



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: Loving Hands Kindergarten and Enrichment Center **Physical Address:** Kobler, SPN.
Primary Contact Person: Edilberto T. Javier, III **Contact Number:** 288-1004
2nd Contact Person: Jeremy U. Tubale **Email Address:** lovinghandskindergartenoffice@gmail.com
Inspection Date: 09/07/21 **Start Time:** 1:40 pm **End Time:** 2:50 pm **Assessed By:** Rita N. Olopai

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

9/16/21
REMOVED

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 47 Enrollment 7 children No. of Staff 3 presence/5 staff

Child Care No.: License: CCL-1064 Certificate: C-001 – Initial **Expiration Date:** 09/30/2021

The conducted inspection is based on the scheduled unannounced monitoring and the center's renewal of the Child Care (C.C.) License. In addition, the provider is applying for a C.C. Certificate to provide services to subsidized families under the DCCA/Child Care and Development Fund (CCDF) Program.

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

The center provides sufficient number of staff with the number of enrolled children, 3 staff and 7 registered children between the age of 2-to-4-years-old were presence during my assessment.

- (1) **Documents – Deficiency** of updating CCLP with facility and staff's prerequisite documents. The Director informed that an employee has been assigned to monitor and to ensure that expiring required documents are updated. In addition, the Director was up-to-date with the required documents and training hours required to a certified childcare center. Although all registered children documents are updated and filed individually, I advise to obtain suggest a copy of the children's birth certificate for assurance that the stated information on the registration form is accurate with the certificate.

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INSPECTION SUMMARY REPORT

- (2) **Health – No discrepancy found.** All enrolled children are up-to-date with their immunization and all staff attained a medical document that provides clearance with tuberculosis. Isolation room is provided to separate a sick child. Provider was informed that upon approval of the C.C. certificate, a newly approved staff must complete the Pre-service Training requirement prior to being assigned to maintain a group of children. Informed that all staff must accumulate 30 hours of training and/or technical assistance (T/TA) within a fiscal year and supporting documents of accomplished T/TA
- (3) **Sanitary – No deficiency.** The center is organized, cleaned and odor free. When inquired, staff informed that all furniture and educational items are disinfected daily at the end of operational hours.
- (4) **Signages – Minor discrepancy** of posting the CCLP contact information in the facility's bulletin board. The Director was reminded and he acknowledged that it will be addressed immediately.
- (5) **Capacity – No deficit found.** There are 5 listed employees and 7 enrolled children that are using the facility which is less than the approved occupancies of 47 people.
- (6) **Emergency – No deficit found.** Fire extinguishers and mounted properly, installed smoke detectors are working and center is built with 2 entrance/exit doors. The backdoor provides a sick child to exit from the isolation when pickup by an authorized family member. Prerequisite of the applicant's emergency procedures and response plan (EPRP) has been submitted for review and approval to be certified childcare provider.
- (7) **Electrical – No discrepancies.**
- (8) **Outdoor – No discrepancies.**
- (9) **Other –**

A proposal for your approval with that is mentioned above.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: [Signature] 09.10.21
CCLP Staff

Concurred By: [Signature] 9/10/21
CCLP Supervisor



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



INSPECTION CHECKLIST

Business Name: Loving Hands Kindergarten & Enrichment Center Physical Address: Kobler, SPN
 Primary Contact Person: Jun Javier III Contact Number: 288-1004
 2nd Contact Person: Veramy Tubala Email Address: _____
 Date of Inspection: 9-7-21 Start Time: 1:40 pm End Time: 2:50 pm Inspector(s): _____

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

Category: Licensed Certified N/A

Type of Child Care Services: FAMILY HOME GROUP HOME CENTER BASE
 INFANT/TODDLER BEFORE/AFTER (B/A) SCH.

Capacity: Total Occupants 49 Enrollment 7 No. of Staff 2 p/5 staff

Child Care No.: License: CCL-1064 Certificate: N/A ^{INITIAL} Expiration Date: 9/30/21

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

INFANT: K-3: K-5:

2-3 yrs

TODDLERS: K-4: B/A SCH.:

2
(2 yrs)
2-4 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.			Inform
(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.			Inform
(1-g) Newly approved staff was informed about the pre-service training requirement.			Inform
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.			Inform
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.			Inform
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.			Inform
(1-k) Documentations of enrolled children are filed individually.	✓		
(1-l) Subsidized children are signed in/out on the attendance sheet daily.	N/A		
(1-m) Provider conforms with the open-door policy.			Closed due to COVID

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.	✓	X	Will send an update docs. Received 9/8/21
(2-d) If applicable, staff are aware of enrolled child's allergy.	N/A		None
(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.	✓		Parents provide cooler for inf. formula
(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.	✓		No smoking allowed
(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.			Inform

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.	✓		Inform
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.			Inform
(6-b) Staff are aware of the EPRP and their responsibility.	✓		Inform
(6-c) Facility is equipped with at least 2 entrance/exit doors.	✓		The Break room provide access for parents to pickup their state child from the room.

(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.	/		

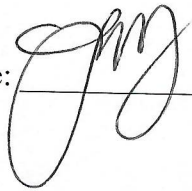
Monitor 1X wk.


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, Edilberto Javier III, 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:  09/07/21

Reported By:  Date: 9.7.21
CCLP Staff & Signature

Approved By:  Date: 9/10/2021
Gordon B. Salas
CCLP Supervisor

Required Documents Obtained *Fill up on C.C. Cert. app. rec'd. by Gona*

1. Flr. Plans
2. Ltr.
3. 5 staff - valid H./FH Cert.
 Pol. Crnc.
 Pic. ID