



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



INSPECTION CHECKLIST

Business Name: EHS Program

Physical Address: Tanayag, SPN

Primary Contact Person: Ivan Garcia

Contact Number: (670) 323-4677

2nd Contact Person: Maranda Smith

Email Address: ivangarcia@cmipss.org
marandasmith

Date of Inspection: 01.28.22 Start Time: 9:30

End Time: 10:10 am Inspector(s): RN Oloqui

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 8 No. of Staff 3

Child Care No.: License: CCL-1069 Certificate: NA Expiration Date: 10.31.22

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

INFANT: K-3: K-5:
6 wks to 3 yrs.

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

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.			CCLP send an email req. of updated docs, as a courtesy but its the prov. resp
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.			Informed that documents are usually updated during renewal. How ever docs must be process - sep. 10/30 to the exp. date
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.			Informed @ the subm. due date - 9/1/22 a failure to meet the 60 dys. will be issued the Prov. Lic. valid for 3 mos.
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.			EHS Pro. provide
(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.			Informed have in Child-Plus
(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 & advise to create a procedure
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.			N/A
(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.).	✓		⇒
(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.	✓		Child-teacher log upon arrival

(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.		1 child - postural
(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 and bathroom clean, garbage emptied).			Not Observed
(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.			Not Observed

SIGNAGES	√	X	NOTE
(4) The Child Care License/Certificate must be posted in a conspicuous area.			} Not observed
(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.			
(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.	✓		} as per the info. shared by the attending staff, the center has met the staff/child ratio and the app. room capacity. EHS have a list of substitute teachers
(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.	N/A		
(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.	N/A		
(5-e) Children's roster with assigned staff is provided monthly.			
(5-f) Provider notify the CCLP with any revision of the approved staffing.			Informed

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 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.			
(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.			} Not Observed
(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.			} Not Observed
(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.			} Not Observed
(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, Ivan DLC. Garces, 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:  2/7/2022

Reported By: 
CCLP Staff & Signature

Date: 01-28-22

Approved By: 

Gordon B. Salas
CCLP Supervisor

Date: 2/7/2022

- ⇒ The center was closed since 1/25/22 & will reopen on 1/31/22
- ⇒ updates of staff listing as listed on the latest re-application:
1. Two of the At-Lead Teachers } are still stationed at the center
 2. One Supervisor / Mentor Teacher }
 3. One of the teacher aide has been transfer to HS Pro.
 4. An additional staff was mentioned that was recently hired - Dec. '21.

* Informed Mr. Garces that any changes in the center and staffing the CCLP must be notified and approved. Add that the info. was shared w/ H&E & S.M.

⇒ Annual training of 15 hrs. is required from all licensed providers in a fiscal year.

⇒ Rec. - To assign a staff to monitor and notify CCLP w/ staff training hrs. fulfilled and changes regards to the center/staffing.

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I, _____, 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: _____

Reported By: 
CCLP Staff & Signature

Date: 01-28-22

Approved By: _____

Date: _____

Gordon B. Salas
CCLP Supervisor

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⇒ updates of staff listing as listed on the latest ren. application:

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⇒ Annual Training of 15 hrs. is required from all licensed providers in a fiscal year.

⇒ Rec. - To assign a staff to monitor and notify CCLP w/ staff training hrs. fulfilled and changes regards to the center/staffing.



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: EARLY HEAD START PROGRAM

Physical Address: Tanapag, Saipan

Primary Contact Person: Ivan Garces

Contact Number: (670) 323-4677

2nd Contact Person: Maranda Smith

Email Address: maranda.smith@cnmipss.org

Inspection Date: 1/28/2022 Start Time: 9:30

End Time: 10:10 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 **8 children**

No. of Staff **3 employees**

Child Care No.:

License: **CCL-1069**

Certificate: **N/A**

Expiration Date: **10/31/2022**

Due to the community spread of COVID19, the assessment is conducted remotely.

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

The Early Head Start Program provide childcare services to a multi-age children between 6-weeks-to-3-years old and operation hours is divided into 2 sessions that opens from 7:45-to-11:15 AM session and the PM session is from 12:30-to-4:00 pm.

INFANT: ----- Combined ----- **TODDLERS:** ----- Combined ----- **K-3:**

(Enrolled children age is between 1-to-3 years old)

24 approved occupants – 8 registered children/3 teachers

Provider informed that since the center reopened on January 24, 2022, there are changes to the operational hours in prevention of COVID19. The enrolled children are divided into 2 groups of 5 children in the AM session and 3 children in the PM session. The AM session is operated in the center and the PM session is home-based online.

Grouping Clause Monitoring Inspection:

(1) Documents

(3) Sanitary

(5) Capacity

(7) Electrical

(2) Health

(4) Signages

(6) Emergency

(8) Outdoor



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INSPECTION SUMMARY REPORT

- (1) **Documents – No Deficiencies.** All children’s documents are updated and filed individually in the “Child Plus” app. that is accessible between the teachers, the EHS administrative office and the parents (precisely their child file).
- (2) **Health – No deficiencies.** When inquired, Mr. Garces informed that the EHS Health Coordination updates enrolled children’s health documentations prior to the expiration dates by notifying the parent with a submission deadline and failure to meet the deadline the child will be placed on a “waitlist”. All teachers listed on the latest renewal application received for EHS/Tanapag are updated with their health and food handler certificates.
- (3) **Sanitary – Not observed.**
- (4) **Signages – Not observed.**
- (5) **Capacity – No deficiencies.** Please, review the “staff/child ratio”.
- (6) **Emergency – Not observed.**
- (7) **Electrical – Not observed.**
- (8) **Outdoor – Not observed.**

When asked, Mr. Garces updates the listed EHS/Tanapag teacher’s assigned position. However, an additional teacher was mentioned that was not on the list and he informed that the new teacher was hired on December 2021. A listed staff was transferred to Head Start Program and the CCLP are not aware. I told Mr. Garces that the CCLP needs to be notified with any changes concerning the center and staffing and this information was shared to the Site Manager and the Health Coordinator during my previous inspections. A separate email will be sent out for request of the new staff required to be approved by CCLP and the transferred teacher will be removed from the center’s staff listing.

A recommendation to assigned a staff to monitor and to notify the CCLP with all listed teacher accumulated training hours and any changes concerning the center/staffing concludes the virtual inspection.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: Allyni 2/7/22
CCLP Staff

Approved By: Gordon B. Salas 2/7/2022
CCLP Supervisor