) Capacity  | (7) Electrical |
| (2) Health    | (4) Signages | (6) Emergency | (8) Outdoor    |



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- (1) **Documents – No deficiencies.** Reminded the Supervisor the submission date for renewal application with complete attachment of the required documents is on or by 12/2/2021, to comply with the 60 calendar days prior to the expiration of the existing Child Care license. In addition, informed that all prerequisite documents must be process for renewal 30 calendar days prior to the expiration date of the document. Informed Supervisor that licensed C.C. providers are required to accumulate 15 hours of training or technical assistant (T/TA) within a year. T/TA based on the Before/After School Program or staff field of work and to submit supporting documents of staff accomplished T/TA.
- (2) **Health – No deficiencies.** When entering the center, the individuals will use the sanitizer to wash their hands, the thermometer for temperature check, and log all information on the sign-in sheets (for visitors separated from the children sign-in sheets). Due to the prevention of COVID19, parents and visitors are entertained at the entrance. Performed a random review of the children's folder is filled with the registration form, updated immunization, and consent form. Additional crucial information for each child is stated on their registration. The comfort rooms or the children to reach the basin without adult's assistance, sturdy stools are situated at the bathroom sink. Observed a child used the CR and properly washes his hands while a staff stool at the door to monitor.
- (3) **Sanitary – No deficiencies.** Although facility cleaning is done daily, the program provides domestic helpers 3 times a week to disinfect and sanitize the center with all the educational items and furniture before B/A School Program operational hours.
- (4) **Signages – No deficiencies.**
- (5) **Capacity – No deficiencies.** The 23 volunteers are middle and high school age children. Supervisor informed that not all 45 registered children are in attendance, the greatest number of children attend the program in a day is 20.
- (6) **Emergency – No deficiencies.**
- (7) **Electrical – No deficiencies.**
- (8) **Outdoor – No deficiencies.**
- (9) **Others –** It was during piano lesson when I arrived and observed the children practicing their Christmas carols for the upcoming Christmas Program. During the transition from piano lesson to story time, witnessed the children were aware of the next activity with minimal verbal prompt from the staff. The children were seated on the mat and ready to listen as a volunteer read a story, they were alert and involve in the story by questioning and answering during Q/A at the end of the story.

I find no insufficiencies during my assessment.



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*NOTE: Provider Assessment Monitoring checklist is available upon request.*

Reported By: [Signature] 10-15-21  
COLP Staff

Concurred By: [Signature] 10/15/21  
Gordon B. Salas  
CCLP Supervisor