



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



INSPECTION CHECKLIST

Business Name: GHD II

Physical Address: Aslito, Saisan

Primary Contact Person: Jenny P. Reyel

Contact Number: (670) 295-4654

2nd Contact Person: None

Email Address: jreyel.ghis@gmail.com

Date of Inspection: 10.28.21 Start Time: 1:37

End Time: 1:4057 Inspector(s): RN Depari

Type of Assessment:

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 _____

Child Care No.:

License: LCL-1056 Certificate: C-006

Expiration Date: _____

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

INFANT: 12

6 wks - 2 mos

5 - 4/1

K-3: 24 - 37 - 60

K-5:

9
combine

combine

TODDLERS:

12 m - 36 mos.

8 -

K-4:

B/A SCH.: K-13

14

Pre-service Training: # of Newly Approved Provider _____

of Provider Completed _____

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.).			
(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.			

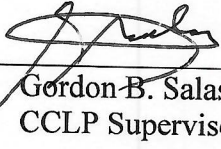
Exit Review & Acknowledgment:

I, JENNIFER REYEL, 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:  10-28-21

Reported By: 
CCLP Staff & Signature

Date: 10.28.21

Approved By: 
Gordon B. Salas
CCLP Supervisor

Date: 11/3/2021

The provider has addressed the recommendations made during the consultation assessment on 10.19.21



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

RECEIVED
11.9.21

Business Name: GOLDEN HARVEST DAY CARE - II

Physical Address: As Lito, Saipan

Primary Contact Person: Jennifer P. Revel

Contact Number: (670) 235-4654

2nd Contact Person: None

Email Address: jrevel.ghis@gmail.com

Inspection Date: 10/28/2021 Start Time: 2:03 pm End Time: 3:03 pm Assessed By: Rita N. Olopai

Type of Assessment: Initial: Renewal: Extension: New Site:
 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:
 Family Home Care: Group Home Care:
 Center Base: Before/After (B/A) Pro.: Infant/Toddler:

Capacity: Total Occupants 40 Enrollment N/A No. of Staff 4 teachers

Child Care No.: License: CCL-1056 Certificate: C-006 Expiration Date: Preliminary

The Golden Harvest Day Care (GHDC) is a current center that provides childcare services in the village of Oleai. Presently, the GHDC seeks the DCCA/CCLP's approval to license and certify their additional center in As Lito, Saipan. Upon approval, GHDC-II will open childcare services enrollment for the community.

Staff Child Ratio (Per Room: Age Range, Occupancy, Children's Enrollment, Attendance, and No. of Assigned Staff):

INFANT: (6 weeks – 12 months old) 5 Occupancies 4 infants/1 teacher (estimated # of children)	INFANTS/TODDLERS: (13-to-36 months old) 8 Occupancies 6 toddlers/2 staff (estimated # of children)	PRESCHOOLERS: (3 & 4 years old) 9 Occupancies 7 Prekindergartners/1teacher (estimated # of children)
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Kindergartners:---combined---B/A SCH.:

(5-to-13 years old)
14 Occupancies
12 children/1 teacher & 1 potential staff pending CCLP approval
(estimated # of children)

Grouping Clause Monitoring Inspection:

- | | | | |
|---------------|--------------|---------------|----------------|
| (1) Documents | (3) Sanitary | (5) Capacity | (7) Electrical |
| (2) Health | (4) Signages | (6) Emergency | (8) Outdoor |



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INSPECTION SUMMARY REPORT

- (1) **Documents – No deficiencies.** With the exception of the Child Care (C.C.) License and the C.C. Certificate, all essential facility and employee's documents are updated. Informed provider that all childcare staff are obligated to accumulate 30 hours of training or technical assistance annually. In addition, informed that the submission due date of renewal applications of the C.C. license and certificate with valid attachments of center and employee's required documents must be 60 calendar days prior to the expiration of an existing C.C. license/certificate. Notified that the renewal process of center and employee's required documents must be within 30 calendar days before the expiration date of the document. Explained that daily, all enrolled children must be signed in/out during arrival/departure by authorized persons.
- (2) **Health – No deficiencies.** The parent has updated the center with her infant's health clearance that will expired on September 24, 2021. Observed the children washed their hands with a staff assistance. When the child started lathering the soap between his hands, he started singing with the teacher until handwashing was completed. Three trash bins are covered with alternative tools. The director informed that the center's owner wants to replace the trashcans with a sturdy cover by Monday (10/4/21).
- (3) **Sanitary – No deficiencies.** Scented free, cleaned and organized throughout the indoor and outdoor of the center. The interior has sufficient lighting, colorful postings of numbers/letters, soft paddings in the infants' and toddlers' rooms, and it is arranged by each age group area or rooms. As per the provider, the facility and all educational materials/equipment are disinfected daily at the end of operational hours. Sanitizing of educational materials/equipment and busy area are performed throughout the day.
- (4) **Signages – No deficiencies.** Posting of center's prerequisite documents are in a conspicuous area, except for the C.C. license and certificate that are being process for approval.
- (5) **Capacity – No deficiencies.** Please, refer you attention to the "Staff/Child Ratio" stated above. The estimated number of children and staff for each assigned room or area are within the approved occupancy.
- (6) **Emergency – No deficiencies.** The building is equipped with sufficient number of workable smoke alarms, fire extinguishers, and 2 entrance/exit doors.
- (7) **Electrical – No deficiencies.**
- (8) **Outdoor – No deficiencies.** The entire facility is enclosed with a wire gate, grassy surface, and equipped with age-appropriate playground materials. Advised to designate and closed off the playground from the drop off or pick up area.
- (9) **Others – Provider notified that an open-house will be scheduled for all parents.** After the open house, parents will only be allowed to sign in/out their children in the office area. Due to the pandemic, no visitors will be allowed beyond the office. The 3 Ws of wearing mask for children older than 2 years old and all staff/parents, watch the distance between individuals, and washing hands will be exercised in the center.



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INSPECTION SUMMARY REPORT

With all that is mentioned above, a proposal for your approval to grant GHDC-II to provide childcare services within the community.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 11.02.21
CCLP Staff

Approved By: *[Signature]* 11/3/2021
Gordon B. Salas
CCLP Supervisor