



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



INSPECTION CHECKLIST

Business Name: GHOC

Physical Address: Olea, Sayon

Primary Contact Person: Jenn Reyes

Contact Number: _____

2nd Contact Person: N/A

Email Address: _____

Date of Inspection: 8.4.21 Start Time: 9:30 End Time: 10:48 Inspector(s): RN Olopa
8-10-21 9:35

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Type of Assessment: PRELIMINARY RENEWAL EXTENSION
MONITOR/VISIT NEW SITE CONCERNS
ANNOUNCED UNANNOUNCED
FOLLOW UP Date of Previous Inspection 8.4.21

Category: Licensed Certified

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-1050 Certificate: C-005 Expiration Date: 6/30/22

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

INFANT: K-3: K-5:
- Tod. to Inf. 12/9/3st
- PresK-AS 21 /19/25st
9-12 yrs.
B/A SCH.:
TODDLERS: K-4:
- Inf/Tod. to PresK (3/4 yrs)
- Aft Sch. 5/4/1
14/16/3
- 9/7/1 (4/5 yrs.)

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.			
(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.			
(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 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.			
(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.			
(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.			

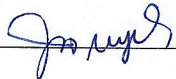
(6-d) All entrances/exits doors are kept clear of clutter and etc.			
(6-e) Emergency drills (alternating) are performed and recorded monthly.			
(6-f) Disaster drills (alternating) are conducted and recorded every six months.			
(6-g) Records of all drills are accessible.			
(6-h) Facility is equipped 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.			

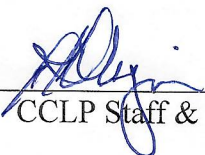
ELECTRICAL	√	X	NOTE
(7) Fuse box is covered and located out of children's reach.			
(7-a) Electrical outlets not in use are covered properly or blocked from children's reach.			
(7-b) Overload of an electrical outlet is avoided.			
(7-c) Electrical cords are securely fixed (not hanging loose).			
(7-d) 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 P. REYER, 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:  8-10-21

Reported By:  CCLP Staff & Signature Date: 8/10/21

Reviewed By:  Date: 8/10/21
Gordon B. Salas
CCLP Supervisor

- Rec:
1. Changing table need to far from seating area
 2. Elem. age & younger must be 6ft. apart
 3. Mid. sch & above age of kids - 3ft. apart

Reminder:

Face mask - kids older than 2 yrs. & all staff (except meal time, drinking, med. problem)
Informed prov. to notify our office when recom. been addressed for follow-up assessment.

8/10/21 - Inf./Tod. Rm - 9/7/3

Changing Table far / Markings in LD

- Pre-K1 (3/4 yrs.) 17/14/2

- Learning Corner w/ Designate

- Pre K 2 (4/5) 12/10/2

Air Purifier - AS Rm 1 - 15/12/2

6-7 yrs w/ chair

Desk connects w/ chair

- AS Rm 2 (2/1/19/2 (10-7)

- AS Rm 4 (5/4/11) - 12 yrs.

- AS Rm 3 (11/9/1) - 5x-6y

Opening Aug 11

Revised: Mar. 17/2019



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: Golden Harvest Day Care

Physical Address: Oleai, Saipan

Primary Contact Person: Jennifer P. Reyel

Contact Number: 235-4655

2nd Contact Person: N/A

Email Address: jreyel.ghis@gmail.com

Inspection Date: 8/4/2021 **Start Time:** 9:30am **End Time:** 10:48am **Assessed By:** Rita N. Olopai

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

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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 89 Enrollment 64 students No. of Staff 17 staff

Child Care No.: License: CCL-1050 Certificate: C-005 Expiration Date: June 30, 2022

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

The inspection I conducted today is based on the director's request for CCLP's approval of the 5 newly remodeled classrooms to accommodate the demands of the children on their waiting list. No children are present during my visit, as the center awaits CCLP's authorization. Listed below are the 5 modified classrooms:

1. The previous Infant/Toddler room has been changed to Prekindergartner (ages 3 & 4 years old) room. The room capacity of 19 occupants will be utilized by 16 Prekindergartners and 3 staff. The room is furnished with shelves that divides the learning corners, with child-size chairs and desks that are equipped with plexiglass to accommodate 2 children, and the desk and chairs are situated about 6 feet apart. The staff and children can wash their hands with the built-in sink in the room. The room is built with 2 entrance/exit doors, the cement flooring is covered with tiles, clean, and odor-free.
2. The former Toddler room will be utilized by the 9 registered infants and toddlers and the 3 assigned staff. The total number of people that will use this room has met the capacity of 12 occupant loads. It is equipped with a changing table that is placed besides the built-in basin, a toddler's size table and 4 chairs that will be used for table activities and meal time, a half-size refrigerator, the 2 feet high shelves that are used to separate the eating area, and to designate



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INSPECTION SUMMARY REPORT

- the infant from the toddler corner. A playpen is stationed in the infants' corner, and the room is organized, odor-free, and is built with 2 entrance/exit doors. With the tiled floor, the infants' and the toddlers' areas are also covered with rubber mats that provides soft surfacing.
3. The prior Prekindergarten room, with an approved occupancy of 21 occupant loads, has been changed to lodge the 6-to-12 years old children. The room will be used by the 19 registered children and 2 teachers, which is within the required occupancy. The room is furnished with a few desks that are connected with a chair and some tables that are separated from the chairs. The plexiglass is mounted in the middle of the tables and 2 chairs are placed on the opposite sides. The shelves in the classroom are used to enclosed the specific learning corners and are filled with educational items. The room is equipped with tiled floor, 2 entrance/exit door, is clean and has no scent.
 4. The fourth room is measured and the approved occupancy is 9 which will be occupied with 7 enrolled 4-to-5 years old children with 1 staff. It is furnished with child-size desks and chairs, half-size shelves that enclosed the cozy area or library, a tall shelf with compartments to be used for children's cubby and to store the sleeping mats assigned to each child. With the exception of 2 entrance and exit doors, the location of the room is near the rearmost entrance/exit door of the facility, it is odor-free and organized.
 5. The fifth room capacity of 5 will be used for the after-school program of 4 children and 1 staff. It is the first room on the left side of the hallway as we enter the facility. The room will be utilized as an art class for children interested in art activities. It is equipped with 1 entrance/exit door, isles, a few desks that connects with its chair shelves that is filled with art materials and a teacher's desk/chair.

Recommendations:

- A. Grade-school children and younger are subject to have the social distance of 6 ft.
- B. Middle school children must have an open space of 3 feet.
- C. The changing table in the Infant/Toddler room must be situated far from the eating area.

The provider acknowledged to address the requirements mentioned and to notify the CCLP for a follow-up inspection upon completion. In addition, the provider was notified that except for meal time when drinking, or with medical problem, all children older than 2 years of age and all staff present during operational hours are obligated to wear mask at all times.

- (1) **Documents – No discrepancies.**
- (2) **Health – No discrepancies.**
- (3) **Sanitary – No discrepancies.**
- (4) **Signages – No discrepancies.**
- (5) **Capacity – No discrepancies.**
- (6) **Emergency – No discrepancies.**
- (7) **Electrical – No discrepancies.**



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(8) **Outdoor – No discrepancies.**

(9) **Other –**

A proposal for your conditional approval based on the descriptions of alterations of the current and additional daycare rooms and the upcoming follow-up assessment of the recommendations mentioned above.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 8.9.21
CCLP Staff

Concurred By: *[Signature]* 8.9.21
Gordon B. Salas
CCLP Supervisor



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Email Address: jreyel.ghis@gmail.com

Inspection Date: 8/10/2021 Start Time: 9:35am End Time: 10:25am

Assessed By: Rita N. Olopai

Type of Assessment: Initial: Renewal: Visit (Monitor):
 Extension: Provisional: Concerns:
 Announced: Unannounced:
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Child Care No.: License: CCL-1050 Certificate: C-005 Expiration Date: June 30, 2022

On August 4, 2021, the CCLP conducted a requested inspection for approval of 5 remodeled rooms to be use for childcare services and made some recommendations. Upon provider's completion of rearrangement to comply with the requirements, the CCLP is performing a follow-up assessment.

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

Listed below are the 7 rooms that are furnished and will be used for childcare service.

1. Infant/Toddler Room – Capacity of 9 will be use by 7 registered children (between the age of 6 weeks to 2 years old) and 3 staff.
2. Pre-K 1 Room – Capacity of 17 will be use by 14 enrolled children (ages 3 and 4 years old) with 2 staff.
3. Pre/Kindergartener 2 Room – Capacity of 12 will be use by 10 enrolled children (ages 4 and 5 years old) with 2 staff.
4. After-school 1 – Capacity of 15 will be use by 12 registered children (6-to-7 years old) and 2 staff.
5. After-school 2 – Capacity of 21 will be use by 19 registered children (7-to-12 years old) and 2 staff.



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6. After-school 3 – Capacity of 11 will be use by 9 enrolled children (ages 5-to-6 years old) and 2 staff.

7. After-school 4 – Capacity of 5 will be use by 4 enrolled 12-years-old children and 1 staff.

The center provides sufficient number of staff according to the enrollment and are within each room capacity.

The changing table has been relocated far from the eating area and marks that are used to designate each child's area is 6 feet apart in the Infant/Toddler room. In all the assessed rooms (Infant/Toddler, Pre-K 1, Pre-K 2, After-school-1, After-school-2, and After-school-3) the furniture, child-size desks and chairs, and shelves are repositioned to fulfill the required 6 feet of social distance, other than the use of plexiglass.

A proposal for your approval of the inspected rooms based the initial assessment and all that is mentioned above.

- (1) Documents – No discrepancies.
- (2) Health – No discrepancies.
- (3) Sanitary – No discrepancies.
- (4) Signages – No discrepancies.
- (5) Capacity – No discrepancies.
- (6) Emergency – No discrepancies.
- (7) Electrical – No discrepancies.
- (8) Outdoor – No discrepancies.
- (9) Other –

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: [Signature] 8.10.21
CCLP Staff

Concurred By: [Signature] 8/10/21
Gordon B. Salas
CCLP Supervisor



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INSPECTION SUMMARY REPORT

