



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS  
CHILD CARE LICENSING PROGRAM



**INSPECTION SUMMARY REPORT**

**Business Name:** SDA/Child Development Center

**Physical Address:** Chalan Kiya, SPN

**Primary Contact Person:** Virle Gayatin

**Contact Number:** 234-7326 or 7330

**2<sup>nd</sup> Contact Person:** Lylton Powell, II

**Email Address:** office@saipansdaschool.org

**Inspection Date:** 06/01/2021 **Start Time:** 3:20pm **End Time:** 4:00pm **Assessed By:** Rita Olopai

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

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**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 52 Enrollment 25 children No. of Staff 4 staff

**Child Care No.:** License: CCL-1062 Certificate: N/A Expiration Date: 11/30/2021

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

Classroom #1: - Capacity of 18 occupant load (O/L) and at 75% capacity is 14 O/L  
 Used by 1 teacher with 7 registered children ages 2 to 2.5 years old  
 There were 4 children with the teacher presents during the inspection

Classroom #2 - Capacity of 17 occupant load (O/L) and at 75% capacity is 13 O/L  
 Occupied by 2 teachers with 8 enrolled children ages 3 to 4 years old  
 There were 5 children with 1 teacher presents during the assessment

Classroom #3 - Capacity of 17 occupant load (O/L) and at 75% capacity is 13 O/L  
 Occupied by 1 teacher with 10 enrolled children ages 4 to 5 years old  
 There were 5 children with the teacher presents during the assessment

The center has met the staff/child ratio and based on my observation.

- (1) **Documents – No insufficiencies found.** However, reminded provider that facility and staff required documents must be process for renewal 30 days prior to the expiration of the document and submit the updated document. Also, a reminder about the submission due date



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CHILD CARE LICENSING PROGRAM




INSPECTION SUMMARY REPORT

of the center's Child Care license renewal application of 60 calendar days before the expiration date. Advised that the upcoming renewal would be due on or by September 2, 2021, to meet the submission due date. When informed about the training and/or technical assistant (T/TA) requirement of 15 hours per staff annually, provider notified that she will submit the supporting documentation of T/TA hours for each staff along with the forthcoming renewal application.

- (2) **Health – No insufficiencies found.** All teachers obtained a valid medical document that cleared them with tuberculosis and enrolled children are updated with their immunizations. Upon arrival, the children and their parent are being screened for body temperature or flu like symptoms prior to parent signing in their child and staff accepting the child. Handwashing is performed throughout the day, especially upon entering the classroom.
- (3) **Sanitary – No deficiencies.** The classroom and children's educational items and furniture are being disinfected daily with the used of the UV light.
- (4) **Signages – No deficiencies.** Facility's required documents are posted in the office. As per the children's documents and staff required documents are filed individually and placed in the office. However, copies of the children's files are also situated in their designated classroom.
- (5) **Capacity – No deficiencies.** Required occupancy for each room used for the childcare services are within the approved room capacity (as stated above).
- (6) **Emergency – No deficiencies.**
- (7) **Electrical – No deficiencies.**
- (8) **Outdoor – No deficiencies.**
- (9) **Other** – During the inspection, the provider showed an extra room located on the first floor to remodel for childcare services classroom. A recommendation to have it set up and informed our office to schedule an inspection for approval.

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

Reported By:  06.04.21  
CCLP Staff

Concurred By:  6/7/2021  
Gordon B. Salas  
CCLP Supervisor





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



INSPECTION CHECKLIST

Business Name: SDA/Child Development Center

Physical Address: Chalan Kiya, SPN

Primary Contact Person: Virle Gayatin

Contact Number: 234-7326 or 7330

2<sup>nd</sup> Contact Person: Lylton Powell, II

Email Address: office@saipansdaschool.org

Date of Inspection: 06/01/21 Start Time: 3:30

End Time: 4:00 pm Inspector(s): Rita Olopai

Type of Assessment:

PRELIMINARY   
MONITOR/VISIT   
ANNOUNCED   
FOLLOW UP

RENEWAL  EXTENSION   
NEW SITE  DISPUTE   
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 52 Enrollment 25 No. of Staff 4

Child Care No.: License: CCL-1062 Certificate: N/A Expiration Date: 11/30/2021

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

INFANT:

K-3: 3-4 yrs (#2) K-4: #3 4-5  
17/8/5/1 17/10/5/1

TODDLERS: 2.5-2 yrs K-5:

C#1 18/7/4/1

B/A SCH.:

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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 the attachments) is received 60 days prior to the expiration date of the Child Care license/certificate.	✓		Submission due date: <b>09/02/2021</b> <i>tuferon</i>
(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.	✓		<i>Prov. will submit w/ the next app.</i>
(1-e) Upon completion of a T/TA, supporting documents (T/TA date, time, & prove of attendance) is submitted to CCLP.	✓		<i>Inform</i>
(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.	✓		

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.	✓		
(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.	✓		Only to children above 2 yrs. old.
(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.	✓		used of UV light
(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 filed individually.	✓		
(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.	✓		
(4-f) DPW approved floor plan is posted in each enclosed room used for C.C. services.	✓		
(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.	}	N/A	
(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 <b>emergency preparedness and response plan (EPRP)</b> 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.	✓		

<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.	✓		

<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:



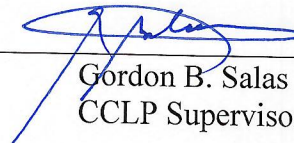
**Exit Review & Acknowledgment:**

I, Ly Hon Noble Powell II, 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:  6/1/2021

Reported By:   
CCLP Staff & Signature

Date: 06-01-21

Reviewed By:   
Gordon B. Salas  
CCLP Supervisor

Date: 6/7/2021