



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



INSPECTION CHECKLIST

Business Name: SSNC-IT

Physical Address: Navy Hill, SPN

Primary Contact Person: Angelina Villagomez

Contact Number: _____

2nd Contact Person: Emery Pagnin

Email Address: smartstartspn@gmail.com

Date of Inspection: 1/12/22 Start Time: 9:35 End Time: 11:45am Inspector(s): R. Olipai

Type of Assessment: PRELIMINARY RENEWAL EXTENSION
 MONITOR/VISIT NEW SITE CONCERNS
 ANNOUNCED UNANNOUNCED
 FOLLOW UP Date of Previous Inspection _____

*Remote
Due to the comm.
spread of COVID19*

Category: Licensed Certified

Type of Child Care Services: FAMILY HOME GROUP HOME CENTER BASE
 INFANT/TODDLER BEFORE/AFTER (B/A) SCH.

Capacity: Total Occupants 37 Enrollment 30 No. of Staff 5 assigned daily plus 1 when needed

Child Care No.: License: 1071 Certificate: 002 Expiration Date: 4.30.22

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

INFANT: 3-8 mos.
3/1

K-3: 3-5 yrs.
9/2

K-5: _____

TODDLERS:
18-35 mos.
11/2

K-4: _____

B/A SCH.: 7-11 yrs.
7/1

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.		X	BL/OP/FL/Fire Permit/S Permit/ L. INS. / Mand. Prov. Orientation / latest EPR
(1-a) The renewal process of the facility/staff required documents is done 30 days prior to the document expiration date.		X	Reminded @ the 30 days before the exp. d.
(1-b) The renewal application packet was received within 60 days prior to the expiration of the existing Child Care license/certificate.		X	Reminded of the subm. deadline 3/1/22
(1-c) Directors notifies and encourages all staff to attend the scheduled trainings.	✓		Reminded
(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 attending staff
(1-h) New staff must complete the pre-service training within 3 months from the date of their approval.			the consequences a staff who did not meet the deadline
(1-i) While working to complete the pre-service training, the new staff is assigned to assist a certified staff.			to complete the pre-service training (emailed sent by CCBT director)
(1-j) The center director (authorized persons) is responsible to contact Evergreen Learning (EGL) and register their new staff for pre-service training.	✓		Reminded
(1-k) Documentations of enrolled children are filed individually.	N/A		Not observed
(1-l) Subsidized children are signed in/out on the attendance sheet daily.	N/A		" "
(1-m) Provider conforms with the open-door policy.	✓		Reminded

HEALTH	√	X	NOTE
(2) All enrolled children are updated with their medical documents (immunization, dental, developmental screening, etc.).		X	Registration/health ins. (expired) Expired docs.
(2-a) All listed staff provides a valid supporting (medical) document that cleared them with tuberculosis.		X	Expired fd. handler Certs
(2-b) Health check for the registered children is conducted and recorded daily.			Not observed

(2-c) Records of the daily health check is accessible to parents and CCLP/CCDF staff.			Not observed
(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).			
(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.			/
(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.			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.			Not observed

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.	✓		As per the current enrollment and the number of staff assigned to ea. room
(5-b) In an event the assigned staff has to leave the group of children, an alternate staff is provided.			Reminded
(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.	✓		Remote assessment use previous month roster and director report
(5-f) Provider notify the CCLP with any revision of the approved staffing.	✓		during Reminded

EMERGENCY	√	X	NOTE
(6) Provider's current emergency preparedness and response plan (EPRP) is approved by the Child Care Program.	✓		Currently, processing changes & will provide CCLP upon completion, as per the attending staff.
(6-a) Submission of the changes to the approved EPRP is within 5 days from the date of revision.	✓		Reminded
(6-b) Staff are aware of the EPRP and their responsibility.			Not observed
(6-c) Facility is equipped with at least 2 entrance/exit doors.			Not observed

(6-d) All entrances/exits doors are kept clear of clutter and etc.			<i>Not observed</i>	
(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.				<i>Not observed</i>

ELECTRICAL	√	X	NOTE
(7) Fuse box is covered and located out of children's reach.			} <i>Not observed</i> <i>Phone camera, staff showed the outlets covered and fuse box covered</i>
(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>Not observed</i>
(8-a) Children's playground is enclosed, shaded, and well maintained.	√		<i>staff help get phone camera</i>
(8-c) Playground is free from tripping hazards and provides soft surfacing of at least 6ft.			<i>Not observed</i>
(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, ANGELINA L. Villagomez, 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:

Angelina L. Villagomez, Director 1/18/22

Reported By:

[Signature]
CCLP Staff & Signature

Date: 01-12-22

Approved By:

[Signature]
Gordon B. Salas
CCLP Supervisor

Date: 1/25/2022

Recommendations made during the remote assessment:

1. Expired of Reg. Docs. - advise to assign by the admin. workers to monitor the enrolled children, staff & facility expiration date & report to center's director ahead of time of the expiration date.
2. Director will request from the parents or staff updated document w/ submission deadline before the particular doc. expire.
3. To monitor new hired staff of their Preservice Training req. and the deadline to complete the 12 topics to avoid the consequences emailed (12.22.21) due on failure to complete w/in 90 days from new staff approval date.



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CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

Business Name: SMART START NURTURING CENTER-II

Physical Address: Navy Hill, Saipan

Primary Contact Person: Angelina Villagomez

Contact Number: (670) 233-0800

2nd Contact Person: Emery Poquiz

Email Address: smartstartspn@gmail.com

Inspection Date: 1/12/2022 **Start Time:** 9:35 **End Time:** 11:45 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 **37** Enrollment **30 children** No. of Staff **6 employees**

Child Care No.: License: **CCL-1071** Certificate: **C-002** Expiration Date: **4/30/2022**

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

INFANT:
3-to-8 months old
3 infants enrolled w/
1 staff

TODDLERS:
18-to-35 months old
11 toddlers w/2 teachers

K-3:
Grouping of 3-to-5 years old
9 pre-K & kindergartens w/
2 teachers

K-4:
Combined
w/K-3

K-5:
Combined
w/K-3

B/A SCH.:
7-to-11 years old
7 enrolled children w/1 staff

Based on the provider's statement for each age group, the center complied with the ratio.

Grouping Clause Monitoring Inspection:

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



DEPARTMENT of COMMUNITY and CULTURAL AFFAIRS
CHILD CARE LICENSING PROGRAM



INSPECTION SUMMARY REPORT

- (1) **Documents – Deficiencies of expired essential documents for the center.** Provider was reminded the obligation of renewal process of all required documents is 30 days prior to the expiration date of each particular document. Recommend to assign a staff to monitor and inform center director to process the update of an expiring document.
- (2) **Health – Deficiencies of expired staff food handler certificate and a child's health insurance.** When inquired, the provider informed that the staff is currently processing the renewal of the certificate and that the child's teacher has informed the parents and requested for a valid document. A suggestion was made to create a procedure in obtaining valid children's essential documents prior to the expiration date to assign the administrative worker to monitor all the employees' required documents and notify the staff for an update prior to the expiration date.
- (3) **Sanitary – Not observed.**
- (4) **Signages – Not observed.**
- (5) **Capacity – No deficiencies, based on the latest received monthly roster.** The number of registered children and the assigned staff in each room are within the approved occupancy.
- (6) **Emergency – No deficiencies and posting of emergency information are not observed.** Currently, revision of the center's EPRP is being process and will be submitted for CCLP's approval upon completion, the attending provider informed. Reminded provider that the submission due date of revised EPRP is 5 days from the date of revision.
- (7) **Electrical – Not observed.** However, the provider showed the electrical outlets that are properly covered with the cell phone camera.
- (8) **Outdoor – Not observed.** However, the provider showed (with the phone camera) the playground is enclosed, cleared from debris, and shaded with plants.

Today's announced inspection is conducted remotely due to the community spread of COVID19 and to ensure the health and safety of the center's children and staff.

NOTE: Provider Assessment Monitoring checklist is available upon request.

Reported By: Adlynn 01.25.22
CCLP Staff

Concurred By: Gordon B. Salas 1/25/2022
CCLP Supervisor