



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



INSPECTION CHECKLIST

Business Name: R.E.Q. D/N.C.C. Physical Address: Navy Hill, SPN
 Primary Contact Person: Rex Perarayo Contact Number: (670) 233-7846
 2nd Contact Person: Rowena Cervantes Email Address: reqchildcare@gmail.com
 Date of Inspection: 01-26-22 Start Time: 9:30 End Time: 10:30 am Inspector(s): R.N. Olopar

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 77 Enrollment _____ No. of Staff _____

Child Care No.: License: CC-1067 Certificate: C-014 Expiration Date: 10-31-22

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

INFANT:	K-3:	K-4/K-5:
Y - 6/4/1 (3-10m)	1	Kindergarten (4-5 yrs)
O - 5/4/1 (15-17m)	Cambium	10/9/1
O - 4/3/1 (18-17m)	1	
TODDLERS:	K-4:	B/A SCH.:
(19-39m)	3-4yrs	Rm.1 (5-11yrs) - 6/5/1
15/13/0	9/8/1 (Rm1)	Rm.2 (7-11") - 8/7/1
	4/3/1 (Rm2)	3 (5-10") - 9/8/1

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.		✓	Still being reminded during training clearance & renewal process.
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.		✓	Reminded prov. the 30 days period of processing renewal & to update code guide
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.		✓	Prov. Orientation Cert. exp. 11.24.21 Ren. App. rec'd. 10.19.21 - INCOMPLETE Fac./Staff req. docs.
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.			
(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.			
(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.		N/A	
(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 @ the consequences of staff removal for 90 days.
(1-g) Newly approved staff was informed about the pre-service training requirement.			for failure to meet the annual training hrs.
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.	✓		2. Training offered from CCDF won't be available
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.	✓		3. Not be counted in the ratio / work w/ the children
(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.			Not Observed
(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.).	✓		Health Ins. Children's Blue Care Imm. Cert. - Filed Temp. Health Cert does not state when the baby is due for
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	✓		Ex. Staff file obtained the valid health/Fd. handler cert. next shot
(2-b) Health check for the registered children is conducted and recorded daily.	✓		In ea. age - group are filed per child

(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.	✓		This sch. yr. none of the children have allergy, as per the attending staff.	
(2-e) A cozy and comfortable room for a sick child is available (Isolation Room).	N/Obs.			
(2-f) Children's meals and formulas are stored at proper temperature.			Not Observed	
(2-g) Facility is furnished with age-appropriate educational items.			N	
(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.				
(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.				Not Observed

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.			} However, discussion on the matter was shared b/w the attending providers & Inspector. Remind them the use of the "Dirty Bucket".
(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.			<i>Not Observed</i>
(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.			<i>Not Observed</i>

CAPACITY	√	X	NOTE
(5) The total number of staff and enrolled children is within the facility's approved occupants.	<i>1</i>		<i>Based on the info. shared by the provider - see listed on the 1st pg. Remind</i>
(5-a) The staff/child ratio is met in each age group.	<i>1</i>		
(5-b) In an event the assigned staff has to leave the group of children, an alternate staff is provided.	<i>1</i>		
(5-c) A center with 50 or more registered children, the director may teach and not be counted in the ratio.			<i>Not Observed</i>
(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.			<i>Not Observed</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.			Not Observed
(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.			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, ROWENA CERVANTES, 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: *rcervantes* / 01-26-22

Reported By: *Rita N. Okoai*
CCLP Staff & Signature

Date: 01-26-22

Approved By: *[Signature]*
Gordon B. Salas
CCLP Supervisor

Date: 1/28/22

Exit Review & Acknowledgment:

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: Rita N. Olopai
CCLP Staff & Signature

Date: 01.26.22

Approved By: _____
Gordon B. Salas
CCLP Supervisor

Date: _____



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CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: R.E.Q. Day & Night Childcare Center

Physical Address: Navy Hill, Saipan

Primary Contact Person: Rex John Penaroyo

Contact Number: (670) 233-7846

2nd Contact Person: Rowena Cervantes

Email Address: reqchildcare@gmail.com

Inspection Date: 1/26/2022 **Start Time:** 9:33 **End Time:** 10:30 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 **77** Enrollment **64 children** No. of Staff **13 employees**
11 are assigned

Child Care No.: License: **CCL-1067** Certificate: **C-014** Expiration Date: **10/31/2022**

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

INFANT: **TODDLERS:** **Pre-K-3**

Kindly refer to the monitoring clause "Capacity" below.

Pre-K-4 **K-5:** **B/A School:**

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 – Deficiencies of not updating the center or staff required documents before the expiration of the documents.** The provider was reminded of the renewal application procedures and the process of replenishing required documents before or within the same month of the expiration date.
- (2) **Health – No deficiency.** When inquired, attending staff revealed all the staff updated food handler or health certificate and a child's file that obtained a valid "temporary health certificate" and records of child's performed developmental screening tool. The temporary health certificate states the child's name, immunization shots taken and the expiration date (October 2022). Consequently, the document does not state the crucial information of the child's age for their next immunization shot for the teachers to monitor. A recommendation to obligate parents to provide a copy of each child's "yellow card" which has the list of immunization shots a child need to be taken at a certain age. With this information, it will help the teachers to monitor and be confirmed that all registered children updated with their immunization. Upon the information shared by the provider, recommendation to have on record each child's hospital number for emergency purposes. On another note, a recommendation to create a data and procedures in tracking all staff accumulated training/technical assistance (T/TA) hours to meet the annual T/TA requirement, to create a data in tracking new employees completed preservice training to reassured that new staff will meet this requirement on or by the deadline.
- (3) **Sanitary – Not observed.** However, provider was reminded the used of the "dirty bucket" to store used education items to be sanitized before the next child to uses the same item. The provider informed that the continues of disinfecting the center and all educational materials are conducted daily after operational hours.
- (4) **Signages – Not observed.**
- (5) **Capacity – No deficiencies.** The attending staff informed that the registered children in each age group are divided into groups to submit with the room occupancy.
Infants - Younger infants (3-to-12 months old): 6 Occupant Loads (OL)/4 enrolled (E)/1 staff (S) – Older Infants (15-to-17 months old): 5 OL/4 E/1 S – Older Infants (15-to-17 months old): 4 OL/3 E/1 S
Toddlers (19-to-39 months old): 15 OL/13 E/2 S
Pre-Kindergarten (3 & 4 yrs. old): Room 1: 9 OL/8 E/1 S – Room 2: 4 OL/3 E/1 S
Pre-K & Kindergarten (4 & 5 yrs. old): 10 OL/9 E/1 S
Before/After School – Room 1 (5-to-11 yrs. old): 6 OL/5 E/1 S – Room 2 (7-to-11 yrs. old): 8 OL/7 E/1 S – Room 3 (5-to-10 yrs. old): 9 OL/8 E/1 S
With the provider's information, the center complied to the required ratio and the approved occupancies.
- (6) **Emergency – Not observed.**
- (7) **Electrical – Not observed.**
- (8) **Outdoor – Not observed.**



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INSPECTION SUMMARY REPORT


(9) Others –


Due to the community spread of COVID19 and the provider's acknowledgment, the scheduled announced monitoring was performed remotely.

During this remote announced assessment, I was assisted by the authorized alternative staff and another teacher that is assigned to monitor the expiration dates of the center and each staff required documents. With appreciation of the assignment given to one staff, I reminded them that it is the provider's responsibility to update our office with expiring documents before a required document is expired. In addition, I stated that as a courtesy CCLP would call or send a reminder email for expired documents. Both staff were hopeful and assured that they will provide updates of an expiring documents prior to its expiration date.

During the exit review, both staff were appreciative and they confirmed that they will try and operate with the recommendations made.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By:  01.27.22
CCLP Staff

Concurred By:  1/28/2022
Gordon B. Salas
CCLP Supervisor