



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS  
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

**Business Name:** FYEP/AFTER SCHOOL PROGRAM (FYEP/ASP) **Physical Address:** Kagman, Saipan

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

**Contact Number:** 237-1017

**2<sup>nd</sup> Contact Person:** Vivian T. Sablan

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

**Inspection Date:** 1/8/30/21 **Start Time:** 7:30 am **End Time:** 8:59 am **Assessed By:** Rita N. Olopai

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

FILE COPY

**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 Enrollment 20 Children No. of Staff 6 Staff

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

With the collaboration of the COVID19 Task Force and the CCLP, an assessment was performed for the reopening of the Before and After School services at Kagman Community Center operated by the Family and Youth Enrichment Program (FYEP/ASP).

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

According to the FYEP Supervisor, there are 20 registered children that are assembled by age and operational hours. The program will open three times a week on Tuesdays, Wednesdays, and Thursdays.

- Operational hours for children between the ages of 5-to-12 years old is from 2:00 to 4:30 pm
- Operational hours for children ages 13-to-17 years old is from 5:00 to 7:30 pm.

To avoid turning away children, in the event the older children come in earlier than their scheduled time, they will be considered as volunteers to assist staff with the younger age children.

- (1) **Documents** –
- (2) **Health** –
- (3) **Sanitary** –
- (4) **Signages** –



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INSPECTION SUMMARY REPORT

- (5) Capacity –
- (6) Emergency –
- (7) Electrical –
- (8) Outdoor –
- (9) Other –

As per the Supervisor, staff, parents and children are obliged to wear mask throughout operational hours, parents are only allowed at the entrance door for the use of hand sanitizer, temperature check of both parent and child and to sign-in their child(ren). The center provides 2 doors, 1 for children's use to enter and another to exit when it is pick-up time. For the health and safety of everyone in the program, a child that showed COVID19 or flu-like symptoms during screening will not be permitted in the center. An attending staff will guide the children to wash their hands in the comfort rooms (separated CR for male/female) and direct them to their room, where the rest of the staff awaits. The children have an option either to stay in the classroom for table-top activities or to be in the auditorium for physical activities. Sufficient number of staff will be provided depends on the number of children that choose to stay in the room or go to the auditorium.

The room is spacious and furnished with child-size tables/chairs that are situated to comply with social distance, laminated posters (alphabets, colors, numbers, and shapes), book shelves filled with children's book and covered with cleared plastic, 4 computer tables equipped with computers that are separated by plexiglass for children's use, and rubber mats placed on the floor to designate the learning corners.

The male and female restrooms are equipped with adequate number of lavatories, shower rooms and basins. A recommendation to provide an adaptive tool that will access shorter children the use of the basins and the Supervisor acknowledged. She informed that a sturdy stool will be provided prior to the opening of the program.

With all that is mentioned above, an approval was issued at the end of the assessment by the Covid Task Force. The effective date of the opening is August 31, 2021.

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

Reported By: *[Signature]* 8-31-21  
CCLP Staff

Concurred By: *[Signature]* 9/1/2021  
Gordon B. Salas  
CCLP Supervisor





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



INSPECTION CHECKLIST

Business Name: FYEP/B/A Sch. Pro. Physical Address: Kaayman III  
 Primary Contact Person: Jen Tanaka Contact Number: 237 1017  
 2<sup>nd</sup> Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Inspection: 8-30-21 Start Time: 7:30 End Time: 8:59 Inspector(s): R. Olopai

Type of Assessment: PRELIMINARY  RENEWAL  EXTENSION   
 MONITOR/VISIT  NEW SITE  CONCERNS   
 ANNOUNCED  UNANNOUNCED   
 FOLLOW UP  Date of Previous Inspection \_\_\_\_\_

Category: Licensed  Certified N/A

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

Capacity: Total Occupants 334 Enrollment \_\_\_\_\_ No. of Staff \_\_\_\_\_  
40

Child Care No.: License: CCL-1051 Certificate: N/A Expiration Date: 1-31-22

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

INFANT: \_\_\_\_\_ K-3: \_\_\_\_\_ K-5: \_\_\_\_\_  
*Preparing for B/A Sch. Pro. Assessment w/ the Task Force.*  
*1 way - IN / 1 way - OUT*

TODDLERS: \_\_\_\_\_ K-4: \_\_\_\_\_ B/A SCH.: Ab Volunteer  
- 9:30 (13-17)  
- 2:40 (5-10)  
T-W-TH

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) Without being reminded, provider submit a renewed facility and/or staff required documents.			
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.			
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.			
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.		N/A	
(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.			DYB conducts/provides the own PD for the staff annually.
(1-e) Upon completed T/TA, the center director (or authorized person) must inform and submit attended staff supporting documents (of T/TA description, date, duration, and prove of attendance) for verification.			
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.		N/A	
(1-g) Newly approved staff was informed about the pre-service training requirement.			
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.			
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.			
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.			
(1-k) Documentations of enrolled children are filed individually.			
(1-l) Subsidized children are signed in/out on the attendance sheet daily.		N/A	
(1-m) Provider conforms with the open-door policy.			

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 the registered children 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 familiar with the measurement of bleach/water for sanitizing and disinfecting.			
(3-b) The bleach/water solution is made daily and recorded.			
(3-c) The mixture of bleach/water is out of the children's reach.			
(3-d) All furniture, educational items are disinfected daily prior to operational hours.			
(3-e) Used educational items are sanitized before it is available for the next child use.			
(3-f) Educational items with body secretion are placed in a dirty bin to be disinfected.			
(3-g) Educational items with human secretion are stored away before it is use again.			
(3-h) Busy surfaces are sanitized as often as necessary.			



SIGNAGES	√	X	NOTE
(4) The Child Care License/Certificate must be posted in a conspicuous area.			
(4-a) Posting of the facility's required documents is at view and are updated.			
(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.			
(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) Certificate of occupant and the latest approved floor plan is posted at visitors' view.			
(4-g) Daily activities schedule is posted at visitor's view.			
(4-h) DCCA/CCLP's and CCDF's contact information is posted at parents/visitors view.			

CAPACITY	√	X	NOTE
(5) The total number of staff and enrolled children is within the facility's approved occupants.			
(5-a) The staff/child ratio is met in each age group.			
(5-b) In an event the assigned staff has to leave the group of children, an alternate staff is provided.			
(5-c) A center with 50 or more registered children, the director may teach and not be counted in the ratio.			
(5-d) With the exceptions of an emergency, special situation (but not to exceed 10 hours per week), or during the first and last hour of operation in a full day operation center directors to be counted.			
(5-e) Children's roster with assigned staff is provided monthly.			
(5-f) Provider notify the CCLP with any revision of the approved staffing.			

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 located out of children's reach.			
(7-a) Electrical outlets not in use are covered properly or blocked from children's reach.			
(7-b) Overload of an electrical outlet is avoided.			
(7-c) Electrical cords are securely fixed (not hanging loose).			
(7-d) Electrical cords does not crossed pathways and are out of children's reach.			

OUTDOOR	√	X	NOTE
(8) The center/school environment is free from hazardous material and chemical.			
(8-a) Children's playground is enclosed, shaded, and well maintained.			
(8-c) Playground is free from tripping hazards and provides soft surfacing of at least 6ft.			
(8-d) Playground is furnished with age-appropriate equipment that are in good condition.			
(8-e) Children's outdoor equipment are sanitized before used.			

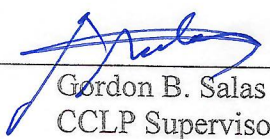
**Exit Review & Acknowledgment:**

I, Jennifer O. Tanaka, hereby acknowledged that the CCLP staff(s) assessed and notified the discrepancies found during the visit. Therefore, I attest to address the stated deficiencies within the time frame recommended.

Authorized Personnel Signature/Date:  08.30.21

Reported By:   
CCLP Staff & Signature

Date: 8.30.21

Reviewed By:   
Gordon B. Salas  
CCLP Supervisor

Date: 9/1/2021