



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



INSPECTION CHECKLIST

Business Name: Golden Harvest Day Care

Physical Address: Oleai, Saipan

Primary Contact Person: Maricar Deso

Contact Number: 235-4655

2<sup>nd</sup> Contact Person: Jennifer Reuel

Email Address: maricar.ghis@gmail.com

Date of Inspection: 6.8.2021 Start Time: 11:23 End Time: 11:50am Inspector(s): [Signature]

Type of Assessment: PRELIMINARY  RENEWAL  EXTENSION   
 MONITOR/VISIT  NEW SITE  DISPUTE   
 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 89 Enrollment 64 No. of Staff 12/17

Child Care No.: License: CC-1050 Certificate: C-005 Expiration Date: 06.30.2021

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

FILE COPY

INFANT: (6 wks. - 35 mos.)

K-4:

K-3:

19/10/3

Presch. Kinder (4-5 yrs. old)

21/15/3

TODDLERS: (38 # 45 mos.)

K-5 B/A Sch. - 2  
(5-6 yrs.)

B/A SCH.: (6-13 yrs.)

15/6/2

9/8/1

(1) 17/15/2

(3) 11/10/1

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.  | ✓ |     |                 |
| (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.   | ✓ |     |                 |
| (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. |   | N/A |                 |
| (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.   | ✓ |     |                 |
| (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.  | ✓ |     |                 |
| (1-l) Subsidized children are signed in/out on the attendance sheet daily.  | ✓ |     | Due to COVID-19 |

| 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 each child 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.   | N/A | None of the children have 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 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.   | <input checked="" type="checkbox"/> |  |  |
| (4-c) "No Smoking" and/or "Exit" signs are posted in an appropriate area and is noticeable.   | <input checked="" type="checkbox"/> |  |  |
| (4-d) Evacuation plan is posted beside all entrance/exit doors.   | <input checked="" type="checkbox"/> |  |  |
| (4-e) Emergency contact number is posted near the working telephone landline.   | <input checked="" type="checkbox"/> |  |  |
| (4-f) DPW approved floor plan is posted in each enclosed room used for C.C. services.   | <input checked="" type="checkbox"/> |  |  |
| (4-g) Daily activities schedule is posted at visitor's view.  | <input checked="" type="checkbox"/> |  |  |
| (4-h) Center/School must post the procedures for filing a complaint with the DCCA/CCLP including the contact number and <sup>mailing</sup> mailing address. | <input checked="" type="checkbox"/> |  |  |

| CAPACITY  | √                                   | X | NOTE |
|---|-------------------------------------|---|------|
| (5) The total number of staff and registered children is within the facility's approved occupancy.  | <input checked="" type="checkbox"/> |   |      |
| (5-a) There are sufficient number of staff with the total number of children.   | <input checked="" type="checkbox"/> |   |      |
| (5-b) Directors may teach and not be counted in the ratio if the center's enrollment is 50 or above.  | <input checked="" type="checkbox"/> |   |      |
| (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. | <input checked="" type="checkbox"/> |   |      |
| (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.                   | <input checked="" type="checkbox"/> |   |      |
| (5-e) Certificate of occupancy and floor plan of the facility is accessible for visitors.   | <input checked="" type="checkbox"/> |   |      |

| EMERGENCY  | √                                   | X | NOTE |
|--|-------------------------------------|---|------|
| (6) Provider's current <b>emergency preparedness and response plan (EPRP)</b> is approved by the Child Care Program. | <input checked="" type="checkbox"/> |   |      |
| (6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.                     | <input checked="" type="checkbox"/> |   |      |
| (6-b) Staff are aware of the EPRP and their responsibility.  | <input checked="" type="checkbox"/> |   |      |
| (6-c) Facility is equipped with at least 2 entrance/exit doors.  | <input checked="" type="checkbox"/> |   |      |
| (6-d) All entrances/exits doors are kept clear of clutter and etc.   | <input checked="" type="checkbox"/> |   |      |
| (6-e) Emergency drills (alternating) are performed and recorded monthly.   | <input checked="" type="checkbox"/> |   |      |
| (6-f) Disaster drills (alternating) are conducted and recorded every six months.                                     | <input checked="" type="checkbox"/> |   |      |
| (6-g) Records of all drills are accessible.  | <input checked="" type="checkbox"/> |   |      |



|   |   |  |  |
|---|---|--|--|
| (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.   | ✓ |  |  |

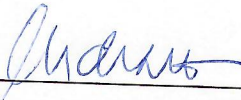
| <b>ELECTRICAL</b>  | ✓ | X | NOTE |
|--|---|---|------|
| (7) Fuse box is covered and situated out of children's reach.                | ✓ |   |      |
| (7-a) Electrical outlets not in use are covered properly or blocked off.     | ✓ |   |      |
| (7-b) Overload of electrical outlet is avoided.                              | ✓ |   |      |
| (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.                     | ✓ |   |      |


| <b>OUTDOOR</b>  | ✓ | 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:


**Exit Review & Acknowledgment:**

I, MAWCAR J. DEAD, 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:  6/08/2021

Reported By:   
CCLP Staff & Signature

Date: 06.08.21

Reviewed By:   
Gordon B. Salas  
CCLP Supervisor

Date: 6/11/2021





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CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

**Business Name:** Golden Harvest Day Care

**Physical Address:** Oleai, Saipan

**Primary Contact Person:** Maricar I. Deseo

**Contact Number:** 235-4655

**2<sup>nd</sup> Contact Person:** Jennifer P. Reyel

**Email Address:** maricar.ghis@gmail.com

**Inspection Date:** 6-8-2021 **Start Time:** 11:23am **End Time:** 11:52am

**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 89 Enrollment 64 students No. of Staff 17 staff

**Child Care No.:** License: CCL-1050 Certificate: C-005 Expiration Date: June 30, 2021

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

Infant Room – Approved capacity of 19 occupants, accommodate 10 infants and young toddlers, ages between 6 to 35 months old cared by 4 staff.

Toddler Room – Occupant loads of 12, is occupied by 2 teachers and 6 older toddlers ages from 38 to 45 months.

Pre-school & Kinder Room – Room capacity of 21, is being use by 3 teachers with 15 students ages 4 and 5 years old.

Kinder & Before/After (B/A) Sch.-2 Room – Capacity of 9 is occupied by 1 teacher and 8 students ages 5 and 6 years old.

B/A School-1 Room – Capacity of 17 is use by 2 teachers and 15 students between the age of 6 to 13 years old.

B/A School-3 Room – Capacity of 11 is use by 1 teacher and 10 students between the age of 6 to 13 years old.

There are total of 17 staff in the daycare center. However, 12 teachers are assigned to each age group. With the exception of the center's director, 4 teachers are on call.



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CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

- (1) **Documents – No discrepancies.** The provider has been updating the facility/staff required documents without a reminder and renewal application has been submitted within the submission date.
- (2) **Health – No discrepancies.** All registered children’s documents are updated as well as the staff.
- (3) **Sanitary – No discrepancies.** Provider created a “maintenance binder” for staff to record the date, time, and task performed (disinfecting or sanitizing the classroom, comfort rooms, ed. Items, etc.) within the center.
- (4) **Signages – No discrepancies.**
- (5) **Capacity – No discrepancies.**
- (6) **Emergency – No discrepancies.**
- (7) **Electrical – No discrepancies.**
- (8) **Outdoor – No discrepancies.**
- (9) **Other –**

Based on the information stated above, a proposal for your approval to renew the applicant’s childcare license and certificate for another year.

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

Reported By: *[Signature]* 06.09.21  
CCLP Staff

Concurred By: *[Signature]* 6/11/2021  
Gordon B. Salas  
CCLP Supervisor