

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

INSPECTION CHECKLIST



Business Name: <u>Vaint Joseph School</u>	Physical Address: SanVose, TIN.
Primary Contact Person: Marie Primary Contact Person: Marie Primary Contact Person:	Contact Number: (470)
2 nd Contact Person: Ma. Corangon Cependa	Email Address: Stjoseph 13. tinian@gmail.com
Date of Inspection: 01.07.23 Start Time: 9:36 as	, ,
Type of Assessment: Virtual MONITOR/VISIT ANNOUNCED FOLLOW UP _	RENEWAL _ EXTENSION _ NEW SITE _ CONCERNS _ UNANNOUNCED _ Date of Previous Inspection
Category: Licensed _	Certified <u>✓</u>
Type of Child Care Services: FAMILY HOME _ INFANT/TODDLE	GROUP HOME _ CENTER BASE _ R _ BEFORE/AFTER (B/A) SCH.
Capacity: Total Occupants 36	Enrollment 15 No. of Staff 2
Child Care No.: License: <u>CCL-1065</u> Certific	cate: <u>C-003</u> Expiration Date: <u>4.30.22</u>
Age-Group (Per Room – list the O/L, enrollment, # preset K-3: 3-5 yrs. TODDLERS: K-4: +5	ent, age range, # of staff assigned): K-5: Centur in within the approved capacity and complied withe stay/child tratio. B/A SCH.:-
Pre-service Training: # of Newly Approved Pro-	vider <u>Nor</u> # of Provider Completed <u>Na</u>

(5) CAPACITY

(6) **EMERGENCY**

pg. 1

(1) **DOCUMENTS**

(2) **HEALTH**

(3) SANITARY

(4) SIGNAGES

Revised: Mar. 17, 2021

(7) ELECTRICAL

(8) OUTDOOR

DOCUMENTATION		X	NOTE
(1) Without being reminded, provider submit a		./	
renewed facility and/or staff required documents.		<i>V</i>	
(1-a) The renewal process of the facility/staff			Inform Exp. of Pol. Clines. for both (4 Off. 1.D. on MC. Pot L. las. 10.26.2. Sanit. Permit 8.9.21 - Fire Permit 10.2.
required documents is done 30 days prior to the		V	4 Off. 1. D. Don MC. Pox L. 10. 26. 2
document expiration date.			Sanit. Permit 8.9.21 - Fire Permit 10.27
(1-b) The renewal application packet was received		_	4.30:22 Due oner by 3/1/02
within 60 days prior to the expiration of the existing	8		Reminded
Child Care license/certificate.			
(1-c) Directors notifies and encourages all staff to			Oct. 1st 2021 - Sept. 30 20 22 for Fy
attend the scheduled trainings.			2021
(1-d) All childcare staff in a licensed (non-certified)		,	
center/school has accrued 15 hours of	N	/	
training/technical assistance (T/TA) based on child	1	4	
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	1		하는 열심 하는 승규는 것이 하는 것 같아.
description, date, duration, and prove of	4	,	
attendance) for verification.			
(1-f) All childcare staff in a licensed and certified			Reminded
center/school must accrued 30 hours of T/TA based	./		
on child development annually.			
(1-g) Newly approved staff was informed about the			Ruguradud
pre-service training requirement.			Rugurdad
(1-h) New staff must complete the pre-service			1.
training within 3 months from the date of their			lizarm
approval.			
(1-i) While working to complete the pre-service			1.3
training, the new staff is assigned to assist a		-	(or) one
certified staff.			
(1-j) The center director (authorized persons) is			
responsible to contact Evergreen Learning (EGL)			Injohn
and register their new staff for pre-service training.			
(1-k) Documentations of enrolled children are filed			Promisolad
individually.	V		Remindred
(1-I) Subsidized children are signed in/out on the			Remanded
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.).	_		all unrolled 5 yrs a above are vare
(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.	~		

1 %

	(2-c) Records of the daily health check is		1	
	accessible to parents and CCLP/CCDF staff.			
	(2-d) If applicable, staff are aware of enrolled	/		I child w/
-	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	/	1	
	proper temperature.			
	(2-g) Facility is furnished with age-appropriate			
· A	educational items.			
	(2-h) Furniture and equipment are in a good and safe condition for the children's use.	/		
l		1		
	(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	V	1.	
	comfort room or as necessary).			
ŀ	(2-k) Proper hand-washing for 20 seconds begins			Sind in the about to the
	at the time of lathering hands with soap.			Sing is the alphabet song tolled
ŀ	(2-l) The use of hand sanitizer is available with the			- Secretary of seconds
	Tack of running water.			
Ī	(2-m) Facility is equipped with adequate number of			
	lavatories.			
	(2-n) Comfort rooms are furnished with toiletries			
1	(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.	V		
r				
I	CANTE ADAZ		V	NOTE

SANITARY		X	NOTE	1
(3) The facility is generally odor-free, clean and			No Observed	٦
clutter-free (floors swept, work space, educational			7-1-000001-0	
materials and bathroom clean, garbage emptied).				
(3-a) Staff are familiar with the measurement of				-
bleach/water for sanitizing and disinfecting.	1			
(3-b) The bleach/water solution is made daily and				
recorded.				
(3-c) The mixture of bleach/water is out of the				7
children's reach.				
(3-d) All furniture, educational items are disinfected	/		Prod. ragorn	1
daily prior to operational hours.	/			
(3-e) Used educational items are sanitized before it				7
is available for the next child use.				
(3-f) Educational items with body secretion are			Remisol	٦
placed in a dirty bin to be disinfected.			Ruming	
(3-g) Educational items with human secretion are			Ruman	1
stored away before it is use again.				
(3-h) Busy surfaces are sanitized as often as			Ramined	1
necessary.			/ Caprille	

	<u> </u>			
	SIGNAGES	√	X	NOTE
	(4) The Child Care License/Certificate must be	/		1,012
	posted in a conspicuous area.	V		
	(4-a) Posting of the facility's required documents is	1		
	at view and are updated.	V		
	(4-b) Staff required documents are valid, filed			Some does needs to be upgated.
	individually and accessible for review.		-	come coco mas / 0 / 2 290, 49 lag.
	(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.			
1,000	(4-e) Emergency contact number is posted near			
	the working telephone landline.			
	(4-f) Certificate of occupant and the latest			20
	approved floor plan is posted at visitors' view.	2		
	(4-g) Daily activities schedule is posted at visitor's			
	view.	V		
	(4-h) DCCA/CCLP's and CCDF's contact	/		
	information is posted at parents/visitors view.	V		
	memation is posted at parents/visitors view.			
	CAPACITY	√	X	NOTE
	(5) The total number of staff and enrolled children	V	Λ	NOTE
	is within the facility's approved occupants.			
ŀ	(5-a) The staff/child ratio is met in each age group.	1		
	(5-b) In an event the assigned staff has to leave	V		
1	the group of children, an alternate staff is provided.	V		
-	(5-c) A center with 50 or more registered children,		-	
	the director may teach and not be counted in the		-	Inform
	ratio.			Inform
l				
	(5-d) With the exceptions of an emergency, special situation (but not to exceed 10 bours per week) or			Intern
	situation (but not to exceed 10 hours per week), or			
	during the first and last hour of operation in a full			
ŀ	day operation center directors to be counted.			
1	(5-e) Children's roster with assigned staff is	/		
-	provided monthly.		,	
	(5-f) Provider notify the CCLP with any revision of	/		
L	the approved staffing.			
Γ	EMED CENION	r	**	
-	EMERGENCY (6) Drayidada a company	√	X	NOTE
	(6) Provider's current emergency preparedness			Currently working on if W/the help grom EGL
-	and response plan (EPRP) is approved by the	V		help grom EGL
-	Child Care Program.			, 0
	(6-a) Submission of the changes to the approved			layern
-	EPRP is within 5 days from the date of revision.	•		U
	(6-b) Staff are aware of the EPRP and their			Logeron
ŀ	responsibility.			U
1	(6-c) Facility is equipped with at least 2			
1	entrance/exit doors.	V		

(6-d) All entrances/exits doors are kept clear of			
clutter and etc.	V		
(6-e) Emergency drills (alternating) are performed and recorded monthly.	1		
(6-f) Disaster drills (alternating) are conducted and recorded every six months.	1		
(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.	V		
(6-j) First aid kit is available and accessible.			
(6-k) First aid kit is filled with update medical supplies.	/		Monthly mounta
(6-I) Facility is furnished with sufficient number of			
smoke detectors.	1		
(6-m) Smoke alarm are installed in each enclosed	1		
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	1		
and/or enforcers must be reported to CCLP.			
	<u> </u>		
ELECTRICAL	√	X	NOTE
(7) Fuse box is covered and located out of	./		
children's reach.	V		
(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.	V		
(7-c) Electrical cords are securely fixed (not	/		
hanging loose).	1		
(7-d) Electrical cords does not crossed pathways	1		
and are out of children's reach.			
	Ι.	X	NOTE
OUTDOOR	~V		NOIL
OUTDOOR (8) The center/school environment is free from	-√		
(8) The center/school environment is free from	7		Or Tolor - Classes are al
(8) The center/school environment is free from hazardous material and chemical.	7		Outsoor playanound needs
(8) The center/school environment is free from hazardous material and chemical. (8-a) Children's playground is enclosed, shaded,	V		Duploor playanours needs repair of the years. Rem
(8) The center/school environment is free from hazardous material and chemical. (8-a) Children's playground is enclosed, shaded, and well maintained.	V		Dutopor playanours needs repair of the Jense Recomm
(8) The center/school environment is free from hazardous material and chemical. (8-a) Children's playground is enclosed, shaded, and well maintained. (8-c) Playground is free from tripping hazards and	V		Duploor playanours needs repair of the Jener Recomm
 (8) The center/school environment is free from hazardous material and chemical. (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. 	V		Duploor playandured needs repair of the years. Recomm
 (8) The center/school environment is free from hazardous material and chemical. (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 	V		Outsoor playground needs repair of the Jener Recomm, to keep the children indeer until the playground is
 (8) The center/school environment is free from hazardous material and chemical. (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. 	V		Duttor playground needs repair of the Jener Recomm to keep the children indeer until the playground in
 (8) The center/school environment is free from hazardous material and chemical. (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 	V		Duploor playground needs repair of the years. Recomm to keep the children indear until the playground in the playground in



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

INSPECTION CHECKLIST



Business Name: Saint Jaseph School	Physical Address: Sanvose, TIN.
Primary Contact Person: Marielris M. Crun	Contact Number: (470) 433-0008
2nd Contact Person: Ma. Corangen Caracha	Email Address: 31 juseph 13. timan@qmaul.com
Date of Inspection: 61.07 3 Start Time: 9:06 as	End Time: 10:22 94- Inspector(s):
Type of Assessment: Virtual MONITOR/VISIT ANNOUNCED FOLLOW UP	RENEWAL _ EXTENSION _ NEW SITE _ CONCERNS _ UNANNOUNCED _ Date of Previous Inspection
Category: Licensed _ (Certified
	R _ BEFORE/AFTER (B/A) SCH
Capacity: Total Occupants 36	Enrollment <u>/S</u> No. of Staff <u>2</u>
Child Care No.: License: Cet-1065 Certific	cate: <u>C - co 3</u> Expiration Date: <u>4 · 36 · 2</u> 2
Age-Group (Per Room – list the O/L, enrollment # pres	
TODDLERS: K-4: 4 3	Center in within the approved complied when spay child ratio. Spay child ratio. B/ASCH
December 19 and the state of th	ouidor 4 Oth that Drouidor Completed 4 4

Grouping Clause Monitoring Inspection:

(1) DOCUMENTS (2) HEALTH

(3) SANITARY (4) SIGNAGES (5) CAPACITY

(7) ELECTRICAL

(6) EMERGENCY

(8) OUTDOOR

DOCUMENTATION	1	X	NOTE
Without being reminded, provider submit a	-	./	
enewed facility and/or staff required documents.	-		
1-a) The renewal process of the facility/staff		7	Inform Exp. of Pol. Cirner. for both (
guired documents is done 30 days prior to the	-		4 Off. 1. D for MC. Pet L. Ins. 10.26.2.
document expiration date.			Sanit Purmit 2.9. 4 - Fire Permit 10.23
1-b) The renewal application packet was received			4.30:22 Due on or by 3/1/02
within 60 days prior to the expiration of the existing	5	-	Reminded
Child Care license/certificate.			
(1-c) Directors notifies and encourages all staff to			Cot. 18 2021 - 54pt 302022 for FY
attend the scheduled trainings.			2021
(1-d) All childcare staff in a licensed (non-certified)			
center/school has accrued 15 hours of		1	
training/technical assistance (T/TA) based on child	N	4	
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	1	-	
description, date, duration, and prove of	4	ad	
attendance) for verification.			
(1-f) All childcare staff in a licensed and certified			0 . 1-61
center/school must accrued 30 hours of T/TA based			Reminded
	V		
on child development annually.			4 -1 !
(1-g) Newly approved staff was informed about the			Rumardad
pre-service training requirement.	-		
(1-h) New staff must complete the pre-service	/		layera
aining within 3 months from the date of their		-	
approval.			
(1-i) While working to complete the pre-service		-	loyene
training, the new staff is assigned to assist a	1		0
certified staff.	-	+	
(1-j) The center director (authorized persons) is			locar.
responsible to contact Evergreen Learning (EGL)	v		loger
and register their new staff for pre-service training.	-	-	
(1-k) Documentations of enrolled children are filed	V	-	Ramadal
individually.			Remember
(1-I) Subsidized children are signed in/out on the			K-emuno/to/
attendance sheet daily.	-	-	
(1-m) Provider conforms with the open-door policy.	1		
HEALTH	1	X	The state of the s
(2) All enrolled children are updated with their			We unrelled 5 yrs a above
medical documents (immunization, dental,	V		are vae
developmental screening, etc.).	-	-	
(2-a) All listed staff provides a valid supporting		-	all booster
(medical) document that cleared them with	*		
tuberculosis.			
(2-b) Health check for the registered children is	1		
conducted and recorded daily.	-	1	

(2-c) Records of the daily health check is accessible to parents and CCLP/CCDF staff.	v	
(2-d) If applicable, staff are aware of enrolled child's allergy.	/	1 child of
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.	1	
(2-h) Furniture and equipment are in a good and safe condition for the children's use.	V	
(2-i) The use of adaptive tools is safe and sturdy for the children.	1	
(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 ing the asphabet song tolide
(2-I) The use of hand sanitizer is available with the lack of running water.	1	
(2-m) Facility is equipped with adequate number of lavatories.		
(2-n) Comfort rooms are furnished with toiletries (hand-soap, paper towel, toilet tissue).	-	
-o) Toiletries are stationed in an area that is safe and accessible to the children.	1.	
(2-p) All trash bins are sealed with covers.	V.	
CANTO ANA	17130	

SANITARY	V	X	NOTE
(3) The facility is generally odor-free, clean and clutter-free (floors swept, work space, educational materials and bathroom clean, garbage emptied).			Ne Observed
(3-a) Staff are familiar with the measurement of bleach/water for sanitizing and disinfecting.	1		
(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.	1		Anew ingerm
(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.			Kennisof
(3-g) Educational items with human secretion are stored away before it is use again.			Ruman
"-h) Busy surfaces are sanitized as often as ecessary.	-		Rumina

SIGNAGES	1	X	NOTE
(4) The Child Care License/Certificate must be posted in a conspicuous area.	V		
 -a) Posting of the facility's required documents is at view and are updated. 	1		
(4-b) Staff required documents are valid, filed individually and accessible for review.		1	Seem cleas muchs 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		
(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.	b		
(4-g) Daily activities schedule is posted at visitor's view.	2		
(4-h) DCCA/CCLP's and CCDF's contact information is posted at parents/visitors view.	1		
CAPACITY	11	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.	V		
(5-b) In an event the assigned staff has to leave e group of children, an alternate staff is provided.	V		
(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.	1		Inferm.
(5-e) Children's roster with assigned staff is provided monthly.	1		
(5-f) Provider notify the CCLP with any revision of the approved staffing.	V		
EMERGENCY	TV	x	NOTE.
(6) Provider's current emergency preparedness	-		Currently working on it a/4.
and response plan (EPRP) is approved by the Child Care Program.	v		Currently working on it althe belogrom EGL
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.	V		lagera.
(6-b) Staff are aware of the EPRP and their responsibility.	1		logor.
(6-c) Facility is equipped with at least 2 ntrance/exit doors.	V		

(6-d) All entrances/exits doors are kept clear of			
clutter and etc.			
(6-e) Emergency drills (alternating) are performed and recorded monthly.	V		
i-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.	V		
(6-i) Fire extinguisher is located in a safe and			
convenient space.	V		
(6-j) First aid kit is available and accessible.	1		
(6-k) First aid kit is filled with update medical supplies.	V		Monthly moniter
(6-I) Facility is furnished with sufficient number of smoke detectors.	1		
(6-m) Smoke alarm are installed in each enclosed room of the facility.	1		
(6-n) In the event a child gets hurt in the center, the accident must be recorded.	1		
(6-o) Parents are notified immediately if their child	1		
is injured (minor/major) in the center.			
(6-p) An incident report (minor/major) is issued to	1		
the parents on the day of the accident.			
(6-q) Incidents that involve medical professions	1		and the same of th
The second state of the second			
and/or enforcers must be reported to CCLP.			
ELECTRICAL	1	X	NOTE
FLECTRICAL (7) Fuse box is covered and located out of children's reach.	√	X	NOTE
FLECTRICAL (7) Fuse box is covered and located out of children's reach. (7-a) Electrical outlets not in use are covered	1	X	NOTE
FLECTRICAL (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.	17	X	NOTE
FLECTRICAL (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.	1	X	NOTE
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FLECTRICAL (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 (8) The center/school environment is free from hazardous material and chemical. (8-a) Children's playground is enclosed, shaded, and well maintained. (8-c) Playground is free from tripping hazards and	V V V V		NOTE Outstar Wayground neigh
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M Ma i, MARIFCRIC M · CRU7 ____, 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: Mrw/ 01, 07, 2022 Dre Reported By: CCLP Staff & Signature Date: _01・0 テ・22 Date: 1/11/2022 Approved By:

Exit Review & Acknowledgment: