



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



INSPECTION CHECKLIST

Business Name: B. Harver D.C. - II

Physical Address: Aslito, Saipan

Primary Contact Person: Jan Reyel

Contact Number: \_\_\_\_\_

2<sup>nd</sup> Contact Person: N/A

Email Address: janreyel@gmail.com

Date of Inspection: 10-19-21 Start Time: 8:15 End Time: 9:17

Inspector(s): RN Olopai

Type of Assessment: Consultation  
PRELIMINARY   
MONITOR/VISIT \_\_\_\_\_  
ANNOUNCED   
FOLLOW UP \_\_\_\_\_

RENEWAL \_\_\_\_\_ EXTENSION \_\_\_\_\_  
NEW SITE \_\_\_\_\_ CONCERNS \_\_\_\_\_  
UNANNOUNCED \_\_\_\_\_  
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 40 Enrollment \_\_\_\_\_ No. of Staff 4  
17 infant/toddler 23 4-5 older

Child Care No.: License: New Certificate: New Expiration Date: N/A

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

INFANT:  
15  
Combine  
TODDLERS:

K-3:  
Combine  
K-4:  
8

K-5:  
Combine  
23  
B/A SCH.:

Pre-service Training: # of Newly Approved Provider \_\_\_\_\_ # of Provider Completed \_\_\_\_\_  
N/A - 4 Certified will be assigned to their centers.

Grouping Clause Monitoring Inspection:

- |               |              |               |                |
|---------------|--------------|---------------|----------------|
| (1) DOCUMENTS | (3) SANITARY | (5) CAPACITY  | (7) ELECTRICAL |
| (2) HEALTH    | (4) SIGNAGES | (6) EMERGENCY | (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.).	✓		<i>all registered will be req. to be updated w/ their immunizations as well as staff w/ annual health and/or food handler cert.</i>
(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.	✓		<i>will be performed</i>



(2-c) Records of the daily health check is accessible to parents and CCLP/CCDF staff.			Assign for ea. age group
(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).			Sup. from the mtg and parents will be called for PU immediately
(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).			Provider prepared handwashing w/running H <sub>2</sub> O & soap for the kids/staff. Sanitizer will be use w/ the absent of H <sub>2</sub> O (kids/staff). Parents/visitors must use the Hand sanitizer upon exiting
(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.	✓		at the end of the day
(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.	✓		Smoking not permitted
(4-d) Evacuation plan is posted beside all entrance/exit doors.	✓		Rec. the use of red ink (instead of blue) w/ the exit route
(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.	✓		Prov. inform they'll post once the opening date is confirmed.
(4-h) DCCA/CCLP's and CCDF's contact information is posted at parents/visitors view.			Remind

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.			Depending on the enrollment
(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.			Remind
(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.			Remind
(5-e) Children's roster with assigned staff is provided monthly.			Remind
(5-f) Provider notify the CCLP with any revision of the approved staffing.			Remind

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.	/		inform provider
(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.	/		Prov. was reminded
(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.	/		

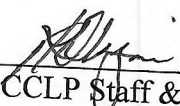
ELECTRICAL	√	X	NOTE
(7) Fuse box is covered and located out of children's reach.	/		
(7-a) Electrical outlets not in use are covered properly or blocked from children's reach.	/		
(7-b) Overload of an electrical outlet is avoided.	/		
(7-c) Electrical cords are securely fixed (not hanging loose).	/	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

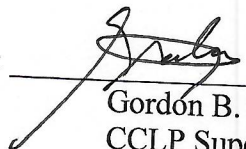
OUTDOOR	√	X	NOTE
(8) The center/school environment is free from hazardous material and chemical.	/		
(8-a) Children's playground is enclosed, shaded, and well maintained.	/		
(8-c) Playground is free from tripping hazards and provides soft surfacing of at least 6ft.	/		
(8-d) Playground is furnished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

**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:  10-19-21

Reported By:  Date: 10-19-21  
CCLP Staff & Signature

Approved By:  Date: 11/3/2021  
Gordon B. Salas  
CCLP Supervisor

- > 1 - exting. in Pre-K room
  - > seal the 2 doors to the extension to prevent moisture
  - > shoe rack for Pre/K K/AS
- Official inspection will be schedule upon completion of the re.