

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

INSPECTION CHECKLIST



			and & Defend
Business Name: Early He	ad Start Pho.	Physical Addr	ess: Kagman, Saupan
Primary Contact Person: Ka	thleeh D. Laurio		per: <u>670-256-5</u> 633
2 nd Contact Person: Jonnal	yn B. Mendiola	Email Address	: Kathleundawica enmipss.
Date of Inspection: 03.15.22	Start Time: 9:30 End	Time: 9:52 amns	pector(s): RNOlopai
Remota N	PRELIMINARY _ MONITOR/VISIT _ NNOUNCED OLLOW UP _	RENEWAL NEW SITE UNANNOUNCED Date of Previous Ins	CONCERNS _
Category: License	d <u>√</u> Certifi	ied	
Type of Child Care Services:	FAMILY HOME _ GRO		
Capacity: Total Oc	coupants <u>24</u> Enroll	lment 7 No.	of Staff <u>4</u>
Child Care No.: License:	CCL-1054 Certificate:	<u>N/A</u> Expira	tion Date: <u>02・2</u> &・2⊋
Age-Group (Per Room - 1st the INFANT: — Combined Cents.	O/L. enrollment, # present, ag ned — K-3: is operated in 2 c ess. and the 7 mg	ge range, # of staff assign K-5: Sess. 2 Tracket/A intered Childre	ed):
TOUDLERS:	K-4:	B/A SC	
	1/A	1/4	

Pre-service Training: # of Newly Approved Provider

Grouping Clause Monitoring Inspection: (1) DOCUMENTS (3) SANITARY

(2) HEALTH

(4) SIGNAGES

(5) CAPACITY

(6) EMERGENCY

(7) ELECTRICAL

(8) OUTDOOR

of Provider Completed

DOCHMENT OF ONE	r	T	
DOCUMENTATION (1) Without being reminded and its	√	X	NOTE
(1) Without being reminded, provider submit a		1	
renewed facility and/or staff required documents.		,	
(1-a) The renewal process of the facility/staff		,	Does are updated during
required documents is done 30 days prior to the document expiration gate.		V	hereway of CR Lightse tho. 2
			aways RECOO
(1-b) The renewal application packet was received		1	Recid. 1/6/22-Dux 12/30/22
within 60 days prior to the expiration of the existing Child Care license/certificate.		~	to ment the submissue date
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.	1		EHS program provides armust
(1-d) All childens chaffings.			training to EHS teachers.
(1-d) All childcare staff in a licensed (non-certified) center/school has accrued 15 hours of			Inform that COLP reg. ea. treated to account to his. When a Fy
training/rechains accorded to nours of	1		to account 5 hrs. When a FV
training/technical assistance (T/TA) based on child development annually.	V		
(1-e) Upon completed T/TA, the center director (or	-		
authorized person) must inform and submit			Informus
attended staff supporting documents (of T/TA	V		1
description, date, duration, and prove of			
attendance) for verification.			
(1-f) All childcare staff in a licensed and certified	+-		
center/schoo must accrued 30 hours of T/TA based	1		
on child development annually.	1		
(1-g) Newly approved staff was informed about the		1	
pre-service training requirement.		1	
(1-h) New start must complete the pre-service			
training within 3 months from the date of their		1	
approval			
(1-i) White working to complete the pre-service			
training, the new staff is assigned to assist a		1	N/
certified staff		1	1
(1-j) The center director (authorized persons) is			
responsible to contact Evergreen Learning (EGL)			
and regis er their new start for pre-service training.			
(1-k) Docume stations of enrolled children are filed			
individuali.			
(1-l) Supsaized children are signed in/out on the			
attendance sheet dally	1		
(1-m) Fire car conforms with the open-door policy.	_ /		

MIAITH	1	X	NOTE
(2) All enrolled children are updated with their medical accuments manufization, dental, developments screening etc.)	V		Child Plus System-communication too! bean watth tream, freacher and parets to upplate exp. 400
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	/		all stays obtain both to Hardle of their skart hart
(2-b) Health check for the registered children is conducted and recorded daily.			Not observed for TO diesol

The state of the ordinal limital transfer in		1	
(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).	1		
(2-f) Children's meals and formulas are stored at		1	
proper temperature.			
(2-g) Faculty is furnished with age-appropriate			
educational items.		1	
(2-h) Furniture and equipment are in a good and		1	
safe condition for the children's use.			
(2-i) The use or adaptive tools is safe and sturdy for			
the children.			
(2-j) Hand washing is performed throughout the			
operational nours (par cularly before entering the		1	Notobserved
center, before/after meals, and after the use of		17	1005enico
comfort room or as necessary),		1	
(2-k) Proper hand-washing for 20 seconds begins			
at the time or latnering hands with soap.			
(2-I) 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) Corr fact rooms are furnished with toiletries			
(hand-soap_ caper tower, tollet tissue).			
(2-o) Toneshas are stationed in an area that is safe		1	
and accessible to the children.			
(2-p) A. trash cins are sealed with covers.	1		
SANITARY		X	222
		A	NOTE
(3) The fact ty is generally odor-free, clean and	_	Λ	NOTE
(3) The fact ty is generally odor-free, clean and clutter-free (f.cors swept, work space, educational	_	\ \	NOTE
(3) The fact ty is generally odor-free, clean and clutter-mas (f.cors swept, work space, educational materials are passed to ear, garbage emptied).	7	\ \	NOTE
(3) The fact ty is generally odor-free, clean and clutter-free (f.cors swept, work space, educational materials are secured ean, garbage emptied). (3-a) Staff and familiar on the measurement of		\ \	NOTE
(3) The fact ty is generally odor-free, clean and clutter-free (facts swept work space, educational materials are seen and garbage emptied). (3-a) Staff are facts and disinfecting.		A	NOTE
(3) The fact v is generally odor-free, clean and clutter-free (f.cors swept, work space, educational materials are seen and ean, garbage emptied). (3-a) State of the measurement of bleach/free and disinfecting. (3-b) The measurement and disinfecting and disinfecting.			NOTE
(3) The fact v is generally odor-free, clean and clutter-mes (f.cors swept, work space, educational materials are serviced and garbage emptied). (3-a) Staff and it is the measurement of bleach/materials and disinfecting. (3-b) The measurement is made daily and recorded.			NOTE
(3) The fact ty is generally odor-free, clean and clutter-may factors swept, work space, educational materials are set to be an agarbage emptied). (3-a) Staff and facility of the measurement of bleach/may for set to and disinfecting. (3-b) The measure as solution is made daily and recorded. (3-c) The maxture as peach/water is out of the			
(3) The fact ty is generally odor-free, clean and clutter-residuous swept, work space, educational materials are as a second cean, garbage emptied). (3-a) Staff are facility to the measurement of bleach/residuous and disinfecting. (3-b) The measurement of solution is made daily and recorded. (3-c) The matters of pasch/water is out of the children's reach.			NOTE NOTE
(3) The fact v is generally odor-free, clean and clutter-residuous swept, work space, educational materials are serviced and garbage emptied). (3-a) State of the measurement of bleach/residuous and disinfecting. (3-b) The measure a solution is made daily and recorded. (3-c) The mature assessment of the children sires. (3-d) All the second and items are disinfected.			
(3) The fact v is generally odor-free, clean and clutter-may factors swept, work space, educational materials are as a comparative measurement of bleach/may of sales and disinfecting. (3-a) Staff and factors are and disinfecting. (3-b) The measurement is made daily and recorded. (3-c) The matter of peach/water is out of the children stream. (3-d) All the second and recorded daily prior to peace and cours.			
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(3) The fact visigenes viocor-free, clean and clutter-residuors sweet work space, educational materials are seen and earn, garbage emptied). (3-a) State for the measurement of bleach/residuals and disinfecting. (3-b) The measurement as allution is made daily and recorded. (3-c) The mature of preschiwater is out of the children sides. (3-d) Allution as a contract terms are disinfected daily prior to one account terms are sanitized before it is available for the next children.			
(3) The fact visigenes viocor-free, clean and clutter-resident swept work space, educational materials are as a second sean, garbage emptied). (3-a) State for the measurement of bleach/ and and disinfecting. (3-b) The measure as solution is made daily and recorded. (3-c) The mature as seach/water is out of the children size. (3-d) All the second seach/water is out of the children size. (3-e) Used educations have are sanitized before it is available for the next relations are solution are			
(3) The fact visigenes viocor-free, clean and clutter-residuors swept work space, educational materials are as a second constant of the measurement of bleach/residuals and disinfecting. (3-a) Standard and a second constant of the measurement of bleach/residuals and disinfecting. (3-b) The measurement of second constant is made daily and recorded. (3-c) The mature of description is made daily and recorded. (3-d) All the second constant items are disinfected daily price of description and second constant items are sanitized before it is available for the next mile use. (3-f) Educations as a second constant items are placed in a cary but one austriected.			
(3) The fact visigenes viocor-free, clean and clutter-resident sweet work space, educational materials are seen and earn, garbage emptied). (3-a) State of the measurement of bleach/resident and disinfecting. (3-b) The resonance solution is made daily and recorded. (3-c) The material accordance is out of the children size. (3-a) Alice of the second size and items are disinfected daily price of the accordance is a sample second size of the second size and size of the second size of			
(3) The fact visigenes viocor-free, clean and clutter-resistators sweet work space, educational materials are set to a set to the measurement of bleach/set and disinfecting. (3-a) State and the measurement of bleach/set and disinfecting. (3-b) The measure a solution is made daily and recorded. (3-c) The mature asset water is out of the children size. (3-d) All the educational items are disinfected daily price asset as a set sanitized before it is available for the measurement of bleach, and the second tems are sanitized before it is available for the measurement of second tems are sanitized before it is available for the measurement of second tems are sanitized before it is available for the measurement of second tems are sanitized before it is available for the measurement of bleach, and th			
(3) The fact visigenes viocor-free, clean and clutter-resident sweet work space, educational materials are seen and earn, garbage emptied). (3-a) State of the measurement of bleach/resident and disinfecting. (3-b) The resonance solution is made daily and recorded. (3-c) The material accordance is out of the children size. (3-a) Alice of the second size and items are disinfected daily price of the accordance is a sample second size of the second size and size of the second size of			

SIGNAGES	√	X	NOTE
(4) The Child Care License/Certificate must be	-	21	NOTE
posted in a conspicuous area.		1	
(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.			
(4-d) Evacuation plan is posted beside all		_	> Net observed
entrance/exit doors			1 NG Chowner
(4-e) Eme gency 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/CULP's and CCDF's contact		-/	
		/	
information a posted at parents/visitors view.			
A Landau Alexandra		77	
CAPACITY	√	X	NOTE
(5) The total aumber of staff and enrolled children			
is within the factor's and oved occupants.		<u> </u>	
(5-a) The staffich to land is met in each age group.	/		Based on the unfo. gratherest
(5-b) In an event the assigned staff has to leave			the center program abides
the group of children, an alternate staff is provided.	,		program abushes
(5-c) A center with 60 a more registered children,	. /		by the app occupant loads
the directs was accommon personnted in the	1	1	
ratio.	7	t	you the centur. There of
(5-d) With the exceptions of an emergency, special			assigned otay you the
situation (but not to expeed 10 hours per week), or	N	1	1000
during the first and second of operation in a full	14	+	center & 2 feachers
day operate, sense, arectors to be counted.			for ea sexsion.
(5-e) Children's rooter with assigned staff is			
provided morally			
(5-f) From an notify a sid-JLP with any revision of	/		Remindred an addition
the approved marin.	1		Remindred an addition stage transfer from 645-CK
			01.00
MALLACENCY	$ \sqrt{ }$	X	NOTE
(6) Provider and learner argency preparedness			
and response give a PRP) is approved by the		1	
Child Cars Fragram			
(6-a) Submission of the shanges to the approved		1	11.1.
EPRP is within a days from the date of revision.		>	Not observed
(6-b) Stall are average A SPRP and their			
responsation		-	
(6-c) Facility is equipped with at least 2		1	
entrance/exit doors.		J	
One and order addition	II		

(6-d) All entrances/exits doors are kept clear of	T	_	
clutter and etc.		1	
(6-e) Emergency drills (alternating) are performed		-	
and recorded monthly.			
(6-f) Disaster drills (alternating) are conducted and		+	
recorded every six months.		1	
(6-g) Records of all drills are accessible.		+	
(6-n) Facility is equipped with adequate number of		+	
fire extinguisner as recommended by DFEMS.		1	Not observed
(6-i) Fire extinguisher is located in a safe and		-	1001 ODSDWIED
convenient space.		/	
(6-i) First alc kit is available and accessible.			
(6-k) First aid kit is filled with update medical		_	
supplies.			
		_	
(6-i) Facility is jurnished with sufficient number of smoke detectors.			
		_	
(6-m) Smoke alarm are installed in each enclosed room of the facility.		1	
	-		
(6-n) in the event a child gets hurt in the center,		1	
the accident must be recorded.			
(6-o) Parents are notified immediately if their child		/	,) , , , , , , ,
is injured (minai/major) in the center.		(Not observed
(6-p) An incident report (minor/major) is issued to		1	
the parents on the cay of the accident.			
16		1	
(6-q) includes a that involve medical professions			
(6-q) including that involve medical professions and/or enducers must be reported to CCLP.			
and/or en alsers must be reported to CCLP.			
and/or en albers must be reported to CCLP.	√	X	NOTE
and/or en placers must be reported to CCLP. SEE STRICAL (7) Fuse that is covered and located out of	√	X	NOTE
21.6 CYRICAL (7) Fuse 11.4 s covered and located out of children's 5300.	√	X	NOTE
2.6 CYRICAL (7) Fuse 1.2.8 covered and located out of children's sach (7-a) Electical cutters 1.5.1 use are covered	√	X	NOTE
(7) Fuse the sovered and located out of children's sact. (7-a) Election suites to this are covered properly or blocked from children's reach.	√	X	0
and/or en alse/s mus, pereported to CCLP. 2. CTRICAL (7) Fuse the slowered and located out of children's sach. (7-a) Electical cutted from children's reach. (7-b) Compared from children's avoided.	√	X	0
and/or en alters must be reported to CCLP. 2.4 CTRICAL (7) Fuse tax a covered and located out of children's sact. (7-a) Electical cutters to thildren's reach. (7-b) Council of a section of children's avoided. (7-c) Electical catter as a securely fixed (not	√	X	NOTE NOTE
and/or en obers must be reported to CCLP. 2. FORTCAL (7) Fuse this covered and located out of children's each. (7-a) Electical cuttes of this are covered properly or boated from children's reach. (7-b) Out part of a section outlet is avoided. (7-c) Electical cuttes as a securely fixed (not hanging	√	X	0
and/or en alters mus, be reported to CCLP. 2.4 CTRICAL (7) Fuse tax a covered and located out of children's each. (7-a) Electical cuities to truse are covered properly or blocked from children's reach. (7-b) Council of a lact call outlet is avoided. (7-c) Electical at a securely fixed (not	√	X	0
and/or en obers mus, be reported to CCLP. 24 F CTRICAL (7) Fuse the slowered and located out of children's each. (7-a) Electical cuttes of this are covered properly or blocked from children's reach. (7-b) Out part of a section outlet is avoided. (7-c) Electical cuttes as a securety fixed (not hanging	√	X	0
and/or en alters must be reported to CCLP. 2. ECTRICAL (7) Fuse that a covered and located out of children's sach. (7-a) Electrica could from children's reach. (7-b) Charles of a section outlet is avoided. (7-c) Electrica cords does not crossed pathways	√	X	0
and/or en obers mus, be reported to CCLP. 2. A CTRICAL (7) Fuse the slowered and located out of children's sact, (7-a) Electica cuttes to this are covered properly or blocked from children's reach. (7-b) Out part of a section outlet is avoided. (7-c) Electical cords does not crossed pathways and are cut of private is reach.		X	0
and/or en obers mus, be reported to CCLP. 2. A CTRICAL (7) Fuse the slowered and located out of children's sact, (7-a) Electica cuttes to this are covered properly or blocked from children's reach. (7-b) Out part of a section outlet is avoided. (7-c) Electical cords does not crossed pathways and are cut of private is reach.)	Not observed
and/or en obers mus, be reported to CCLP. 2. ECTRICAL (7) Fuse the slowered and located out of children's sect. (7-a) Elect to could from children's reach. (7-b) Out part of a sect roal outlet is avoided. (7-c) Elect to could see a securely fixed (not hanging)	Not observed
and/or en obers mus, be reported to CCLP. 2. A CTRICAL (7) Fuse the slowered and located out of children's sact. (7-a) Electical could from children's reach. (7-b) Coulded from children's reach. (7-c) Electical cords does not crossed pathways and are cot of phildren's reach. (7-d) Electical cords does not crossed pathways and are cot of phildren's reach.)	Not observed
and/or en obers must be reported to CCLP. 2. ECTRICAL (7) Fuse the slowered and located out of children's each. (7-a) Elect to cotted from children's reach. (7-b) Out board as a cotted for children's reach. (7-c) Elect to cotted from children's reach. (7-c) Elect to cotted from children's reach. (7-c) Elect to cotted from children's reach. (7-d) Electrical cords does not crossed pathways and are cut of children's reach. Out DOOR (8) The case of a second coesting is free from hazardous materials are chemical. (8-a) Counter a second coesting is second coesting.)	Not observed
and/or en albers must be reported to CCLP. 2. A CTRICAL (7) Fuse the slowered and located out of children's slowered properly and coxed from children's reach. (7-a) Electrical coxed from children's reach. (7-b) Cox be the slowered as a securely fixed (not hanging. (7-d) Electrical cords does not crossed pathways and are out of children's reach. Out DOOR (8) The slewer slowered are chemical. (8-a) Coxed and are committed as enclosed, shaded, and we)	Not observed
and/or en apers mus, be reported to CCLP. (7) Fuse the solve et and located out of children's sact. (7-a) Electrica could from children's reach. (7-b) Coulded from children's reach. (7-c) Electrica cords does not crossed pathways and are cotton must a reach. (8) The content of children's free from hazardous are as a children's reach.)	Not observed
and/or en abers must be reported to CCLP. (7) Fuse as sovered and located out of children's sac; (7-a) Electrical could for children's reach. (7-b) Or board a sect cal outlet is avoided. (7-c) Electrical cords does not crossed pathways and are contained as securely fixed (not hanging. (8) The section of a section of a section of the)	Not observed
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Exit	Review	&	Acknowledgment:
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I, <u>Kathleen Ann D. Laurio</u> , 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 03.01.22.09:57	oum D
Reported By: Date: 02.15.22 CCLP Staff & Signature	
Approved By: Date: 3/2/2022 CCLP Supervisor	
Based on the recol reminal application, only 3 stays with except. of the mentor feacher, are listed. The affecting stays inform that an additional stay have been than furnely from EUS love to the truck of the forms.	
EHS/ck-1 to EHS/Kagnan which maken total of theochers are convertly assigned to this center. Remissed the affecting stage that call must be no topiced of any change regnards to the pro (stage ing, speration	nd
and facility, the a request g new stag required	/



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS CHILD CARE LICENSING PROGRAM

INSPECTION SUMMARY REPORT



Business Name: PS	S/EARLY HEAD ST	ART (EHS) PRO	GRAM Physical	Address: Kagman, Saipan
	erson: <u>Kathleen D. La</u>			et Number: (670) 256-5633
	Jonnalyn B. Mendio			hleen.laurio@cnmipss.org
Inspection Date: 02/				Assessed By: Rita N. Olopai
Type of Assessment REMOTE	: Initial: _ Visit (Monito Announced: Follow-up: _	or): _ Provision √ U:	is √ Extensional: _ Concernannounced: _ ast Visit	
Category(s):	Licensed: <u>√</u>	Certified: _		
Type of Services:	Part 200: Group Home Care: _ Center Base: √	_ Family H		t/Toddler: <u>√</u>
Capacity:	Total Occupants 24	Enrollment	7 children No. of S	taff 4 employees
Child Care No.:	License: CCL-1054	Certificate:	N/A Expiration	on Date: 12/31/2022
A LANGE TO SERVICE TO				
INFANT: The program provides operates in 2 session 4:00 pm. Currently, the teacher aide. 7 children	is, Aivi Session opens nere are 4 staff assigni	TODDLERS: ith multiage childre from 7:45 to 11:15 ed to the center wi tered and are divid	Combine K-3 on ages from-6-mos am, whereas the PN th 2 teachers in each	
K-4: N/A	K-5: N/A		B/A SC N/A	н.:
Grouping Clause Mo (1) Document	onitoring Inspection:		(5) (0	
(2) Health	J.J.	(3) Sanitary(4) Signages	(5) Capacity(6) Emergency	(7) Electrical(8) Outdoor

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Page 1 of 2 Updated: March 17, 2021



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS CHILD CARE LICENSING PROGRAM





- (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:

CCLP Staff

Concurred By: Gordon B. Salas

CCLP Supervisor

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