



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



INSPECTION CHECKLIST

Business Name: Rosita Galvan

Physical Address: S.A., Sayjan

Primary Contact Person: NONE

Contact Number: (670) 234-7399

2<sup>nd</sup> Contact Person: NONE

Email Address: cita.galvan@yahoo.com

Date of Inspection: 02/09/22 Start Time: 1:00

End Time: 1:53 pm Inspector(s): RN O/pai

Type of Assessment: 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 12 Enrollment 5 No. of Staff 1

Child Care No.: License: CCL-1070 Certificate: FHC-001 Expiration Date: 5.31.22

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

INFANTS:

5 kids, ages 12/11/10/8/6 yrs. old

K-3:

K-5:

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.		X	Bus. License Exp. 2/7/22 - Pol. Cr. 1/6/22 Occp. Permit "1/7/22 -
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.		X	Reminder - to process renewal 30 days prior to the expiration of reg. obs. & send CCLP for update
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.		X	Remind that ren. app. for CCL in the 4.1.22 to meet the req. submission date
(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.			
(1-f) All childcare staff in a licensed and certified center/school must accrued 30 hours of T/TA based on child development annually.			} Info. @ the directive send out by Pro. Director on consequences for Non-compliance of the req. T/TA Hrs.
(1-g) Newly approved staff was informed about the pre-service training requirement.		N/A	
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.		N/A	
(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.			} 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.).			Not observed
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	√		Rec. to obtain Fed. Handler Cert. instead of Health Cert. since she cooks & prepares meals for the children.
(2-b) Health check for the registered children is conducted and recorded daily.			

(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).			
(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.			<i>Not observed</i>
(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.			} 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.			} Not observed
(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.			
(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 <b>emergency preparedness and response plan (EPRP)</b> 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.			} Not observed
(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, Rosita D. Galvan, 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: \_\_\_\_\_

J Galvan 2/11/2022

Reported By: \_\_\_\_\_

[Signature]  
CCLP Staff & Signature

Date: \_\_\_\_\_

02/09/22

Approved By: \_\_\_\_\_

[Signature]  
Gordon B. Salas  
CCLP Supervisor

Date: \_\_\_\_\_

2/14/2022

Reminded the provider to

1. File the original required facility document and the only the copies to be posted at visitor VIEW
2. Provider's req. docs. are to be kept in the same binder as the facility req. docs.
3. In the same binder is a list of all required docs., the expiration date of ea. doc., and the 30 day period prior the expiration to process renewal of ea. doc.



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS  
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: Rosita Galvan

Physical Address: San Antonio, Saipan

Primary Contact Person: Rosita D. Galvan

Contact Number: (670) 234-7399

2<sup>nd</sup> Contact Person: None

Email Address: cita\_galvan@yahoo.com

Inspection Date: 02/09/2022 Start Time: 1:00 End Time: 1:59 pm 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 18 Enrollment 5 children No. of Staff N/A

Child Care No.:

License: CCL-1070 Certificate: FHC-001 Expiration Date: 05/31/2022

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

INFANT:  
N/A

TODDLERS:  
N/A

K-3:  
N/A

Currently, Mrs. Galvan is caring for five school age children. Their ages are from the oldest to the youngest; 12, 11, 10, 8, and 6 years old. With the number of children and their age, Ms. Galvan has complied with the required ratio.

K-4:  
N/A

K-5:  
N/A

B/A SCH.:

Grouping Clause Monitoring Inspection:

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

- (1) Documents – Deficiencies of failure to update the program with expired required documents prior to the expiration date and to submit the renewal Child Care



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INSPECTION SUMMARY REPORT

license/certification applications with the attachment of all valid required documents within 60 days before the expiration of the existing Child Care License. Suggestion to list all expiration date of her facility and provider's required documents and the 30 days period before each document expired to the process renewal of the document before it is expired. In addition, to include the 60 days submission date of her renewal applications on the list. Provider was reminded of her upcoming renewals are due on or by April 1, 2022 to meet the required submission date. It took a while for the provider to gather all her required documents when asked. A recommendation to file the required documents in one binder. To post copies of her facility required documents in a conspicuous area. To monitor the expiration date of each essential documents and the submission date of her renewal applications, informed the provider to post the listing of due dates or to situated in the same binder with the documents. Reminded provider that upon received of the updated required document, to send a copy to our office immediately.

- (2) **Health – No deficiencies.** Currently, the provider acquired a valid health certificate that will expire on 6/15/22. However, since she prepares and cooks meals for the children under her care, a reminder to obtain a food handler certificate instead of the health certificate is a mandatory.
- (3) **Sanitary – Not observed**
- (4) **Signages – Not observed**
- (5) **Capacity – No deficiencies.** Based on the current occupancy certificate and the information received from the provider, the childcare service is operated within the approved occupancy within the home.
- (6) **Emergency – Not observed.**
- (7) **Electrical – Not observed.**
- (8) **Outdoor – Not observed.**
- (9) **Others –**

With the provider's acknowledgment, the scheduled announced inspection was conducted remotely due to the community spread of COVID19. Provider was informed that a review of her postings and files will be done during the next on-site visit.

*NOTE: Provider Assessment Monitoring checklist is available upon request.*

Reported By: *R. Okyri 2/14/22*  
CCLP Staff

Concurred By: *Gordon B. Salas 2/14/22*  
CCLP Supervisor