



# REACH HIGHER CNMI / CCDF MONITORING

## Renewal Visit



<b>Business Name:</b> Saint Joseph School	<b>Location:</b> San Jose, Tinian	<b>Contact #:</b> 433 - 0008
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<b>Total Student Enrollment:</b> 9	<b>Center Capacity:</b> 34
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<b>Monitoring/Inspection Type:</b>	Initial	Date: _____	Start Time: _____	End Time: _____
	Renewal	Date: <u>December 06, 2023</u>	Start Time: <u>12:00 nn</u>	End Time: <u>2:30 pm</u>
	Follow-Up	Date: <u>December 21, 2023</u>	Start Time: <u>1:00 pm</u>	End Time: <u>2:00 pm</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				Rm. 1 - 11 Rm. 2 - 9				
# of Staff Present				Rm. 1 - 2 Rm. 2 - 0				

<b>Name of Rooms</b>	<b>Infant</b>	<b>Toddler</b>	<b>Infant &amp; Toddler</b>	<b>Pre-School</b>	<b>K-3</b>	<b>K-4</b>	<b>K-5</b>	<b>B/A School</b>
<b>Names of Teachers/Staff:</b>				<b>Rm. 1 - Mariecris Corazon</b>				
<b># of Children Enrolled:</b>				<b>9</b>				
<b># of Children Present:</b>				<b>6</b>				
<b># of Children w/Special Needs:</b>				<b>0</b>				
<b>Age of Youngest Child:</b>				<b>3 y.o.</b>				
<b>Age of Oldest Child:</b>				<b>5 y.o.</b>				

**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 <i>(Check yes only if all rooms and/or staff are complying)</i> <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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 <b>April 31, 2024</b>	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			
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  <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>RENEWAL</b>  <input checked="" type="checkbox"/> Application form  <input checked="" type="checkbox"/> Current DCCA Child Care Provider Certificate  <input checked="" type="checkbox"/> Center rate  <input checked="" type="checkbox"/> TB test (for new staff)  <input checked="" type="checkbox"/> Covid-19 vaccination card copy for all newly approved staff (since last renewal)  <input checked="" type="checkbox"/> CCLP License  <input checked="" type="checkbox"/> Updated Coaching and QRIS Orientation Certificate for new teachers  <input checked="" type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person  <input checked="" type="checkbox"/> Inventory of educational materials issued per program                 </td> <td style="width: 50%; vertical-align: top;"> <b>NEW</b>  <input type="checkbox"/> Application form  <input type="checkbox"/> Reach Higher, CNMI / CCDF Provider Certification application form  <input type="checkbox"/> CCLP license  <input type="checkbox"/> Map to center  <input type="checkbox"/> W9  <input type="checkbox"/> EPRRP  <input type="checkbox"/> Handbook (current)  <input type="checkbox"/> TB clearance forms for all staff  <input type="checkbox"/> Daily schedule for all rooms/ age groups  <input type="checkbox"/> Center rate  <input 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                 </td> </tr> </table>	<b>RENEWAL</b> <input checked="" type="checkbox"/> Application form <input checked="" type="checkbox"/> Current DCCA Child Care Provider Certificate <input checked="" type="checkbox"/> Center rate <input checked="" type="checkbox"/> TB test (for new staff) <input checked="" type="checkbox"/> Covid-19 vaccination card copy for all newly approved staff (since last renewal) <input checked="" type="checkbox"/> CCLP License <input checked="" type="checkbox"/> Updated Coaching and QRIS Orientation Certificate for new teachers <input checked="" type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person <input checked="" type="checkbox"/> Inventory of educational materials issued per program	<b>NEW</b> <input type="checkbox"/> Application form <input type="checkbox"/> Reach Higher, CNMI / CCDF Provider Certification application form <input type="checkbox"/> CCLP license <input type="checkbox"/> Map to center <input type="checkbox"/> W9 <input type="checkbox"/> EPRRP <input type="checkbox"/> Handbook (current) <input type="checkbox"/> TB clearance forms for all staff <input type="checkbox"/> Daily schedule for all rooms/ age groups <input type="checkbox"/> Center rate <input 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	
<b>RENEWAL</b> <input checked="" type="checkbox"/> Application form <input checked="" type="checkbox"/> Current DCCA Child Care Provider Certificate <input checked="" type="checkbox"/> Center rate <input checked="" type="checkbox"/> TB test (for new staff) <input checked="" type="checkbox"/> Covid-19 vaccination card copy for all newly approved staff (since last renewal) <input checked="" type="checkbox"/> CCLP License <input checked="" type="checkbox"/> Updated Coaching and QRIS Orientation Certificate for new teachers <input checked="" type="checkbox"/> CCDF Orientation Certificate for director and/or authorized second contact person <input checked="" type="checkbox"/> Inventory of educational materials issued per program	<b>NEW</b> <input type="checkbox"/> Application form <input type="checkbox"/> Reach Higher, CNMI / CCDF Provider Certification application form <input type="checkbox"/> CCLP license <input type="checkbox"/> Map to center <input type="checkbox"/> W9 <input type="checkbox"/> EPRRP <input type="checkbox"/> Handbook (current) <input type="checkbox"/> TB clearance forms for all staff <input type="checkbox"/> Daily schedule for all rooms/ age groups <input type="checkbox"/> Center rate <input 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"/> EPRRP - highlight changes <input checked="" type="checkbox"/> Handbook <input checked="" 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	
<b>FACILITY</b>				
<b>CCDF RULES &amp; REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA</b>	<b>REQUIREMENT CHECKLIST</b>		<b>STATUS</b> <i>(Check yes only if all rooms and/or staff are complying)</i> <b>O, SH, PH, CF, SF, B, D, HS</b>	<b>COMMENTS</b> <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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	<b>Capacity 34 x 33% = 11 x 75 sq.ft. = 841.50 sq.ft.</b> <b>Center - 85.5 x 37.3 = 3,189.15</b> <b>Left - 17 x 64 = 1,088</b> <b>Right - 49.2 x 21.11 = 1,038.61</b> <b>TOTAL = 5,315.70 Sq ft</b>
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 <u>12/31/23</u>	<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 (Check yes only if all rooms and/or staff are complying) <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS  <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or CF	
	(3-C) For new families enrolled at the facility, developmental screening is completed within 45 days after enrollment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or CF	
	(3-D) Developmental screenings are done once annually at a date and time determined by the program.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or CF	
	(3-E) Results of the child's ASQ should be discussed with parents/guardians and get consent to refer if needed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or CF	

### STAFFING

<b>CCDF RULES &amp; REGULATIONS/ REACH HIGHER CNMI STANDARD 1 AREA</b>	<b>REQUIREMENT CHECKLIST</b>	<b>STATUS</b> <i>(Check yes only if all rooms and/or staff are complying)</i> <b>O, SH, PH, CF, SF, B, D, HS</b>	<b>COMMENTS</b> <i>If no, indicate which classrooms and/or staff is <b>NOT</b> in compliance. Attach additional pages if needed per regulation comment and indicate "See Attached."</i>
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  SF and/ or PDT	

**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> <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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> <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 _____	<input type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or GD	<b>NA</b>
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or GD	<b>November 30, 2023</b>
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	<b>NA</b>

### 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> <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  O and/ or B	
Star 1: Family Engagement and Family Strengthening	(7-C) Program communicates with families, minimum 2 different ways.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	
Star 1: Leadership and Management	(7-D) Directors complete Program Administration Scale (PAS) self-assessment annually.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D and/ or GD	<b>November 25, 2023</b>

### 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> <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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) <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS  <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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	<b>NA (Only serving preschool age children.)</b>
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	<b>NA</b>
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	<b>NA</b>
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	<b>NA</b>
Star 1: Health and Safety	(9-E) Only 1 infant sleeps per crib.	<input type="checkbox"/> Yes <input type="checkbox"/> No  O	<b>NA</b>
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	<b>NA</b>
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	<b>NA</b>
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	<b>NA</b>
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	<b>NA</b>

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
<b>SAFE SLEEP ENVIRONMENT (All ages who nap)</b>			
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 <b>NOT</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-C) Pads and cots are made of washable materials, and pads are covered with washable covers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(10-H) Any exposure to second-hand or third-hand smokes avoided (from adult clothing).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O and PH	

## 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> <b>O, SH, PH, CF, SF, B, D, HS</b>	COMMENTS  <i>If no, indicate which classrooms and/or staff is <b>NOT</b> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No  D, O and/ or PH	
Star 1: Health and Safety	(11-B) Pacifiers are kept away from places near mobile infants and toddlers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  O and/or PH	
Star 1: Health and Safety	(11-E) Staff clean each pacifier with soap and water before each use.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  O and/ or PH	
Star 1: Health and Safety	(11-F) Pacifiers with attachments (including pins, clips, or ties) are not allowed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  O and/or PH	
Star 1: Health and Safety	(11-I) Pacifiers are not coated in any sweet solution.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  O and/or PH	

**Saint Joseph School**  
**Areas for Recommendations (12.06.23/12.21.23)**

#	Area(s) to Address: (e.g. health and safety topic; QRIS star level indicator)	Observation	Recommendation	Action taken
1	(2-E) EPRRP plan	The fire extinguisher in the staff kitchen was not checked as per the log attached to the equipment. It was last checked on 10/23//23.	Check all fire extinguishers monthly, and update the attached logs.	The fire extinguisher in reference was checked and the attached logs were updated.
2	(4-E) For ongoing teaching staff: Completion of required health and safety topics, by age groups taught	A staff failed to complete 2 required health & safety topics for FY2023: (a) Child Development and (b) Allergic reaction	Send a Letter of Appeal to the CCDF Director regarding the non-compliance issue.	The 2 required trainings were completed on December 26, 2023, for Child Development, and January 6, 2024, for Allergic reaction.
3	<b>Building and Physical Premises Safety</b>	<p>Restroom cleaning equipment left in the corner beside the toilet bowl and was accessible to children.</p> <p>Electrical cord from the emergency light was hanging/dangling within children’s reach.</p> <p>Teachers’ bags located on top of a storage container within children’s reach.</p> <p>Bar soap located in the sink area of the staff restroom.</p>	<p>Remove the equipment from the restroom and place it in a more secure area that is not easily accessible to children.</p> <p>Secure the cord by mounting it properly on the wall.</p> <p>Keep teachers’ bags out of children’s reach.</p> <p>Refrain from using bar soap for handwashing. Use liquid soap in a dispenser.</p>	<p>The equipment was removed from the restroom.</p> <p>The emergency light cord was disconnected.</p> <p>Teacher’s bag was placed in a more secure location, not within children’s reach.</p> <p>No more bar soap was observed during the follow-up visit.</p>

**Saint Joseph School**  
**Areas for Recommendations (12.06.23/12.21.23)**

		<p>Hazardous materials located under the sink area in the staff kitchen.</p> <p>Multiple hanging cords within children’s reach in the preschool room 2.</p> <p>Multiple coconut trees with lots of fruits located in the outdoor play area. Falling coconut may pose a risk for injury.</p>	<p>Secure the cabinet with a child lock device or transfer the hazardous materials to a higher cabinet beyond children’s reach.</p> <p>Secure the cords away from children’s reach.</p> <p>To prevent accidental injury, secure the trees by putting a net-like material to catch any falling fruit or leaves.</p>	<p>The cabinet was secured with a chain lock.</p> <p>All cords are properly secured.</p> <p>Coconuts were removed and leaves were trimmed.</p>
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**STATUS**

- In compliance**
- Work in progress**

**Date: January 09, 2023**  
**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
<p>All child care staff who have direct responsibility for the care of children includes: <b>Directors, Teachers, Assistant Teachers, Caregivers, Aides and Floaters)</b></p> <p><i>In Addition:</i></p> <p>All child care staff who have <b>DIRECT</b> responsibility for the care of <b>INFANTS</b> and <b>TODDLERS</b></p>	<ul style="list-style-type: none"> <li>✓ Prevention of and response to emergencies due to food and allergic reactions</li> <li>✓ Child Development</li> <li>✓ Recognition and reporting of child abuse and neglect</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pediatric First Aid and CPR Certification</li> </ul> <p>Note: At least one (1) provider in each group</p>	<ul style="list-style-type: none"> <li>✓ Prevention and control of infectious diseases (including immunization)</li> <li>✓ Administration of medication, consistent with Standards for Parental Consent</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Prevention of Sudden Infant Death Syndrome and Use of Safe Sleep Practices (SIDS)</li> <li>✓ Prevention of Shaken Baby Syndrome and Abusive Head Trauma (SBS)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pediatric First Aid and CPR Certification</li> </ul>	

\*\*\*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:                     Mariecris M. Cruz                     Signature:                                          Date:                     12.27.23                    

Conducted By: Quality Care Specialist Printed Name:                     Maricar I. Pena                     Signature:                                          Date:                     Dec. 21, 2023                    

Reviewed By: CCDF Director Printed Name:                     Maribel Loste                     Signature:                                          Date:                     01.10.24