REACH HIGHER CNMI / CCDF MONITORING
Renewal Visit

Business Name: **Isla Montessori School**	Location: **Dan Dan, Saipan**	Contact #: **(670) 288 -4752**

Total Student Enrollment: **15**	Center Capacity: **26**

Monitoring/Inspection Type:				
	Initial	Date: _____	Start Time: _____	End Time: _____
	Renewal	Date: **November 07, 2023**	Start Time: **2:30 p.m.**	End Time: **3:45 p.m.**
	Follow-Up	Date: **November 21, 2023**	Start Time: **1:30 pm**	End Time: **1:55 pm**
	Check-in	Date: _____	Start Time: _____	End Time: _____
	Follow-Up	Date: _____	Start Time: _____	End Time: _____

Ratio Table:

Age	Number of Children Per Staff Member
0 – under 24 mos.	4 or less
2-year-old	7 or less
3-year-old	7 or less
4 years old	10 or less
5 years and older	10 or less

Name of Rooms	Infant	Toddler	Infant & Toddler	Pre-School	K-3	K-4	K-5	B/A School
Approved DPW Room Capacity				26				
# of Staff Present				2				

Name of Rooms	Infant	Toddler	Infant & Toddler	Pre-School	K-3	K-4	K-5	B/A School
Names of Teachers/Staff:				**Elizabeth W. Leikita M.**				
# of Children Enrolled:				**15**				
# of Children Present:				**5**				
# of Children w/Special Needs:				**1**				
Age of Youngest Child:				**2.5 y.o.**				
Age of Oldest Child:				**5.5 y.o.**				

CHECKLIST CODING

O – Observation   SH – Staff handbook   PH – Parent Handbook   CF – Child File   SF – Staff File   BB – Bulletin Board   D – Document

PDT – Professional Development Tracker   GD – Google Drive   HS – Health & Safety Checklist

ADMINISTRATION

CCDF RULES & REGULATIONS / REACH HIGHER CNMI STANDARD AREA	REQUIREMENT CHECKLIST	STATUS *(Check yes only if all rooms and/or staff are complying)* **O, SH, PH, CF, SF, B, D, HS**	COMMENTS *If no, indicate which classrooms and/or staff is __NOT__ in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
	(1-A) Program has an approved regular Child Care License Program (CCLP) certificate. Date **8/31/23**	Approved by CCLP ☑ Yes ☐ No	
§55-40.1-228 Staff Child Ratio	(1-B) Staff-child ratio complies with the CCLP Administrative Code, for each age level and each room.	☑ Yes ☐ No O	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (D) (iii) Section (E) (3) Covid vaccine record – CCDF email dated December 1, 2021	(1-C) Complete CCDF application packet **RENEWAL** ☑ Application form ☑ Current DCCA Child Care Provider Certificate ☑ Center rate ☑ TB test (for new staff) ☑ Covid-19 vaccination card copy for all newly approved staff (since last renewal) ☑ CCLP License ☑ Updated Coaching and QRIS Orientation Certificate for new teachers ☑ CCDF Orientation Certificate for director and/or authorized second contact person ☑ Inventory of educational materials issued per program **NEW** ☐ Application form ☐ Reach Higher, CNMI / CCDF Provider Certification application form ☐ CCLP license ☐ Map to center ☐ W9 ☐ EPRRP ☐ Handbook (current) ☐ TB clearance forms for all staff ☐ Daily schedule for all rooms/ age groups ☐ Center rate ☐ CCDF Orientation Certificate for director and/or authorized second contact person Within 12 months after initial certification date ☐ ITERS-3 self-assessment	☑ Yes ☐ No SF, D, B, O, GD and/ or PDT	

	☑ EPRRP - highlight changes ☑ Handbook ☑ Daily schedule per program/age group	☐ ECERS-3 self-assessment ☐ SACERS-U self-assessment ☐ Program Administration Scale (PAS) self-assessment ☐ Handbook (CCDF compliant) ☐ Reach Higher, CNMI/ CCDF and Coaching Orientation Certificate ☐ Developmental screening training certificate (ASQ) ☐ Health and safety training certificates ☐ Safe sleep practices ☐ Daily health checks	
CCDF Memo FY16 No. 4 Star 1	(1-D) Complete Handbook ☐ Refer to appendix A for full list	☑ Yes ☐ No PH and/ or SH	

FACILITY			

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	**REQUIREMENT CHECKLIST**	**STATUS** *(Check yes only if all rooms and/or staff are complying)* ***O, SH, PH, CF, SF, B, D, HS***	**COMMENTS** *If no, indicate which classrooms and/or staff is **NOT** in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (V)	(2-A) Meets, at a minimum, 35 square footage of indoor learning space per child.	Approved by CCLP ☑ Yes ☐ No O	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (VI)	(2-B) Meets, at a minimum, 33% of facility capacity at 75 square footage of outdoor playground space per child.	☑ Yes ☐ No O	
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (E)(4)	(2-C) Installed smoke detector	Approved by CCLP ☑ Yes ☐ No O	

	(2-D) Unobstructed emergency exits	Approved by CCLP ☑ Yes ☐ No O	
	(2-E) EPRRP plan (Emergency drill logs must be updated and verified onsite.) Date **11/20/23**	☑ Yes ☐ No D	
	(2-F) Working telephone landline within the building.	☑ Yes ☐ No O	

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DEVELOPMENTAL SCREENING

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CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS *(Check yes only if all rooms and/or staff are complying)* *O, SH, PH, CF, SF, B, D, HS*	COMMENTS *If no, indicate which classrooms and/or staff is **NOT** in compliance* *Attach additional pages if needed per regulation comment and indicate "See Attached."*
CCDF Memo FY16 No. 4.14	(3-A) All teaching staff of children ages 0 to 5 ½ years have been trained on the Ages and Stages Questionnaire, latest edition.	☑ Yes ☐ No SF and/ or D	
	(3-B) Annual developmental screenings are being conducted for all children in the program (regardless of status as private pay or CCDF subsidized).	☑ Yes ☐ No D and/ or CF	
	(3-C) For new families enrolled at the facility, developmental screening is completed within 45 days after enrollment.	☑ Yes ☐ No D and/ or CF	**Initial screening was done for all the children currently enrolled.**
	(3-D) Developmental screenings are done once annually at a date and time determined by the program.	☑ Yes ☐ No D and/ or CF	**Started this FY 2024.**
	(3-E) Results of the child's ASQ should be discussed with parents/guardians and get consent to refer if needed.	☑ Yes ☐ No D and/ or CF	
	(3-F) If the child falls on or below the established cutoff the provider must document their referral of the child/family to Early Intervention Services.	☑ Yes ☐ No D and/ or CF	

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STAFFING

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CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS *(Check yes only if all rooms and/or staff are complying)* ***O, SH, PH, CF, SF, B, D, HS***	COMMENTS *If no, indicate which classrooms and/or staff is **NOT** in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
CCDF Rules & Regulation § 55-60-201 - Eligibility Section (D) (I)	(4-A) All staff are at least 18 years old.	☑ Yes ☐ No SF	
Section (E) (7)	(4-B) All staff met background check requirements.	Approved by CCLP ☑ Yes ☐ No SF	
Star 1: Staffing and Professional Development CCDF Rules & Regulation § 55-60-201 - Eligibility Section (e) (6)	(4-C) For ongoing directors: Completion of 30 hours of annual trainings and technical assistance (T& TA) combined. Completion of required health and safety topics, by age groups taught.	☑ Yes ☐ No SF and/ or PDT	
Star 1: Staffing and Professional Development CCDF Memo FY21 No. 7	(4-D) For ongoing teaching staff: Completion of 30 hours of annual trainings and technical assistance (T& TA) combined.	☑ Yes ☐ No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-E) For ongoing teaching staff: Completion of required health and safety topics, by age groups taught.	☑ Yes ☐ No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-F) For new teaching staff and new directors hired within the fiscal year under review: Completion of 12 preservice health and safety topics within 90 days of date of approval from CCLP. Any new staff that is counted in ratio must have completed their required 12 preservice topics within 90 days of approval from CCLP.	☑ Yes ☐ No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-G) For all new providers and staff: Completed the CNMI QRIS orientation within the fiscal year of date of CCLP approval.	☑ Yes ☐ No SF and/ or PDT	
Star 1: Staffing and Professional Development	(4-H) For all new providers and staff: Completed the coaching orientation within the fiscal year of date of CCLP approval.	☑ Yes ☐ No SF and/ or PDT	

	PARENTS		
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	**REQUIREMENT CHECKLIST**	**STATUS** *(Check yes only if all rooms and/or staff are complying)* ***O, SH, PH, CF, SF, B, D, HS***	**COMMENTS** *If no, indicate which classrooms and/or staff is **NOT** in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
CCDF Rules & Regulation § 55-60-201 - Eligibility Section (1) (ii)	(5-A) Parents have unlimited access to their children during normal hours of operation.	☑ Yes ☐ No D, O and/ or PH	
	HEALTH AND SAFETY		
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	**REQUIREMENT CHECKLIST**	**STATUS** *(Check yes only if all rooms and/or staff are complying)* ***O, SH, PH, CF, SF, B, D, HS***	**COMMENTS** *If no, indicate which classrooms and/or staff is **NOT** in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
CCDF Memo FY 16 No. 3	(6-A) Daily health checks are conducted for all children upon arrival.	☑ Yes ☐ No O and D	
Star 1: Health and Safety	(6-B) ITERS-3 self-assessment completed for each infant and toddler room (renewal) ITERS-3 self-assessment submitted no later than 12 months from date of CCDF certificate approval (new) Date _____	☐ Yes ☐ No D and/ or GD	**NA**
Star 1: Health and Safety	(6-C) ECERS-3 self-assessment completed for each preschool room (renewal) ECERS-3 self-assessment submitted no later than 12 months from date of CCDF certificate approval (new) Date **10/27/23**	☑ Yes ☐ No D and/ or GD	
Star 1: Health and Safety	(6-D) SACERS-U self-assessment completed for each afterschool room (renewal) SACERS-U self-assessment submitted no later than 12 months from date of CCDF certificate approval (new) Date _____	☐ Yes ☐ No D and/ or GD	**NA**

CHILD CARE PRACTICES

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS *(Check yes only if all rooms and/or staff are complying)* **O, SH, PH, CF, SF, B, D, HS**	COMMENTS *If no, indicate which classrooms and/or staff is __NOT__ in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
Star 1: Child Growth and Development	(7-A) A daily schedule and current lesson plan are posted for all age groups.	☑ Yes ☐ No O and/ or B	
Star 1: Children with Disabilities	(7-B) Information on minimum 2 resources in the community are current and available for parents of children with disabilities.	☑ Yes ☐ No O and/ or B	
Star 1: Family Engagement and Family Strengthening	(7-C) Program communicates with families, minimum 2 different ways.	☑ Yes ☐ No O and/ or B	
Star 1: Leadership and Management	(7-D) Directors complete Program Administration Scale (PAS) self-assessment annually.	☑ Yes ☐ No D and/ or GD	

SAFE SLEEP PRACTICES

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS *(Check yes only if all rooms and/or staff are complying)* **O, SH, PH, CF, SF, B, D, HS**	COMMENTS *If no, indicate which classrooms and/or staff is __NOT__ in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
Star 1: Health and Safety CCDF §55-69-201 (a) - (g)	(8-A) Safe Sleep Practices Written Policy	☑ Yes ☐ No PH	
Star 1: Health and Safety	(8-B) Policy explains that these practices aim to reduce the risk of SIDS or other injuries and causes of death when an infant is in a crib or asleep.	☑ Yes ☐ No PH	
Star 1: Health and Safety	(8-C) All adults who are allowed to care for infants (i.e. lead teachers, floaters, aides, substitutes, and volunteers) received a copy of the Safe Sleep Policy and additional educational information.	☑ Yes ☐ No D and/ or SF	
Star 1: Health and Safety	(8-D) Training on Safe Sleep Practices for all adults (i.e. lead teachers, floaters, aides, substitutes, and volunteers) in contact with infants has occurred and is documented.	☑ Yes ☐ No D and/ or PDT	

	SAFE SLEEP PRACTICES		
	(Birth to 12 months only)		
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	**REQUIREMENT CHECKLIST**	**STATUS** *(Check yes only if all rooms and/or staff are complying)* **O, SH, PH, CF, SF, B, D, HS**	**COMMENTS** *If no, indicate which classrooms and/or staff is __NOT__ in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
Star 1: Health and Safety	(9-A) Infants up to 12 months of age are fully flat on their backs to sleep for every sleep time (to place a child in any other position a primary care provider must provide a signed waiver indicating that the child requires an alternative sleep position).	☐ Yes ☐ No O and/or D	**NA (Only serving preschool age children.)**
Star 1: Health and Safety	(9-B) Each sleeping infant is put to sleep on a firm crib mattress covered with a tight-fitting sheet in a safety-approved crib (U.S. Consumer Product Safety Commission (CPSC), American Society for Testing Materials (ASTM) and/or Juvenile Product Manufacturer Association (JPMA) Standards).	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-C) Infants are not left to nap in a car seat. If an infant arrives on site asleep in a car seat s/he is removed immediately and placed on his/her back in his/her assigned crib.	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-D) Infants that fall asleep outside of their assigned crib are immediately moved to their crib and placed to sleep on their back	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-E) Only 1 infant sleeps per crib.	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-F) Bumper pads, pillows, quilts, comforters, sleep positioners, blankets, flat sheets, bibs, toys, mobiles, and other materials are kept out of and off the sides of cribs.	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-G) Infants may be placed in one-piece sleepers to maintain appropriate temperatures (swaddling infants in child care is not necessary or recommended).	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-H) The temperature in the room is kept comfortable for a lightly clothed adult.	☐ Yes ☐ No O	**NA**
Star 1: Health and Safety	(9-I) Caregivers are present and directly observe infants, toddlers and preschoolers by sight and sound during sleep, while going to sleep, and when waking up (lighting in the room allows for caregivers to see the color of each infant's and child's face).	☐ Yes ☐ No O	**NA**

| Star 1: Health and Safety | (9-J) Infants are always held for bottle feedings. Bottles are never placed in a crib with an infant. | ☐ Yes ☐ No

O | **NA** |

SAFE SLEEP ENVIRONMENT
(All ages who nap)

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS *(Check yes only if all rooms and/or staff are complying)* ***O, SH, PH, CF, SF, B, D, HS***	COMMENTS *If no, indicate which classrooms and/or staff is **NOT** in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
Star 1: Health and Safety	(10-A) An individual crib, cot, mat, sleeping bag, or pad is kept for each child who spends more than 4 hours a day in the child care setting.	☑ Yes ☐ No O	
Star 1: Health and Safety	(10-B) Cribs are placed away from window blinds, draperies, and cords not within reach of the child.	☑ Yes ☐ No O	
Star 1: Health and Safety	(10-C) Pads and cots are made of washable materials, and pads are covered with washable covers.	☑ Yes ☐ No O	
Star 1: Health and Safety	(10-D) Bedding that touches a child's skin are cleaned weekly or before use by another child.	☑ Yes ☐ No O and/or D	
Star 1: Health and Safety	(10-E) If a crib, mat, or cot is used by more than one child, the fitted sheets must be changed between use. Each child must have his own assigned fitted bed sheet.	☑ Yes ☐ No O	
Star 1: Health and Safety	(10-F) Cribs, mats, and pads are placed at least 3 feet apart (if the room cannot accommodate spacing children 3 feet apart, children should be spaced as far apart as possible and alternated head to foot).	☑ Yes ☐ No O	
Star 1: Health and Safety	(10-G) The sleeping surface of one child's rest equipment is not placed in contact with the sleeping surface of another child's rest equipment.	☑ Yes ☐ No O	
Star 1: Health and Safety	(10-H) Any exposure to second-hand or third-hand smokes avoided (from adult clothing).	☑ Yes ☐ No O and PH	

USE OF PACIFIERS			
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	**REQUIREMENT CHECKLIST**	**STATUS** *(Check yes only if all rooms and/or staff are complying)* **O, SH, PH, CF, SF, B, D, HS**	**COMMENTS** *If no, indicate which classrooms and/or staff is __NOT__ in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."*
Star 1: Health and Safety	(11-A) Written policy describes rationale and protocols for use of pacifiers.	☑ Yes ☐ No D, O and/ or PH	
Star 1: Health and Safety	(11-B) Pacifiers are kept away from places near mobile infants and toddlers.	☑ Yes ☐ No O and/or PH	
Star 1: Health and Safety	(11-C) Parent/ guardian has given written permission, including any instructions or preferences, on the use of pacifiers. written permission should be on file.	☑ Yes ☐ No CF	
Star 1: Health and Safety	(11-D) Staff inspect each pacifier for tears or cracks and unknown fluid in the nipple before each use.	☑ Yes ☐ No O and/or PH	
Star 1: Health and Safety	(11-E) Staff clean each pacifier with soap and water before each use.	☑ Yes ☐ No O and/ or PH	
Star 1: Health and Safety	(11-F) Pacifiers with attachments (including pins, clips, or ties) are not allowed.	☑ Yes ☐ No O and/or PH	
Star 1: Health and Safety	(11-G) If an infant refuses a pacifier s/he is not forced to take it.	☑ Yes ☐ No O and/or PH	
Star 1: Health and Safety	(11-H) If the pacifier falls out of the infant's mouth during sleep, the pacifier is removed from the crib.	☑ Yes ☐ No O and/or PH	
Star 1: Health and Safety	(11-I) Pacifiers are not coated in any sweet solution.	☑ Yes ☐ No O and/or PH	
Star 1: Health and Safety	(11-J) Pacifiers are cleaned, stored open to air, and kept separate from the diapering area, diapering items, or other children's personal items.	☑ Yes ☐ No O and/or PH	

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Isla Montessori School
Areas for Recommendations (11.07.23/11.21.23)

#	Area(s) to Address: (e.g. health and safety topic; QRIS star level indicator)	Observation	Recommendation	Action taken
1	**(3-E) Results of the child's ASQ should be discussed with parents/guardians and get consent to refer if needed.**	According to the director, they discussed the results with the parents. She will gather evidence to show the activity.	Gather evidence showing ASQ results were discussed with parents.	Evidence that ASQ was discussed with parents was provided during the follow-up visit.
	(3-F) If the child falls on or below the established cutoff the provider must document their referral of the child/family to Early Intervention Services.	Program has not, yet, experienced the need to refer a child, but they will draft a log form to document future referrals.	Create a system for referrals, and draft a log form to document that a referral will be done if needed.	A completed ASQ log form was presented during the follow-up visit.
2	**(7-B) Information on minimum 2 resources in the community are current and available for parents of children with disabilities.**	No available resources on hand during the observation. The director was not aware of where to get them.	Check the CHCC Children's Clinic, CDAC Office, and Early Intervention Office to get the needed resources.	The needed 2 resources were available for parents of children with disabilities.
	(7-D) Directors complete Program Administration Scale (PAS) self-assessment annually.	The director had not, yet, attended PAS training due to unavailability of the training last fiscal year.	Reach out to coaches for a TA on PAS and to assist in the completion of a self-assessment.	PAS self-assessments was submitted via email on November 18, 2023.

STATUS

☑ **In compliance**   **Date: November 21, 2023**
☐ **Work in progress**   **Targeted date to be finalized:**

Completion of 30 hours of Annual Trainings and Technical Assistance (T & TA) Combined

Child Care Staff	Topics that must be taken **Annually**	Topics that must be taken **every 2 Years**	Topics that must be taken **every 3 Years**
All child care staff who have direct responsibility for the care of children Includes: **Directors, Teachers, Assistant Teachers, Caregivers, Aides and Floaters)**	✓ Prevention of and response to emergencies due to food and allergic reactions	✓ Pediatric First Aid and CPR Certification	✓ Prevention and control of infectious diseases (including Immunization)
	✓ Child Development		✓ Administration of medication, consistent with Standards for Parental Consent
	✓ Recognition and reporting of child abuse and neglect	Note: At least one(1) provider in each group	
In Addition:			
All child care staff who have **DIRECT responsibility for the care of INFANTS and TODDLERS**	✓ Prevention of Sudden Infant Death Syndrome and Use of Safe sleep Practices (SIDS)	✓ Pediatric First Aid and CPR Certification	
	✓ Prevention of Shaken Baby Syndrome and Abusive Head Trauma (SBS))		

Only CCDF approved trainings and approved replacements will count towards meeting the Annual Health and Safety Training requirements

"I understand this report will be posted on the CNMI Child Care website in compliance with the consumer education provision of the federal CCDBG Act of 2014 for Results of Monitoring and Inspection Reports (website): (658E(c)(2)(D)) State must make public by electronic means, in a consumer-friendly and easily accessible format, organized by the provider, the results of monitoring and inspection reports, including those due to major substantiated complaints about failure to comply with CCDF requirements and State child care policies, as well as the number of deaths, serious injuries, and instances of substantiated child abuse that occurred in the child care settings each year, for eligible child care providers within the State."

Acknowledged By: Director's Printed Name: ___TATIANA ILmova___ Signature: _____ Date: 11/21/2023

Conducted By: Quality Care Specialist Printed Name: ___Maricar I. Pena___ Signature: _____ Date: November 21, 2023

Reviewed By: CCDF Director Printed Name: ___Maribel Loste___ Signature: _____ Date: 11·22·23