



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



INSPECTION CHECKLIST

Business Name: Saint Joseph School

Physical Address: San Jose, TIN.

Primary Contact Person: Maricelis M. Cruz

Contact Number: (670)

2nd Contact Person: Ma. Corangon Cepeda

Email Address: stjoseph13.tinian@gmail.com

Date of Inspection: 01-07-22 Start Time: 9:26 am End Time: 10:28 am Inspector(s): _____

Type of Assessment: PRELIMINARY RENEWAL EXTENSION
Virtual 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 15 No. of Staff 2

Child Care No.: License: CCL-1065 Certificate: C-003 Expiration Date: 4-30-22

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

~~INFANT:~~

3-5 yrs. 5/1

K-3:

K-5:

} center is within the approved capacity and complied w/ the staff/child ratio.

TODDLERS:

K-4: 4-5 yrs.
10/1

B/A SCH:-

Pre-service Training: # of Newly Approved Provider None # of Provider Completed 2/2

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.		✓	
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.		✓	Inform Exp. of Pol. Dirrec. for both (1/12/22) + Off. 1. Dirrec. MC. Per. L. Ins. 10-26-21 - Sanit. Permit 8-9-21 - Fire Permit 10-27-21
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.	✓		4-30-22 Due on or by 3/1/22 Reminded
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.			Oct. 1st 2021 - Sept. 30 2022 for FY 2022
(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.		N/A	
(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.	✓		Reminded
(1-g) Newly approved staff was informed about the pre-service training requirement.	✓		Reminded
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.	✓		Injourn
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.	✓		Injourn
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.	✓		Injourn
(1-k) Documentations of enrolled children are filed individually.	✓		Reminded
(1-l) Subsidized children are signed in/out on the attendance sheet daily.			Reminded
(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.).	✓		All enrolled 5yrs & above are vac
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	✓		All booster
(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.	✓		1 child w/
(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).	✓		
(2-k) Proper hand-washing for 20 seconds begins at the time of lathering hands with soap.	✓		Singing the alphabet song while washing hands
(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).			No 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.	✓		Prod. regimen
(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.			Remixed
(3-g) Educational items with human secretion are stored away before it is use again.			Remixed
(3-h) Busy surfaces are sanitized as often as necessary.			Remixed

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.		✓	Some docs. needs to be updated.
(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.	✓		
(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.	✓		Inform
(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.	✓		Inform
(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.	✓		Currently working on it w/ the help from EBL
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.	✓		Inform
(6-b) Staff are aware of the EPRP and their responsibility.	✓		Inform
(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.	✓		Monthly monitor
(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.	✓		
(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>Outdoor playground needs repair of the fence. Recommended to keep the children indoor until the playground is repaired.</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 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, _____, 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: 01.07.22

Approved By: _____
Gordon B. Salas
CCLP Supervisor

Date: 1/7/2022



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



INSPECTION CHECKLIST

Business Name: Saint Joseph School

Physical Address: San Jose, TIN.

Primary Contact Person: Maricelis M. Cruz

Contact Number: (670) 433-0008

2nd Contact Person: Ma. Corangin Cepeda

Email Address: stjoseph13.tinian@gmail.com

Date of Inspection: 01-07-22 Start Time: 9:06 am End Time: 10:28 am Inspector(s): _____

Type of Assessment: PRELIMINARY RENEWAL EXTENSION
Verified! 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 15 No. of Staff 2

Child Care No.: License: CEL-1065 Certificate: C-003 Expiration Date: 4-30-22

Age-Group (Per Room – list the O/L, enrollment # present, age range, # of staff assigned):
~~INFANT:~~
 3-5 yrs. ^{K-3:} 5/1 } Center is within the approved capacity and complied w/ the staff/child ratio.
~~TODDLERS:~~ K-4: 7 5 yrs. 14/1 } B/A-SCH.:
 K-5:

Pre-service Training: # of Newly Approved Provider None # of Provider Completed 1/1

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.		✓	
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.		✓	Inform Exp. of Pol. Order for both (4/2/22) + Off. I.D for MC. Per L. Ins. 10-26-21 - Sanit. Permit 2-9-21 - Fire Permit 10-27-21
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.	✓		4-30-22 Due on air by 3/1/22 Reminded
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.			Oct. 1st 2021 - Sept. 30 2022 for FY 2022
(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.		N/A	
(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.	✓		Reminded
(1-g) Newly approved staff was informed about the pre-service training requirement.	✓		Reminded
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.	✓		in progress
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.	✓		in progress
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.	✓		in progress
(1-k) Documentations of enrolled children are filed individually.	✓		Reminded
(1-l) Subsidized children are signed in/out on the attendance sheet daily.			Reminded
(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.).	✓		All enrolled 5 yrs & above are vac
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.	✓		All boos for
(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.	✓	1 child w/
(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).	✓	
(2-k) Proper hand-washing for 20 seconds begins at the time of lathering hands with soap.	✓	Sing the alphabet song while washing hands
(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.	✓	

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SIGNAGES	✓	X	NOTE
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(4-b) Staff required documents are valid, filed individually and accessible for review.		✓	Some docs. needs to be updated.
(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.	✓		
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(4-h) DCCA/CCLP's and CCDF's contact information is posted at parents/visitors view.	✓		

CAPACITY	✓	X	NOTE
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(5-b) In an event the assigned staff has to leave a 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.	✓		Inform
(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.	✓		Inform
(5-e) Children's roster with assigned staff is provided monthly.	✓		
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EMERGENCY	✓	X	NOTE
(6) Provider's current emergency preparedness and response plan (EPRP) is approved by the Child Care Program.	✓		Currently working on it w/ the help from EGL
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.	✓		Inform
(6-b) Staff are aware of the EPRP and their responsibility.	✓		Inform
(6-c) Facility is equipped with at least 2 entrance/exit doors.	✓		

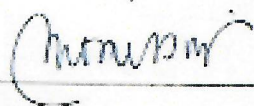
(6-d) All entrances/exits doors are kept clear of clutter and etc.	✓		
(6-e) Emergency drills (alternating) are performed and recorded monthly.	✓		
(6-f) Disaster drills (alternating) are conducted and recorded every six months.	✓		
(6-g) Records of all drills are accessible.	✓		
(6-h) Facility is equipped 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.	✓		<i>Monthly monitor</i>
(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.	✓		
(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.	✓		

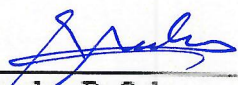
OUTDOOR	✓	X	NOTE
(8) The center/school environment is free from hazardous material and chemical.			<i>Outdoor playground needs repair of the fence. Recommended to keep the children inside until the playground is checked.</i>
(8-a) Children's playground is enclosed, shaded, and well maintained.			
(8-c) Playground is free from tripping hazards and provides soft surfacing of at least 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:

1. MARIECRIC M. CRUZ, 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:  01.07.2022

Reported By:  Date: 01.07.22
CCLP Staff & Signature

Approved By:  Date: 1/11/2022
Gordon B. Salas
CCLP Supervisor