



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



INSPECTION CHECKLIST

Business Name: Early Heart Start Pro.

Physical Address: Suswola, SPN

Primary Contact Person: Allison Reyes

Contact Number: 670-234-4677

2nd Contact Person: Maryanna Mendiola

Email Address: allison.reyes@enmipss.org

Date of Inspection: 02-16-22 Start Time: 9:38 End Time: 10:15 am Inspector(s): R.N. Olopai

Type of Assessment: Remote
 PRELIMINARY RENEWAL EXTENSION
 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 36 Enrollment 7 No. of Staff 4

Child Care No.: License: CCL-1053 Certificate: N/A Expiration Date: 2/28/22

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

INFANT: Registered Children K-3: No. of teachers assigned K-5: N/A
AM 4 } 39m - 10m 2/2
PM 3

TODDLERS: K-4: N/A B/A SCH.: N/A

Pre-service Training: # of Newly Approved Provider _____ # of Provider Completed _____

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.		✓	updated docs. are rec'd. upon renewal. However, provider is
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.		✓	reminded of the 30 days req. process & the essence of having all req. docs update before it expires.
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.		✓	Reminded - subm. due date 12/30/22 Rec'd on 1/6/22
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.	✓		The program provides T/TA annually.
(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 and req. the subm. of supporting docs. of staff T/TA attendance (✓) # hrs. &
(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.	✓		training or technical asst. topic.
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.			Not observed
(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.			
(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.)	✓		The teacher informed children's health docs. are filed individually in a binder. The renewal process of the docs. transmitted between the health team, teachers and parents.
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	✓		Parents are notified that child w/ expired docs. will not be admitted.
(2-b) Health check for the registered children is conducted and recorded daily.			Not observed

(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).		<i>Not observed</i>
(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 and bathroom clean, garbage emptied).			<i>Not observed</i>
(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.			
(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.			<i>Not observed</i>
(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.	✓		<i>2 staff are assigned per session.</i>
(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.			<i>Not observed</i>
(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.			<i>Reminded that any changes of the submitted and CCLP's approved EPRP must be submitted for CCLP's reevaluation & approval. All staff obtain valid fl. handker and/or Health Cert.</i>
(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.			} <i>Not observed</i>
(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.			} <i>Not observed</i>
(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.			} <i>Not observed</i>
(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 3".			
(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, Allison M. Reyes, 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: _____



E-MAILED-IN
2/16/22 @ 2:32 pm

Reported By: _____

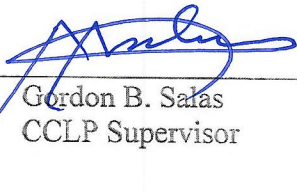


CCLP Staff & Signature

Date: _____

02.16.22

Approved By: _____



Gordon B. Salas
CCLP Supervisor

Date: _____

2/28/2022

Recommendations for the health and safety of the children:

1. To notify CCLP w/any changes of the center's staffing, contact information, operational hours, relocation of c.c. services, and etc. additional
2. To submit staff required documents that was transfer from EHS(CK) to EHS(Susupe) and was not listed on the renewal application.



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: PSS/EARLY HEAD START PROGRAM

Physical Address: Susupe, Saipan

Primary Contact Person: Allison Reyes

Contact Number: (670) 234-4677

2nd Contact Person: Maryanna Mendiola

Email Address: allison.reyes@cnmipss.org

Inspection Date: 02/16/2022 Start Time: 9:38 End Time: 10:15 am Assessed By: Rita N. Olopai

Type of Assessment:

REMOTE

Initial: Renewal: Extension:
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 36 Enrollment 7 children No. of Staff 4 employees

Child Care No.: License: CCL-1053 Certificate: N/A Expiration Date: 02/28/22

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 of children from 6-mos.-3-yrs. old. The program operates in 2 sessions, AM Session opens from 7:45 to 11:15 am where as the PM Session is from 12:30 to 4:00 pm. Currently, there are 4 staff assigned to the center with 2 in each session. 7 enrolled children between the age of 10-to-39-months old. The children 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. 2. 22

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DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

- (1) **Documents – Deficiencies of complying to the submission of renewal application within 60 days prior to the expiration of the existing C.C. license and submission of updated required documents before the document expired.** Reminder of CCLP's recommendation to process renewal of expiring documents within the 30 days prior to its expiration date. A suggestion to assign a staff to monitor renewal application submission due date (12/30/23) and to screen each staff required documents to be updated before it expired and to update CCLP with the valid documentations. In addition, the attending staff was informed of the annual training and/or technical assistant (T/TA) of 15 hours from each teacher. Since PSS/EHS Program provides T/TA to all teachers annually, a request to submit T/TA supporting documents for validation of teachers' attendance quarterly or on/by September 1st yearly.
- (2) **Health – No deficiencies found.** All staff has obtained updated food handler and health certificate as attached to the received renewal application. The teacher informed that children's health documents are updated and filed individually in a binder. The renewal process of children's expiring health documents is transmitted between the health team, child's teachers, and parents on a "child plus" system. During the communication, parents are notified that no admission of a child with expired health documents.
- (3) **Sanitary – Not observed.**
- (4) **Signages – Not observed.**
- (5) **Capacity – No deficiencies.** Please, refer to the Staff/Child Ratio above.
- (6) **Emergency – Not observed.** However, a reminder that any changes of the submitted and approved EPRP must be submitted within 5 days from the date of revision for CCLP's reevaluation.
- (7) **Electrical – Not observed.**
- (8) **Outdoor – Not observed.**
- (9) **Others – A deficiency of not informing CCLP with any changes within the program.** A request to submit staff required documents of the transferred teacher recently assigned to the center. The teachers were reminded that for the safety of the children in the center, CCLP must be notified with any changes in operation, staffing, relocation, and etc.

In conclusion, with all that is mentioned above, a proposal for your approval of PSS/EHS Program (Susupe) continuous childcare services within the CNMI.

Reported By: _____

[Signature] 02-18-22
CCLP Staff

Concurred By: Gordon B. Salas

[Signature] 2/28/2022
CCLP Supervisor