



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: Isla Montessori School

Physical Address: Dandan, Saipan

Primary Contact Person: Susan Book

Contact Number: 288-4752

2nd Contact Person: None

Email Address: islamontessori.office@gmail.com

Inspection Date: 4/15/2021

Start Time: 9:25am **End Time:** 10:15am

Assessed By: Rita N. Olopai

Type of Assessment:

Initial:

Renewal:

Visit (Monitor): ✓

Extension:

Provisional:

Dispute:

Announced: ✓

Unannounced:

Follow-up:

Date of Last Visit

Category(s):

Licensed: ✓

Certified: N/A

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 15

Enrollment 7 children

No. of Staff 2 teachers

Child Care No.:

License: CCL-1060

Certificate: N/A

Expiration Date: August 31, 2021

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

Isla Montessori school provides childcare services to children ages two to five years old utilizing a separate building called the "Children House". The center has met the staff/child ratio of 7 children to 2 teachers that are occupying the children's house.

- (1) **Documents – No deficiencies found.** However, the attending staff was informed with the submission period of the updated facility/staff required documents as well as the submission of the renewal application. Recommendation of renewal process of the facility and staff required documents must be done 30 calendar days prior to the expiration date and update CCLP. The renewal application with updated facility/staff required documents are to be submitted to CCLP 60 calendar days prior to the expiration of the existing child care license. In this case, since the existing child care license will expire on August 31, 2021, the submission date of the upcoming renewal application for Isla Montessori School is due on or by June 30, 2021.
- (2) **Health – No deficiencies.** The teachers have obtained a valid medical document that cleared them with tuberculosis, a negative result of COVID-19 test, and all teachers have taken the pandemic vaccination. The enrolled children are updated with their immunization. Currently, due to the pandemic the open-door policy is ceased. The parents remotely sign in or out their children, during the pick-up or drop-off time, the teachers will escort the child from the entrance



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INSPECTION SUMMARY REPORT

gate to the Children's Home and screened them (temperature check, hand washing and etc.) prior to entering the center.

- (3) **Sanitary – No insufficiencies found.** The facility is clean and odor free and the busy surfacing are sanitized. The children's education items are disinfected daily and are sanitized before the item is available for the next child to use.
- (4) **Signages – No deficiencies to report.** Posting of updated facility documents are situated in the office. The daily activities schedule, exit signs, and evacuation plan are posted at conspicuous area.
- (5) **Capacity – No inadequacies,** the building total capacity is 15 and it is mostly occupied by 9 people daily (Mondays to Fridays).
- (6) **Emergency – A minor deficit of 1 entrance/exit door.** Whereas, the CCLP recommends that each building is equipped with at least 2 entrance/exit doors in an event of an emergency. However, the existing door is not blocked and is clutter free. As per the attending staff, there are no changes to the submitted Isla Montessori School Emergency Procedures and Response Plans (EPRP).
- (7) **Electrical – No deficiencies found.** The fuse box is cover and out of children's reach, electrical cords are securely fixed, and not use outlets are covered.
- (8) **Outdoor – No deficit to report.**
- (9) **Other –**

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: *[Signature]* 04/16/21
CCLP Staff

Concurred By: *[Signature]* 4/16/2021
Gordon B. Salas
CCLP Supervisor



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



INSPECTION CHECKLIST

Business Name: Isla Montessori School Physical Address: Dandan, SPN.
 Primary Contact Person: Susan Book Contact Number: 288-4752
 2nd Contact Person: None Email Address: islamontessori.office@gmail.com
 Date of Inspection: 4.15.21 Start Time: 9:25a End Time: 10:15a Inspector(s): R. Olopari

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 _____ Enrollment _____ No. of Staff _____

Child Care No.: License: CCL-1060 Certificate: N/A Expiration Date: 8.31.21

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

~~INFANT:~~ Children's Classroom ~~K-4:~~ K-3:
 Ages: 2yrs. to 5yrs. Old
7 enrollments w/ 2 teachers

TODDLERS: K-5: B/A SCH.:

2 staff
Micah Antolka
Paylee Martinez

POSTED
 DATE: 4.28.21

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 be renewed 30 days prior to its expiration date.	✓		Informed to proceed renewal of fac./staff req. documents.
(1-b) The complete renewal application (with the attachments) is received 60 days prior to the expiration date of the Child Care license/certificate.	✓		Submission date of the upcoming renewal application is 6/30/21 to start renewal process for fac./staff documents.
(1-c) Directors notifies and encourages all staff to attend of the scheduled trainings.	✓		
(1-d) All childcare staff in a licensed but 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 date, time, & prove of attendance) is submitted to CCLP.	✓		
(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.	N/A		
(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.	N/A		
(1-h) New staff is an assistant to a certified staff while working on the pre-service training requirement.	N/A		
(1-i) Director inquire from Evergreen Learning (EGL) Center in regards to the pre-service training.	N/A		
(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.	N/A		

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		

(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.	N/A		
(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 and posted visibly.			✓ for congruency, standard filed and accessible upon request.

(4-c) "No Smoking" and "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.	/		<i>for stay only</i>
(4-f) DPW approved floor plan is posted in each enclosed room used for C.C. services.	N/A		
(4-g) Daily activities schedule is posted at visitor's view.	/		
(4-h) Center/School must post the procedures for filing a complaint with the DCCA/CCLP including the contact number and mailing address.			

CAPACITY	✓	X	NOTE
(5) There are sufficient number of staff with the total number of children.	✓		
(5-a) Directors may teach and not be counted in the ratio if the center's enrollment is 50 or above.	✓		<i>inform & N/A</i>
(5-b) 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.	✓		
(5-c) 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.	✓		
(5-d) Certificate of occupancy and floor plan of the facility is accessible for visitors.	✓		

EMERGENCY	✓	X	NOTE
(6) Provider's current emergency preparedness and response plan (EPRP) is approved by the Child Care Program.	N/A		
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.	N/A		
(6-b) Staff are aware of the EPRP and their responsibility.	N/A		
(6-c) Facility is equipped with at least 2 entrance/exit doors.		/	<i>1</i>
(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.		N/A	
(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.	✓		Monthly
(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 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.	✓		

OUTDOOR	✓	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:

Remove sign in/out

Exit Review & Acknowledgment:

I, Susan Book, 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: Susan Book

Reported By: [Signature]
CCLP Staff & Signature

Date: 4.15.21

Reviewed By: [Signature]
Gordon B. Salas
CCLP Supervisor

Date: 4/16/21