



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:** (670) 433-0008
2nd Contact Person: N/A **Email Address:** stjoseph13.tinian@gmail.com
Inspection Date: 7/16/21 **Start Time:** 9:30 am **End Time:** 10:38 am **Assessed by:** Rita N. Olopai

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

Category(s): Licensed: Certified: Please see comment below *

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 36 Enrollment 11 children No. of Staff 2 staff

Child Care No.: License: CCL-1065 Certificate: N/A **Expiration Date:** 4/30/2022

- **Saint Joseph School is an ongoing Child Care (C.C.) licensed provider. Currently, the C.C. provider is applying to be a certified center; to provide childcare services to not only the non-subsidized but also the subsidized families on the island of Tinian. Currently, the C.C. provider is applying to be a certified center. The conducted inspections were based the CCLP's required annual unannounced inspection and a preliminary assessment for the approval of the C.C. certificate.**

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

The center provided sufficient number of teachers with the number of enrolled children. The expected ratio for group of three years old children is seven children to one teacher. With the stated age group, there are four registered children cared by one staff. In addition, the ratio for four- and five-years old children is ten children to one teacher. Currently, with this group there are seven enrolled children assigned by one teacher.

However, during my assessment I observed two children in the three years old group and three children in the four- and five-years old group. The director informed that most children are absent due to the flu that is going around on the island.



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- (1) **Documents – Minor deficiencies found.** The director was reminded about the submission due dates of the facility and staff required documents and the renewal application. Notified that there are some required documents that are expiring in August of 2021 and must be updated. In addition, advised the director that all children's documents must be filed in a separate folder due to confidentiality and organized with registration form, blue or immunization card, dental, IEP (if applicable), parents' consent forms and others. For privacy, staff required documents are to be placed separately (by each staff) in one binder and the binder must be accessible to parents and Child Care staff upon request. Notified the provider that the mandatory orientation certificate for new C.C. provider and the EPRP are the only pending documents to complete the C.C. Certificate application. Informed that I will send the sample of the
- (2) **Health – No deficiencies found.**
- (3) **Sanitary – No deficiencies found.** However, advised provider to create a maintenance binder to record date and time the facility, furniture, educational items are sanitized and disinfected for accountability.
- (4) **Signages – No deficiencies found.**
- (5) **Capacity – No deficiencies found.**
- (6) **Emergency – No deficiencies found.**
- (7) **Electrical – No deficiencies found.**
- (8) **Outdoor – No deficiencies found.**
- (9) **Other –** During the exit review, the director was notified that upon the certification of Saint Joseph School,
 - a) The staff must renew their mandatory orientation certificate annually and to contact Evergreen Learning (EGL) Center for the upcoming schedule. Provider have attended the orientation on August 17, 2021. Currently, provider is certified for attending the orientation and will need to renew annually.
 - b) All staff are required to complete the pre-service training that consist of 12 health and safety topics within 90 days from the date of approval. Failure to accomplish the requirement within the grace period, the staff may be asked to ceased childcare services until such time the pre-service is achieve. The director was issued the pre-service training checklist and informed to contact EGL for further clarification. Presently, listed staff are working on their pre-service training.
 - c) The annual requirement of 15 hours of training and/or technical assistant (T/TA) within a fiscal year will increase to 30 hours. Upon completion of the T/TA the supporting documents must be submitted to CCDF data specialist. For upcoming T/TA, provider was informed to contact EGL.
 - d) Saint Joseph School will be issued monthly attendance sheet that will be used for each enrolled subsidize children. The parent or legal guardian are required to time in the child when being dropped, time out and initial when child is being pick up for the day. Failure to comply, the reimbursement for the day childcare services will be between the parent or legal guardian



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and the provider. The director was advised to contact the CCDF eligibility specialist for any concerns or questions regards to this matter.

- e) Provider was issued a daily health check template and advised that certified providers must conduct health check to all enrolled children daily. The health check form will be monitored and must be filed separately per child in a binder per age-group.

The provider acknowledged to comply with the prerequisites and the additional obligations to provide services to subsidized families on the island of Tinian. With all that is mentioned above, a proposal for your approval for the applicant to be certified.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By:

[Signature] 09-13-21
CCLP Staff

Approved By:

[Signature] 9/13/2021
Gordon B. Salas
CCLP Supervisor



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



INSPECTION CHECKLIST

Business Name: Saint Joseph School Physical Address: San Jose, Tinian
 Primary Contact Person: Maricris M. Cruz Contact Number: 4330008
 2nd Contact Person: _____ Email Address: stjoseph.b.tinian@gmail.com
 Date of Inspection: 07/16/21 Start Time: 9:30 End Time: 10:35 Inspector(s): R. Olopai

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

Category: Licensed Certified Applying

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

Capacity: Total Occupants 25/36 Enrollment 11 No. of Staff 02

Child Care No.: License: CCL-1065 Certificate: NA Expiration Date: 04/30/2022

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

INFANT: K-3: 6/4 + 1 staff K-5: K4 + Kinder
4 30/7 + 1 staff
Combine 3
 TODDLERS: K-4: 6 B/A SCH.: _____

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.	✓		Sanit. Permit (8-9-21) - Prov. Mandatory Orientation (EGL) + EPRP reg. form to be certified
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.	✓		Subm. due date to meet the 60 days: 03-01-22
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.	✓		Informed
(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.	NA/TA		
(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.			Informed
(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.			Informed
(1-m) Provider conforms with the open-door policy.			Phone/Email

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.			<i>Inform</i>
(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.	✓		<i>Inform</i>
(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.	✓		MC-DRIVER LICENSE (8.25.21) FH (8.24.21) CC-FH (8.24.21)
(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.			Inform = will send sample
(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.	✓		

(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.	✓		

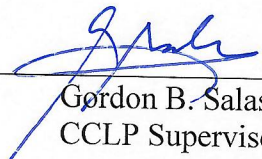
Exit Review & Acknowledgment:

I, MARIECRIS M. CRUZ, 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:  7/16/2021

Reported By: 
CCLP Staff & Signature

Date: 7.16.21

Reviewed By: 
Gordon B. Salas
CCLP Supervisor

Date: 9/17/2021