



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



INSPECTION CHECKLIST

Business Name: Gana Day Care Physical Address: Kobler, SPN.
 Primary Contact Person: Do Hyun Kwon ^(owner) Contact Number: 288-4970
 2nd Contact Person: Lilibeth Castro (Director) Email Address: ghanasipan4970@gmail.com
 Date of Inspection: 9.7.21 Start Time: 2:55 End Time: 3:47 pm Inspector(s): RN Lopez

Type of Assessment: PRELIMINARY RENEWAL EXTENSION
 MONITOR/VISIT NEW SITE CONCERNS
 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 99 Enrollment 75 No. of Staff 11

Child Care No.: License: CCL-1066 Certificate: C-004 Expiration Date: 12.31.21

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

INFANT:	K-3:	K-5:
} 12	} 25	B/A SCH.: Imelda B/Day F
TODDLERS:	K-4:	} 38
	Rm 3 - 7 (K-3) Rm 2 - 12 (T) - 10	
		28/15/2 (5,7M - Daycare)

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) 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.			Req. Docs posted @ parents board and expired
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.			Inform 10/30/21
(1-c) Directors notifies and encourages all staff to attend 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.	N/A		
(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.	N/A		
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.	*		
(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.			Inform
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.			Inform
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.			Inform
(1-k) Documentations of enrolled children are filed individually.	/		
(1-l) Subsidized children are signed in/out on the attendance sheet daily.	/		
(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.	✓		



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CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: GANA DAY CARE

Physical Address: Koblerville, Saipan

Primary Contact Person: Lilibeth T. Castro

Contact Number: 288-4970

2nd Contact Person: Do Hyeon Kwon

Email Address: ganasaipan4970@gmail.com

Inspection Date: 9/7/2021 **Start Time:** 2:55 pm **End Time:** 3:47 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 99 Enrollment 75 children No. of Staff 11 employees

Child Care No.: License: CCL-1066 Certificate: C-004 Expiration Date: 12/31/2022

The assessment is based on provider's request for CCLP's approval in the alteration of Room 2 and Room 3 to accommodate the increased number of the center's Before and After School Program. Currently, the center has 12 registered infants/toddlers, 25 enrolled preschoolers/kindergarteners, and 38 Before/After school children.

Previously, Room 2 with an occupancy of 13 people, was used for K-3 children and Room 3 with an occupant loads of 10 was used for the Before/After School children. Now provider want to change the use of the 2 room by switching the age group. Room 2 will be use for 10 enrolled Before/After School children and 1 staff. Room 3 will be use for the 7 registered 3-years-old children with 1 teacher.

The number of children and staff for both rooms are within the room capacity. The facility provides sufficient number of staff with the number of registered children for each room.

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

(1) Documents –

FILE COPY



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INSPECTION SUMMARY REPORT

- (2) Health –
- (3) Sanitary –
- (4) Signages –
- (5) Capacity –
- (6) Emergency –
- (7) Electrical –
- (8) Outdoor –
- (9) Other –

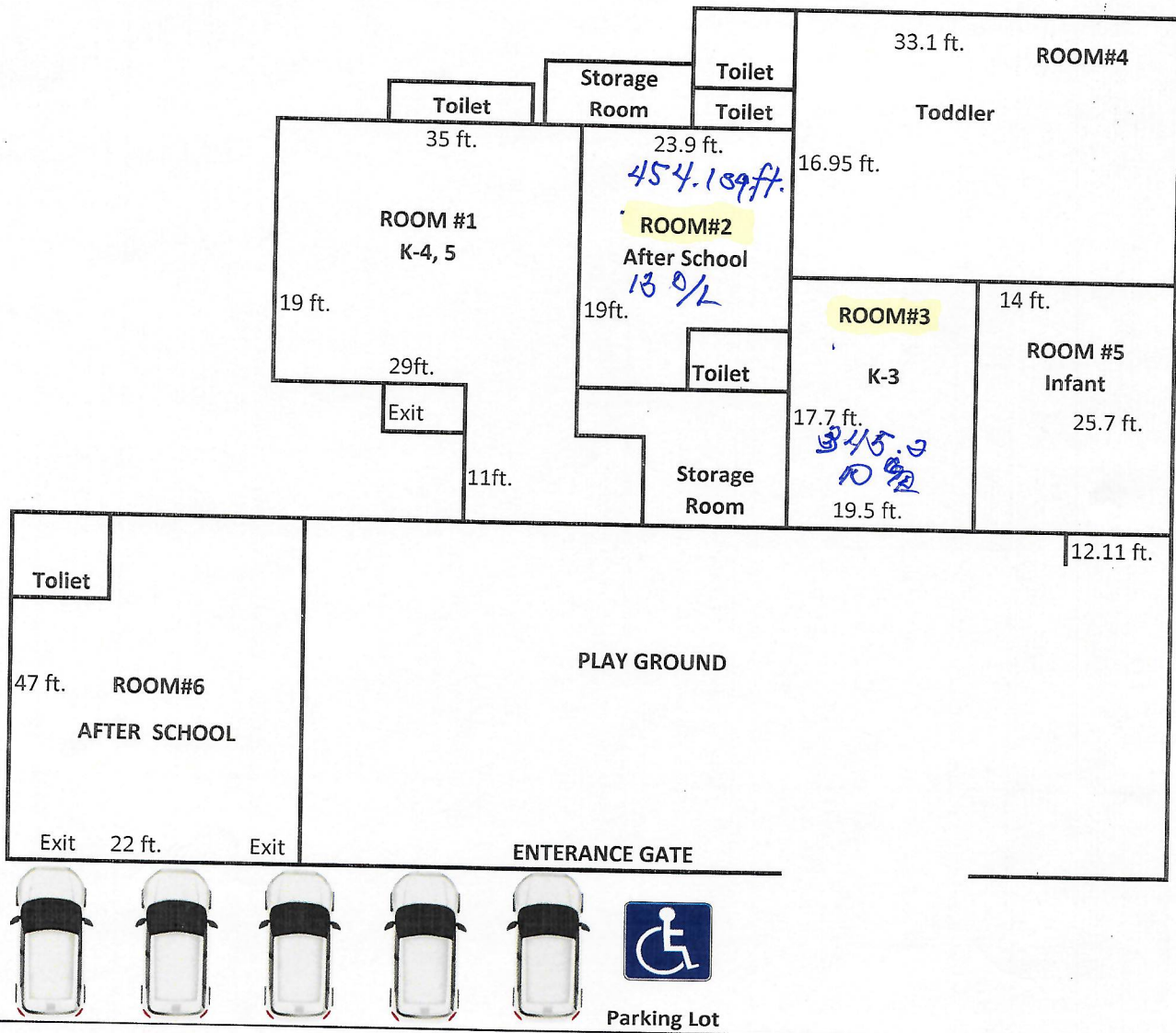
With all that is mentioned above, a proposal to permit the modification of the 2 rooms.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 9.10.21
CCLP Staff

Approved By: *[Signature]* 9/13/2021
Gordon B. Salas
CCLP Supervisor

Gana Corporation dba Gana Daycare Center



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37 KOBLERVILLE ROAD

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E-mail IN

8-23-21