



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



INSPECTION CHECKLIST

Business Name: Early Head Start Pro. Physical Address: Kagman, Saipan
 Primary Contact Person: Kathleen D. Laurio Contact Number: 670-256-5633
 2nd Contact Person: Jonnalyn B. Mendiola Email Address: kathleenlaurio@cnmipss.org
 Date of Inspection: 02.15.22 Start Time: 9:30 End Time: 9:52 am Inspector(s): R N Olopai

Type of Assessment: PRELIMINARY RENEWAL EXTENSION
Remote MONITOR/VISIT NEW SITE CONCERNS
 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 24 Enrollment 7 No. of Staff 4

Child Care No.: License: CCL-1054 Certificate: N/A Expiration Date: 02.28.22

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

INFANT: Combined K-3: _____ K-5: _____
Center operates in 2 sess. 2 Teachers N/A
Combined per sess. and the 7 registered children in 4/3 22 sess.
 TODDLERS: K-4: N/A B/A SCH.: N/A

Pre-service Training: # of Newly Approved Provider N/A # of Provider Completed N/A

Grouping Clause Monitoring Inspection:

- | | | | |
|---------------|--------------|---------------|----------------|
| (1) DOCUMENTS | (3) SANITARY | (5) CAPACITY | (7) ELECTRICAL |
| (2) HEALTH | (4) SIGNAGES | (6) EMERGENCY | (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.	✓		Docs. are updated during renewal of CC License. Info. & awaits KJ CBC.
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.	✓		Rec'd. 1/6/22 - Due 12/30/22 to meet the subm. due date
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.	✓		EHS program provides annual training to EHS teachers.
(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.	✓		Inform that CELP reg. ea. teacher to accrue 15 hrs. w/in a FY
(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.	✓		Informed
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.			
(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.			N/A
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register new staff for pre-service training.			
(1-k) Documentations of enrolled children are filed individual.			
(1-l) Subsidized children are signed in/out on the attendance sheet daily.			
(1-m) Provider conforms with the open-door policy.			

HEALTH	√	X	NOTE
(2) All enrolled children are updated with their medical documents (immunization, dental, developmental screening, etc.)	✓		Child Plus system - communication tool b/w health team, teachers and parents to update exp. dates.
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	✓		All staff obtain both Ed. Handler & Health cert. Inform that their exp. needs to be update
(2-b) Health check for the registered children is conducted and recorded daily.			Not observed for TB diseases.

(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).			Not observed
(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 are kept 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.			Not observed
(3-d) All furniture, educational items are disinfected daily prior to operations hours.			
(3-e) Used educational items are sanitized before it is available for the next child's use.			
(3-f) Educational items with body secretion are placed in a dry 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.			} Not observed
(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.			
(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) DCCW/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-to-child ratio is met in each age group.	✓		} Based on the info. gathered, the center program abides by the app. occupant loads for the center. There 4 assigned staff for the center & 2 teachers for ea. session.
(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 30 or more registered children, the director only counts and not be counted in the ratio.	N/A		
(5-d) With the exceptions of an emergency, special situation (but not to exceed 10 hours per week), or during the start and end hour of operation in a full day operation, center directors to be counted.	N/A		
(5-e) Children's roster with assigned staff is provided monthly.	✓		
(5-f) Provider notifies the CCDF with any revision of the approved staff.	✓		} Reminded. An addition staff transfer from EHS-CK-1

EMERGENCY	√	X	NOTE
(6) Provider's current emergency preparedness and response plan (EPRP) is approved by the Child Care Program.			} Not observed
(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 responsibilities.			
(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.			} Not observed
(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.			} Not observed
(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 employers 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 and locked from children's reach.			} Not observed
(7-b) One foot of a electrical outlet is avoided.			
(7-c) Electrical cords are securely fixed (not hanging).			
(7-d) Electrical cords does not crossed pathways and are out of children's reach.			

OUTDOOR	√	X	NOTE
(8) The center's outdoor environment is free from hazardous material and chemical.			
(8-a) Outdoor play area is enclosed, shaded, and well maintained.			} Not observed
(8-b) Play area is free from tripping hazards and provides appropriate shade of at least 6ft.			
(8-c) Play area is free from age-appropriate equipment that are in good condition.			
(8-d) Outdoor's outdoor equipment are sanitized before use.			

Exit Review & Acknowledgment:


I, Kathleen Ann D. Laurio, 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:  2/15/22

 **E-MAILED-IN**
03-01-22 @ 9:57am
XO

Reported By: 
CCLP Staff & Signature

Date: 02-15-22

Approved By: 
Gordon B. Salas
CCLP Supervisor

Date: 3/2/2022

Based on the rec'd. renewal application, only 3 staff ^{up} & the except. of the mentor teacher, are listed. The attending staff inform that an additional staff has been transferred from EHS/ck-1 to EHS/Kagman. which makes total of 4 teachers are currently assigned to this center. Reminded the attending staff that CCLP must be notified of any changes regards to the pro. (staffing, operational, ^{and} facility, etc.). A request of new staff requires ~~the~~ documents to be submitted for CCLP record.



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INSPECTION SUMMARY REPORT

Business Name: PSS/EARLY HEAD START (EHS) PROGRAM Physical Address: Kagman, Saipan
 Primary Contact Person: Kathleen D. Laurio Contact Number: (670) 256-5633
 2nd Contact Person: Jonnalyn B. Mendiola Email Address: kathleen.laurio@cnmipss.org
 Inspection Date: 02/15/2022 Start Time: 9:30 End Time: 9:52 am Assessed By: Rita N. Olopai

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

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 24 Enrollment 7 children No. of Staff 4 employees

Child Care No.: License: CCL-1054 Certificate: N/A Expiration Date: 12/31/2022

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

INFANT: -----Combine----- TODDLERS: -----Combine----- K-3:

The program provides childcare services with multiage children ages from-6-mos.-to-3-yrs. old. The program operates in 2 sessions, AM Session opens from 7:45 to 11:15 am, whereas the PM Session is from 12:30 to 4:00 pm. Currently, there are 4 staff assigned to the center with 2 teachers in each session, a teacher and a teacher aide. 7 children are presently registered and are divided in each session, 4 children attend the AM Session and 3 children are in the PM Session.

K-4:
N/A

K-5:
N/A

B/A SCH.:
N/A

Grouping Clause Monitoring Inspection:

- | | | | |
|---------------|--------------|---------------|----------------|
| (1) Documents | (3) Sanitary | (5) Capacity | (7) Electrical |
| (2) Health | (4) Signages | (6) Emergency | (8) Outdoor |

RECEIVED
3. 8. 22
[Signature]



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INSPECTION SUMMARY REPORT

- (1) **Documents – Deficiencies of failing to submit the complete Child Care (CC) License renewal application on the due date of 60 days prior to the expiration of the existing CC License and the submission of valid facility and staff required documents before the document expired.** To meet the submission due date of renewal application, the provider was informed that a complete packet of the application is due on or before December 30 every year. In addition, the attending staff was informed that CCLP received updated facility and staff required documents during the process of renewal application. However, CCLP recommends that the renewal process of these documents is within 30 days before the expiration date.
- (2) **Health – No deficiencies.** Based on the received renewal application packet, all staff has obtained valid food handler and health certificates. When inquired, the attending staff informed that all enrolled children have updated health documents and it is part of the admission requirement. She resumed stating the renewal process of children’s health documents is transmitted on the “child plus” system between the EHS health team, the teachers, and the parents.
- (3) **Sanitary – Not observed.**
- (4) **Signages – Not observed.**
- (5) **Capacity – No deficiencies.** Based on the information gathered during the assessment as stated in the ratio above, the center complied with the approved occupant loads.
- (6) **Emergency – Not observed.**
- (7) **Electrical – Not observed.**
- (8) **Outdoor – Not observed.**
- (9) **Others – Deficiency of not notifying CCLP of the additional staff assigned to the center.** Upon reviewing the submitted application, only 3 staff are listed. However, during the virtual inspection, the attending staff informed that an additional staff was transferred from EHS/CK to EHS/Kagman center. The provider was reminded that CCLP must be notified of any changes (staffing, operation, facility, and etc.) occurred within the center.

The attending staff stated that the EHS administrative office is responsible in monitoring and processing the center and employees required documents as well as the CC license renewal application and disclosure of the minor deficiencies mentioned will be shared with the person in charge.

In conclusion, a proposal for your approval to recommence CC license for PSS/EHS program to continue to provide childcare services within the CNMI.

Reported By: *[Signature]* 02-28-22
CCLP Staff

Concurred By: *[Signature]* 3/2/2022
Gordon B. Salas
CCLP Supervisor