



REACH HIGHER CNMI / CCDF MONITORING CHECKLIST

Renewal Visit



Business Name: Brilliant Star Montessori School dba Brilliant Star School	Location: Navy Hill, Saipan	Contact #: (670)323-7827
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Total Student Enrollment: 51	Center Capacity: 165
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Monitoring/Inspection Type:	Initial	Date: _____	Start Time: _____	End Time: _____
	Renewal	Date: <u>January 17, 2024</u>	Start Time: <u>1:00 pm</u>	End Time: <u>2:30 pm</u>
	Follow-Up	Date: <u>February 07, 2024</u>	Start Time: <u>1:15 pm</u>	End Time: <u>4:20 pm</u>
	Check-in	Date: _____	Start Time: _____	End Time: _____
	Follow-Up	Date: <u>February 13, 2024</u>	Start Time: <u>2:00 pm</u>	End Time: <u>2:20 pm</u>

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			28	Rm 1 - 55 Rm 2 - 54				28
# of Staff Present			3	Rm 1 - 3 Rm 2 - 2				0

Name of Rooms	Infant	Toddler	Infant & Toddler	Pre-School	K-3	K-4	K-5	B/A School
Names of Teachers/Staff:			Mary Racquel T. Remny C.	Rm 1 - Elizabeth C. Pazlee M. Xinmei Y. Rm 2 - Shanshan L. Chunxia H.				
# of Children Enrolled:			16	Rm 1 - 19 Rm 2 - 16				0
# of Children Present:			9	Rm 1 - 16 Rm 2 - 12				
# of Children w/Special Needs:			3	Rm 1 - 0 Rm 2 - 3				
Age of Youngest Child:			7 m.o.	Rm 1 - 3.3 y.o. Rm 2 - 3 y.o.				
Age of Oldest Child:			3.2 y.o.	Rm 1 - 5.7 y.o. Rm 2 - 6 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>09/30/23</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			
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="vertical-align: top;"> RENEWAL <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="vertical-align: top;"> NEW <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>	RENEWAL <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	NEW <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	
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	<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	
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	
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 Text	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 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

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>
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> 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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No D and/ or GD	
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	
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 - No afterschool children enrolled at this time.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O and/ or B	Lesson plans are posted through the program's portal.
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	

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 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 <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	(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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O and/or D	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
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 - no cribs
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 - no cribs
Star 1: Health and Safety	(9-E) Only 1 infant sleeps per crib.	<input type="checkbox"/> Yes <input type="checkbox"/> No O	NA - no cribs
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
Star 1: Health and Safety	(9-H) The temperature in the room is kept comfortable for a lightly clothed adult.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No O	
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 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 type="checkbox"/> Yes <input type="checkbox"/> No O	NA - no cribs
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> 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 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	

**Brilliant Star School
Areas for Recommendations (01.17.24, 02.07.24 & 02/13/24)**

#	Area(s) to Address: (e.g. health and safety topic; QRIS star level indicator)	Observation	Recommendation	Action(s) Taken
1	(2-E) EPRRP plan	Only the fire extinguishers in the afterschool room are checked every month as evidenced by the attached logs. All fire extinguishers are due for their annual maintenance check, which should be scheduled this month by Safety First or other vendors.	Check all fire extinguishers monthly, and update attached logs. Bring all extinguishers to the applicable vendor for an annual maintenance check as soon as possible.	All fire extinguishers were brought to the vendor for the annual check and maintenance on January 19, 2024.
2	<p>(3-B) Annual developmental screenings are being conducted for all children in the program (regardless of status as private pay or CCDF subsidized)</p> <p>(3-C) For new families enrolled at the facility, developmental screening is completed within 45 days after enrollment</p> <p>(3-D) Developmental screenings are done once annually at a date</p>	<p>Initial ASQ screening is scheduled to be conducted. The questionnaires /forms will be distributed to the parents this week. The center will start the implementation of their ASQ system by this month.</p> <p>The target date to complete the initial screening is January 2024.</p>	<p>Evidence of completion of the initial screening for all enrolled children will be checked during the QCS' follow-up visit.</p>	<p>ASQ screening was conducted for all the children in the program. A document was provided for those families who chose not to participate in the screening/monitoring.</p> <p>For the new enrollees, their ASQ will be completed by March 16, 2024, the end of the 45-day period.</p> <p>The initial ASQ was conducted for all children in January 2024.</p>

Brilliant Star School
Areas for Recommendations (01.17.24, 02.07.24 & 02/13/24)

	<p>and time determined by the Program</p> <p>(3-E) Results of the child’s ASQ should be discussed with parents/guardians and get consent to refer if needed.</p> <p>(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.</p>	<p>According to the director, the results of the ASQ will be discussed with parents/guardians during the parent-teacher conference scheduled for April 2024.</p> <p>No referrals have been made to date.</p>	<p>Keep written evidence showing ASQ results were discussed with parents. Evidence might include an agenda or parent-teacher conference invitation/reminder letter that clearly states ASQ will be a topic of discussion.</p> <p>Create a system for referrals and draft a log form to document that a referral will be done if needed.</p>	<p>A document was provided as evidence that results were discussed for children that fell below the cut off. For those above the cut off, results will be discussed during their parent-teacher conference (PTC) scheduled for February 29 to March 01, 2024.</p> <p>A document was created to serve as evidence of monitoring and referral practices. No referrals have been made to date.</p>
3	<p>(6-A) Daily health checks are conducted for all children upon arrival.</p> <p>(6-B) ITERS-3 self-assessment completed for each infant and toddler room (renewal)</p> <p>(6-C) ECERS-3 self-assessment completed</p>	<p>No daily health checks were completed for children in preschool room 2 – evidenced by no entry of information on the day of the visit.</p> <p>The infant/toddler teachers were in the process of completing the ITERS-3 self-assessment.</p> <p>The preschool teachers for both rooms were in the process of completing the ECERS-3 self-assessment.</p>	<p>Daily health checks must be conducted consistently for all children upon their arrival.</p> <p>Evidence of completion of the initial self-assessment will be checked during the QCS’ follow-up visit.</p>	<p>Daily health checks were conducted for all children during the follow-up visit.</p> <p>ITERS self-assessment was uploaded to the shared Google Drive on January 19, 2024.</p> <p>ECERS self-assessment for both rooms were uploaded to the</p>

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	for each preschool room (renewal)			shared Google Drive on January 19, 2024.
4	<p>(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)</p> <p>(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.</p> <p>(9-G) Infants may be placed in one-piece</p>	<p>Infants were put to sleep on the floor using 3-fold sleeping mats with no fitted sheets.</p> <p>Blankets and flat sheets were used by the infants.</p> <p>Infants were using blankets during nap.</p>	<p>Fitted sheets must be placed over sleep mats.</p> <p>Infants’ sleeping surfaces must be cleared of items such as blankets and flat sheets. Bare is best.</p> <p>For best practices, the use of proper sleep clothing is recommended instead of blankets.</p>	<p>Fitted sheets were provided for all infants. However, the corner garters must be adjusted to fit the mats more securely.</p> <p>Infants’ sleeping surfaces were free from any items during the follow-up visit.</p> <p>Use of blankets was no longer observed during the follow-up visit.</p>

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<p>sleepers to maintain appropriate temperatures (swaddling infants in child care is not necessary or recommended).</p> <p>(9-J) Infants are always held for bottle feedings. Bottles are never placed in a crib with an infant.</p> <p>(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.</p> <p>(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</p>	<p>Presence of a feeding bottle bedside of one of the infants.</p> <p>No fitted sheets</p> <p>Spacing of mats, and pads are less than 3 feet apart in all rooms</p>	<p>Always hold infants during feeding and store used bottles appropriately.</p> <p>Ensure that fitted sheet will be available for all enrolled children.</p> <p>Ensure that mats are placed at least 3 feet apart from each other. If space does not allow, children should be spaced as far apart as possible and laid in alternating head to foot position. Reach out to coaches for further assistance and to schedule training/ technical assistance on “Unpacking Safe Sleep Practices”.</p>	<p>No feeding was observed during the follow-up visit.</p> <p>Fitted sheets were provided for all enrolled children.</p> <p>Sleeping mats were placed 3 feet apart from each other.</p>
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		<p>cabinet/cubbies are within infants' reach.</p> <p>Stacked unlabeled blankets stored in a middle open shelf under the diapering table.</p> <p>Unlabeled sleeping mats stored in the lowest shelf of the diapering table, placed directly on the floor with no partition/separator.</p>	<p>Store blankets properly.</p> <p>Assign a sleeping mat for each child and label them properly. Find a more secure storage with partitions to prevent beddings from coming into contact. Label each cubby/ shelf space with the child's name.</p>	<p>Blankets were no longer observed to be placed on the open shelf under the diapering table.</p> <p>Infant room – Sleeping mats covered with the fitted sheets are placed in individual plastic bags and stacked on the floor in a corner of the infant room. At this age, the way sleep equipment is stored poses a safety risk. Children tend to mouth items within their reach and may use the stack to pull themselves up. Update 2/13/24: Plastic bags were put away. Director gave a deadline of April 30 to address the storage issue.</p> <p>Toddler room – Empty plastic bags for holding sleep mats were placed on low-lying shelves within children's reach. Plastic bags pose a serious hazard and should be put away. Update 2/13/24: Empty plastic bags were placed in a bag and</p>
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		<p>Plugged charger cord observed dangling in the middle open shelf of the diapering table.</p> <p>Unorganized cleaning materials used by adults are stored in a corner or behind doors.</p> <p>Most of the trash cans located in all room and restrooms have no covers/lids.</p> <p>Torn/broken sleeping mats still being used in the toddler room.</p> <p>No sleeping mats in both preschool rooms, and beddings are placed directly on the floor. One child in preschool room 2 still uses yoga mat.</p> <p>Sleeping mats and other sleeping materials are stored in the corner floor area of the toddler room restroom.</p> <p>Toddler toothbrushes are placed in unlabeled glasses by the sink area of the toddler restroom. Multiple brushes are</p>	<p>Secure all chargers, cables, and cords to avoid possible exposure to children and to minimize injury.</p> <p>Place all cleaning materials in a secure location.</p> <p>Replace all trash cans with the those that have a cover or a step-latch to open the lid.</p> <p>Replace with new or unbroken ones.</p> <p>Provide cots or sleeping mats for all enrolled children.</p> <p>Provide a secure cabinet for beddings, preferably one with partitions to prevent sleep materials from touching. These materials should be labeled with each child's name.</p> <p>Place a toothbrush cover on each brush to prevent them from touching directly.</p>	<p>hanged on a hook, out of children's reach.</p> <p>All chargers were place in a more secured location.</p> <p>All cleaning materials were stored properly.</p> <p>Replaced all trash cans with a step-latch to open the lid.</p> <p>Replaced.</p> <p>New sleeping mats have been provided for all children enrolled.</p> <p>Sleeping mats have been relocated/ stored and separated in individual plastic bags.</p> <p>Toothbrushes have been placed standing in individually assigned</p>
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		<p>placed in glasses and are touching.</p> <p>Other children’s personal belongings are in the low shelves inside the toddler restroom.</p> <p>Materials, supplies, and toys are piled up/stacked on top of the high cabinets in the toddler room and toddler room restroom.</p>	<p>Relocate the shelves inside the room and avoid using the restroom as a storage area for supplies, materials, and toys. Using the bathroom as storage is unhygienic and poses a high risk of contamination.</p> <p>Avoid stacking things on top of cabinets to prevent accidental injury from falling items.</p>	<p>glasses. None were observed touching one another.</p> <p>For the infant and toddler spaces, the use of storage cubbies in the bathroom for diapering materials is acceptable.</p> <p>Stacked materials were removed.</p>
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STATUS

- In compliance**
- Work in progress**

Date: February 13, 2024
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: Terra Allen Signature:  Date: February 14, 2024

Conducted By: Quality Care Specialist Printed Name: Maricar I Pena Signature:  Date: February 13, 2024

Reviewed By: CCDF Director Printed Name: Maribel Loste Signature:  Date: 2/14/2024