



REACH HIGHER CNMI / CCDF MONITORING

Initial Visit



Business Name: The Seventh-day Adventist Mission of the NMI dba Saipan SDA Child Dev't Center	Location: Chalan Kiya	Contact #: (670) 234 - 7326
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Total Student Enrollment: 73	Center Capacity: 273
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Monitoring/Inspection Type:	Initial	Date: <u>October 02, 2023</u>	Start Time: <u>1:50 pm</u>	End Time: <u>3:00 pm</u>
	Renewal	Date: _____	Start Time: _____	End Time: _____
	Follow-Up	Date: <u>October 24, 2023</u>	Start Time: <u>9:30 am</u>	End Time: <u>10:00 am</u>
	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		18		17		17	Not Observed due to ongoing class	
# of Staff Present		2		1		2		

Name of Rooms	Infant	Toddler	Infant & Toddler	Pre-School	K-3	K-4	K-5	B/A School
Names of Teachers/Staff:		Debra P. Babila P.		Charito R.		Jensen F. Rosita C.		
# of Children Enrolled:		9		6		13		
# of Children Present:		8		5		12		
# of Children w/Special Needs:		1		2		0		
Age of Youngest Child:		18 m.o.		3 y.o.		4 y.o.		
Age of Oldest Child:		24 m.o.		3 y.o.		4 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 <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
	(1-A) Program has an approved regular Child Care License Program (CCLP) certificate. Date <u>8/24/23</u>	Approved by CCLP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	10/12 initial visit: Only 1 staff present. The other staff assigned to the room had gone to the restroom. 10/24 follow up visit: Issue fixed. Ratio in compliance.
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 <input type="checkbox"/> Application form <input type="checkbox"/> Current DCCA Child Care Provider Certificate <input type="checkbox"/> Center rate <input type="checkbox"/> TB test (for new staff) <input type="checkbox"/> Covid-19 vaccination card copy for all newly approved staff (since last renewal) <input type="checkbox"/> CCLP License <input type="checkbox"/> Updated Coaching and QRIS Orientation Certificate for new teachers <input type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person <input type="checkbox"/> Inventory of educational materials issued per program NEW <input checked="" type="checkbox"/> Application form <input checked="" type="checkbox"/> Reach Higher, CNMI / CCDF Provider Certification application form <input checked="" type="checkbox"/> CCLP license <input checked="" type="checkbox"/> Map to center <input checked="" type="checkbox"/> W9 <input checked="" type="checkbox"/> EPRRP <input checked="" type="checkbox"/> Handbook (current) <input checked="" type="checkbox"/> TB clearance forms for all staff <input checked="" type="checkbox"/> Daily schedule for all rooms/ age groups <input checked="" type="checkbox"/> Center rate <input checked="" type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person Within 12 months after initial certification date <input type="checkbox"/> ITERS-3 self-assessment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SF, D, B, O, GD and/ or PDT	

	<input type="checkbox"/> EPRRP - highlight changes <input type="checkbox"/> Handbook <input type="checkbox"/> Daily schedule per program/age group	<input type="checkbox"/> ECERS-3 self-assessment <input type="checkbox"/> SACERS-U self-assessment <input type="checkbox"/> Program Administration Scale (PAS) self-assessment <input type="checkbox"/> Handbook (CCDF compliant) <input type="checkbox"/> Reach Higher, CNMI/ CCDF and Coaching Orientation Certificate <input type="checkbox"/> Developmental screening training certificate (ASQ) <input type="checkbox"/> Health and safety training certificates <input type="checkbox"/> Safe sleep practices <input type="checkbox"/> Daily health checks		
CCDF Memo FY16 No. 4 Star 1	(1-D) Complete Handbook <input checked="" type="checkbox"/> Refer to appendix A for full list		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PH and/ or SH	
FACILITY				
CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST		STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	Total = 3,136 sq. ft
CCDF Rules & Regulations §55– 60 –201 Eligibility Requirements for Child Care services Section (E)(4)	(2-C) Installed smoke detector		Approved by CCLP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	

	(2-D) Unobstructed emergency exits	Approved by CCLP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
	(2-E) EPRRP plan (Emergency drill logs must be updated and verified onsite.) Date _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D	
	(2-F) Working telephone landline within the building.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	

DEVELOPMENTAL SCREENING

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or D	NA for initial certification visit.
	(3-B) Annual developmental screenings are being conducted for all children in the program (regardless of status as private pay or CCDF subsidized).	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	NA for initial certification visit.
	(3-C) For new families enrolled at the facility, developmental screening is completed within 45 days after enrollment.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	NA for initial certification visit.
	(3-D) Developmental screenings are done once annually at a date and time determined by the program.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	NA for initial certification visit.
	(3-E) Results of the child's ASQ should be discussed with parents/guardians and get consent to refer if needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	NA for initial certification 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or CF	NA for initial certification visit.

STAFFING

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SF	
Section (E) (7)	(4-B) All staff met background check requirements.	Approved by CCLP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	NA for initial certification visit.
Star 1: Staffing and Professional Development	(4-E) For ongoing teaching staff: Completion of required health and safety topics, by age groups taught.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No SF and/ or PDT	NA for initial certification visit.

PARENTS

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
CCDF Rules & Regulation § 55-60-201 - Eligibility Section (1) (ii)	(5-A) Parents have unlimited access to their children during normal hours of operation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D, O and/ or PH	

HEALTH AND SAFETY

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
CCDF Memo FY 16 No. 3	(6-A) Daily health checks are conducted for all children upon arrival.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and D	NA for initial certification visit.
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 _____	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or GD	NA for initial certification visit.
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 _____	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or GD	NA for initial certification visit.
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 _____	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or GD	NA for initial certification visit.

CHILD CARE PRACTICES

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Child Growth and Development	(7-A) A daily schedule and current lesson plan are posted for all age groups.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	NA for initial certification visit.
Star 1: Family Engagement and Family Strengthening	(7-C) Program communicates with families, minimum 2 different ways.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	NA for initial certification visit.
Star 1: Leadership and Management	(7-D) Directors complete Program Administration Scale (PAS) self-assessment annually.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or GD	NA for initial certification visit.

SAFE SLEEP PRACTICES

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Health and Safety CCDF §55-69-201 (a) - (g)	(8-A) Safe Sleep Practices Written Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No PH	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No PH	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or SF	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No D and/ or PDT	NA for initial certification visit.

**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 <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
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).	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or D	NA for initial certification visit.
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).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
Star 1: Health and Safety	(9-E) Only 1 infant sleeps per crib.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
Star 1: Health and Safety	(9-H) The temperature in the room is kept comfortable for a lightly clothed adult.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.

Star 1: Health and Safety	(9-J) Infants are always held for bottle feedings. Bottles are never placed in a crib with an infant.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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 <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
Star 1: Health and Safety	(10-B) Cribs are placed away from window blinds, draperies, and cords not within reach of the child.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
Star 1: Health and Safety	(10-C) Pads and cots are made of washable materials, and pads are covered with washable covers.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
Star 1: Health and Safety	(10-D) Bedding that touches a child's skin are cleaned weekly or before use by another child.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or D	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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).	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA for initial certification visit.
Star 1: Health and Safety	(10-H) Any exposure to second-hand or third-hand smokes avoided (from adult clothing).	<input type="checkbox"/> Yes <input type="checkbox"/> No O and PH	NA for initial certification visit.

USE OF PACIFIERS

CCDF RULES & REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA	REQUIREMENT CHECKLIST	STATUS <i>(Check yes only if all rooms and/or staff are complying)</i> O, SH, PH, CF, SF, B, D, HS	COMMENTS <i>If no, indicate which classrooms and/or staff is NOT in compliance Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
Star 1: Health and Safety	(11-A) Written policy describes rationale and protocols for use of pacifiers.	<input type="checkbox"/> Yes <input type="checkbox"/> No D, O and/ or PH	NA for initial certification visit.
Star 1: Health and Safety	(11-B) Pacifiers are kept away from places near mobile infants and toddlers.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No CF	NA for initial certification visit.
Star 1: Health and Safety	(11-D) Staff inspect each pacifier for tears or cracks and unknown fluid in the nipple before each use.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.
Star 1: Health and Safety	(11-E) Staff clean each pacifier with soap and water before each use.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/ or PH	NA for initial certification visit.
Star 1: Health and Safety	(11-F) Pacifiers with attachments (including pins, clips, or ties) are not allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.
Star 1: Health and Safety	(11-G) If an infant refuses a pacifier s/he is not forced to take it.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.
Star 1: Health and Safety	(11-I) Pacifiers are not coated in any sweet solution.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No O and/or PH	NA for initial certification visit.

Saipan SDA Child Development Center
 Areas for Recommendations (10.02.23 & 10.24.23)

#	Area(s) to Address: (e.g. health and safety topic; QRIS star level indicator)	Observation	Recommendation	Action taken
1	(1-B) Staff-child ratio complies with the CCLP Administrative Code, for each age level and each room.	Only 1 staff present in the toddler room when we came in because the other staff assigned to the room had gone to the restroom.	Advised the director to always comply with the staff-child ratio. Any staff that needs to leave the room must call for another person to replace them. They should not leave the room until another adult is present in the room to maintain the required child-staff ratio.	Staff–The child ratio in the toddler room complies with the CCLP admin code during the follow-up visit.
2	EPRRP	All fire extinguishers are not properly checked on a monthly basis as evident in the attached logs. The last date posted for an inspection was 12/15/22.	Advised the director to assign someone to be responsible for checking all the extinguishers monthly and updating the logs as needed.	All fire extinguishers were checked and the attached logs are up to date.
3	Prevention and control of infectious diseases	<p>Presence of reusable washcloth/ towel hanging by the sink area/ hand washing station in most of the rooms.</p> <p>The presence of used plastic gloves hanging by the restroom of preschool room.</p>	<p>Encouraged the director to avoid the use of reusable/ washable cloth material for cleaning purposes and use disposable paper towels instead.</p> <p>If reusable washcloths will be used, make sure to use them only once and then place them in a marked (e.g. “used” or “for washing”), covered container after use.</p> <p>Any soiled items that are touched by children may cause cross-contamination. Also, keeping plastic material accessible to children is unsafe.</p>	<p>No more hanging washcloth-like material/ towels in the sink areas during the follow-up visit.</p> <p>No more hanging plastic gloves during the follow-up visit.</p>

Saipan SDA Child Development Center
Areas for Recommendations (10.02.23 & 10.24.23)

4	Handling and storage of hazardous materials	The presence of air fresheners/disinfectant sprays in the restrooms	Advised director to avoid using this item when children are present and to just open windows for natural ventilation.	Staff are reminded to avoid using air fresheners/ disinfectant sprays when children are present.
5	Building and Physical Premises	<p>Cleaning materials used by adults are stored in a corner or back of the doors.</p> <p>The trash cans that are located in room 11 have no covers/lids.</p> <p>Broken switch covers in room 11.</p> <p>A standing big metal ladder, a bicycle, and other old fixtures are located at a corner area beside the stairs.</p> <p>Teachers' bags are placed on the floor in the preschool room.</p> <p>Presence of chargers, cords and cables around the rooms.</p>	<p>Advised to provide more secure storage for those cleaning materials/equipment.</p> <p>Recommended to replace all the trash cans with the those that have a cover or with a step-latch to open the lid.</p> <p>Recommended to replace the broken switch cover as soon as possible. Sharp edges and opening pose a risk for injury.</p> <p>Advised items to be removed right away or to place a barrier around the items to prevent serious hazards or a falling incident.</p> <p>All teachers' or any adult's belongings must be kept out of reach of children at all times.</p> <p>Advised to secure all chargers, cables, and cords to avoid possible exposure to children and to minimize tripping hazards.</p>	<p>All cleaning materials were properly stored in a new cabinet installed by the corners of the rooms.</p> <p>The trash can was replaced with one that has a step-latch to open the lid.</p> <p>The broken switch covers were replaced and no more sharp edges or openings could be seen.</p> <p>The big metal ladder, the bicycle, and other old fixtures were no longer there, and the space was completely cleared.</p> <p>No more adult belongings were seen to be within children's reach.</p> <p>Cords, cables and chargers were secured and kept from children's reach.</p>

Saipan SDA Child Development Center
Areas for Recommendations (10.02.23 & 10.24.23)

STATUS

In compliance.

Date: October 24, 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	
<i>In Addition:</i>			
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: Olympia Manibusam Signature:  Date: 10/24/23

Conducted By: Quality Care Specialist Printed Name: Maricar I Pena Signature:  Date: 10/24/23

Reviewed By: CCDF Director Printed Name: MARICAR LOPEZ Signature:  Date: 10.25.23