

# DCCA-CCLP/CCDF INSPECTION CHECKLIST

Business Name: Saint Joseph

Physical Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

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

2nd Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Inspection: 3/11/21 8:15-9:15am

Inspector(s): R. Diopai

Provider's Category(s): Licensed  Certified N/A License-Exempt

Type of Child Care:

Licensed: Part 200  Part 300  Part 400

License-Exempt: Family  Friend  Neighbor

Type of Assessment: Preliminary  Extension  Renewal  Monitoring/Visit  Provisional   
Announced  Unannounced

Follow-up  Date of Previous Visit: \_\_\_\_\_

Age-Group (Occupant Load/Total Enrollment/# Present/Ages served youngest to oldest/# of Staffs per group):

Infants   /  /   Ages    Staff    Rm.    Toddlers   /  /   Ages    Staff    Rm.   

K-3   /  /   Ages    Staff    Rm.    K-4   /  /   Ages    Staff    Rm.   

K-5   /  /   Ages    Staff    Rm.    Before/After-School   /  /   Ages    Staff    Rm.   

\* Teachers (Name of assigned staff per Age-Group):

4-4 yrs. 8/8 = 1st tag

3-4 yrs. 3/3 = 1st tag

Capacity: Occupant Load \_\_\_\_\_ Actual Enrollment \_\_\_\_\_

Pre-Service Training: # of Newly Approved Provider: \_\_\_\_\_ # of Provider Completed: \_\_\_\_\_

C.C. License#: \_\_\_\_\_ Date of issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CCDF Certificate#: \_\_\_\_\_ Date of issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Grouping Clause Monitoring Inspection:

- (1) Electrical
- (2) Signage
- (3) Emergency
- (4) Sanitary
- (5) Outdoor
- (6) Capacity
- (7) Health
- (8) Documents
- (9) Other

HEALTH & SAFETY	YES	NO	COMMENT
<b>(1) Electrical cords are securely installed, does not crossed pathways, and there is no tripping hazard.</b>	✓		
(1-a) Fuse box is covered and out of children's reach.	✓		
(1-b) Indoor & outdoor outlets at a height of 7 ft. & below are covered or blocked off.	✓		
<b>(2) All updated facility's required documents are posted at visitor's view.</b>	✓		
(2-a) Provider's required documents are valid and posted in a conspicuous area.	✓		
(2-b) Posted "No Smoking" and "Exit" signs are within view and at an appropriate area. <i>posted</i>	✓		<i>Not allowed</i>
(2-c) Emergency Evacuation Exit Plan is posted at every exit door and if relevant, at child's eye level.	✓		
(2-d) Emergency contact numbers are posted near the working telephone (land-line).	✓		
(2-e) DPW approved floor plan are posted in each enclosed room, specifying that particular room.	✓		
(2-f) Children's allergy information is posted in the appropriate area.	N/A		<i>None</i>
(2-g) Daily Activities Schedule are posted at visitor's view, and if differ by Age-group must be posted in each room.	✓		
(2-h) Alternate staff schedule are posted at the designated room.	N/A		
<b>(3) Provider's Emergency Preparedness and Response Plan (EPRP) is approved by Child Care Program.</b>	NA		
(3-a) Provider submits revised EPRP within 5 calendar days after the changes and must follow-up for approval.	N/A		
(3-a) All caregivers are well-informed of their EPRP and their responsibilities in an event of an emergency/disaster.	N/A		
(3-b) Emergency drills are conducted and recorded monthly.	✓		<i>inform in stop</i>
(3-c) Disaster drills are performed and noted every six months.	✓		<i>E/Is/Ty</i>
(3-d) Recorded drills are accessible for visitors' review.	✓		
(3-e) First-Aid kit is available and accessible.	✓		
(3-f) Medical items in the kit are valid/updated.	✓		
(3-g) Facility is equipped with necessary # of fire extinguisher and are inspected as required.	✓		<i>2 mounted</i>
(3-h) Extinguishers are securely place in a safe and convenient space.	✓		<i>1 ofc / 1 btwn the 2 ckm</i>
(3-i) Smoke detectors are properly installed at each needed area.	✓		<i>6 1x wk</i>
(3-j) Facility is furnished with workable smoke alarms.	✓		
(3-k) Provider's alternative and designated evacuation sites are stated in their policy/handbook.	✓		
(3-l) Families are informed with the provider's EPRP procedures.	✓		
(3-m) Children's emergency contact information is updated and reviewed monthly.	✓		<i>inform confidentiality</i>

<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
(3-n) In an event of an emergency evacuation, provider is readily equipped with all necessary items and contact information.			
(4) Facility's indoor is clean and odor free. Indoor flooring is free from dirt and food crumbs, has no bad smell or any kind of scent, and are well maintained.			
(4-a) All cleaning chemical are stored out of the children's reach.			
(4-b) Facility is furnished with age appropriate items that are in good and safe condition.			
(4-c) Facility are equipped with sufficient number of comfort room (as to the occupant load).			
(4-d) Toiletries (hand-soap, toothbrush, toothpaste, towel/paper towel, toilet tissue, etc.) are replenished, available and accessible.			
(4-e) Children's toothbrush is covered individually and stored separately in standing position.			
(4-f) All children's items are disinfected daily or as necessary.			
(5) Outdoor playground is well maintained, outdoor items are organized, yard is clean and odor free.			
(5-a) Playground surfacing is free from tripping hazards, and equipment are free from sharp edges, and rust.			
(5-b) Playground is far from the main road.			
(5-c) Playground is shaded and enclosed.			
(5-d) Outdoor items are age appropriate.			
(5-e) Non-child-proved equipment is stored out of the children's reach.			
(6) Staff/child ratio are met. There are sufficient numbers of staffs with the group of children.			
(6-a) In an event assigned staff had to leave her group of children, a floater staff is available to alternate during his/her absent.			
(7) Provider obtained enrolled children's health information. Child's immunization card or valid health certificate, and/or clearance of transferable disease from child's physician.			
(7-a) Enrolled children are developmentally screened using the ASQ screening tool (for ages: 0-5).			
(7-b) Developmentally delayed children (that scored in the dark area) are referred to the appropriate agencies.			
(7-c) Children that scored in the gray area or at risk of developmentally delay are given the opportunities for improvement with their limitation.			
(7-d) Daily health check to all enrolled children are performed, recorded and accessible.			


<b>HEALTH &amp; SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
(7-e) Comfortable room is provided for enrolled children that are sick.	✓		
(7-f) In the facility, children enrolled and staffs are free from tuberculosis.	✓		
(7-g) Provider has updated health or food handler certificate.	✓		
(7-h) Hand-washing is performed through-out the day (before entering the center, before/after meal, after using the toilet, and after each diaper changed).	✓		
(7-h) Provider is subject to the Open-door policy.			<i>no the paragon is</i>
(8) Valid required documents and the preliminary or renewal application is complete and submitted to the program 60 calendar days prior to its initial opening or to the expiration date of C.C. License.	✓		
(8-a) Receipt of updated facilities required documents 30 calendar days prior to its expiration date.	✓		
(8-b) Providers' valid required documents are submitted to the program 30 calendar days prior to its expiration date.	✓		
(8-c) All new provider has completed the Pre-service Training requirements 6 months from CCLP approving date.	N/A		
(8-d) New providers that are working on the Pre-service Training requirement is updating the program with completed topics.	N/A		
(8-e) New provider(s) is not left alone with a group of children until he/she completed the pre-service requirement and get completion notice from the program.	N/A		
(8-f) Center director informed all staffs about available scheduled training sessions, workshops, seminars, or courses.	N/A		<i>inform</i>
(8-g) Provider(s) has met the required annual training hours.			
(8-f) Daily health-check recorded and is accessible for review by Child Care staffs/parents.			
(8-g) Enrolled children's documents (registration, health information, screening results, etc.) are filed individually (by each child).			
(8-h) Documents and information on all enrolled children are updated.			
(8-i) Daily, the DCCA/CCDF children enrolled have <u>timed-in</u> and <u>out</u> on their CCDF attendance sheet when being dropped and picked up.	N/A		


Additional Notes:

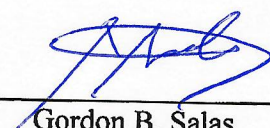
*Isolation stationed in  
Disinfect of Ed. material daily  
Daily Health Check/Smell/Form*

**Acknowledgement:**

I, MARIECRIS M. CRUZ, hereby acknowledged the Child Care staff(s) visit, information on the discrepancies found are explained, and I will address the deficiencies within the crucial time given by the Child Care staff(s).

Provider's Signature/Date:  3/11/2021

Inspected & Reported By:  Print & Sign 3-11-21 Date

Reviewed & Concurred By:  Gordon B. Salas  
CCLP Supervisor 3/11/21 Date



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS  
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: Saint Joseph School

Physical Address: San Jose, Tinian

Primary Contact Person: Mariecris M. Cruz

Contact Number: 433-0008

2<sup>nd</sup> Contact Person: Ma. Corazon Cepeda

Email Address: stjoseph13.tinian@gmail.com

Inspection Date: 03/11/21 Start Time: 8:15 am End Time: 9:35 am 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   41   Enrollment   11 Children   No. of Staff   02  

Child Care No.: License:   CCL-1065   Certificate:   N/A   Expiration Date:   04/30/2021  

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

**Children Ages 3 & 4 years old:** 3 enrolled children, 3 presents with 1 teacher

**Children Ages 4 to 6 years old:** 8 enrollments, 8 are presents with 1 teacher

With all that is mentioned above, Saint Joseph School has met the (staff/child) ratio.

- (1) **Documents – No deficiency**, the center, staff, and children required documents are valid. The received of the renewal application with all required documents has met the submission date of 60 calendar days prior to the expiration of the existing childcare license.
- (2) **Health – No deficiency found**. The staff obtained a medical document that cleared them with tuberculosis and COVID19 and enrolled children are updated with their immunization. Due to the pandemic, everyone is required to go through screening of temperature check and must wash their hands prior to entering the center. Child’s size desk is equipped with plexiglass situated on 3 corners and the desks with chairs are stationed 6 feet apart. With the exception of the Child Care staff, the COVID19 taskforce, and the enforcers, open-door policy is ceased for the health and safety of the children and staff. The cozy isolation room is situated in an

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CHILD CARE LICENSING PROGRAM



**INSPECTION SUMMARY REPORT**

enclosed room that is furnished with single-size bed, a chair, medical supplies, hand sanitizer, gloves, and face mask.

- (3) **Sanitary – No deficiency**, the center is clean, spotless, and odor free. When inquired, attending teacher ensured that the center and educational items are disinfected daily when the children are dismissed for the day. She informed that they sanitized the busy surfacing and the comfort room after each use.
- (4) **Signages – No insufficiencies found**. The emergency evacuation plan is posted near each exit doors and the “Exit” signs are above each door. The emergency contact numbers (DFEMS/DPS/MEDICS/etc.) and the parents’ name/contact is posted.
- (5) **Capacity – No deficiencies**, the 3-and4-years old room can accommodate 6 occupants is utilized by 4 people (3 students with 1 staff). The room used for the 4 to 6 years old has 30 occupant load and is occupied with 9 people (8 students and 1 teacher).
- (6) **Emergency – No deficiency found**. The center is equipped with sufficient number of fire extinguishers that is mounted on the wall and is monitored monthly as staff informed. First aid kit is placed in the isolation room filled with updated medical supplies. Each enclosed room in the center is equipped with effective smoke detectors.
- (7) **Electrical – No deficiency**. Not used electrical outlets are covered, electrical cords are properly fixed on the wall and does not cross pathway.
- (8) **Outdoor – No deficiency**. The playground is enclosed with wire fence, shaded by the building, grassy surface, and free from debris.
- (9) **Other** – Due to confidentiality, I recommend that the parents name and contacts information must be in a binder that will be accessible in an event of an emergency. Template of the daily health check is shared.

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

Reported By: [Signature] 4-2-21  
CCLP Staff

Concurred By: Gordon B. Salas 4/2/21  
CCLP Supervisor