### **Bureau of Social Services Administration**

Child Care Inspection and Monitoring Checklist

Name of Facility/Date of Inspection: Milestones Play & Learn Conter 5/15/19 NA: Not Applicable NE: Not Evaluated C: Compliance NC: Non-Compliance Standards C N N NE Comments C A § 1105 Program Requirements (§ 1105.1 General) a) Developmentally appropriate 1 practices are implemented b) After school care contains age appropriate curriculum for older children c) Positive relationships are promoted among children and staff d) Development in the cognitive, social, emotional, language, aesthetic, physical areas  $\mathbf{Z}$ are goals implemented in the curriculum e) Culture, language, and developmental needs are promoted by effective teaching strategies Formal and informal assessments on individual learning and development to ensure appropriate V instruction and intervention is in place g) Health, safety and nutrition are promoted 1 Staff with knowledge, skills, and abilities to foster 1 children's learning and development and support families' needs are employed Partnerships with families to support active J involvement are built Community resources to support program goals such as health, curriculum, transitions, diversity, and inclusion are accessed k) Indoor and outdoor physical environments are well-J of no outdoor covered area. maintained and are appropriate, safe, accessible Policies and procedures are well-managed and promoting a system where children, families, and staff V П receive high quality experiences are in place m) Individualized Family Service Plans or Individualized V Education Programs are supported § 1106 Staff To Child Ratio §1106.1 General The number of children per staff does not exceed required ratios as listed: Child/Staff Ratio Age of Child Birth to 12 Months 4:1 13 months to 2 years 6:1 25 months to 3 years 10:1 37 months to 4 years 15:1 4 years and up 20:1 Hired staff that do not provide care and education to children shall not be counted under the staff to child V ratio (i.e. cooks, maintenance, and housekeeping).

	Standards	C	N C	N A	NE	Comments
3.	Early Childhood Directors are not counted in the child staff ratio.	7				No Director present.
4.	<ul> <li>No child is left without adult supervision at all times.</li> <li>Staff to child ratio shall be maintained during all hours of operation.</li> <li>Staff shall be within sight and sound of children at all times</li> <li>Staff is not engaged in other activities while performing their regular duties, unless used for education purposes</li> </ul>					
5.	Staff to child ratio is maintained and physically present in the same space of the children's sleeping area.		1			Designated person in charge had to step away from Unide
§ 1	1107.0 Admission					duna mu mocenco.
BERTHAND ST	1107.2 Illness & Communicable Disease Control ) General health screening and inspection on each child shall be conducted daily that addresses observed changes in behavior and other signs or symptoms of illness	<b>⊿</b>				charity trappose
(b)	<ol> <li>A designated Isolation Area for a child who becomes sick is identified</li> <li>Adequately ventilated</li> <li>Equipped with a bed, mat or cot and materials that</li> </ol>	20				
	<ul><li>can be easily sanitized</li><li>3. Disposables contained in a closed container until it</li><li>can be cleaned or disposed of properly</li></ul>	✓ ✓				
	Staff member or available responsible adult shall stay with sick child as parents are contacted and until parents arrive				3	
	Regulations of communicable diseases are followed if symptoms of communicable diseases are observed	$\sqrt{2}$				
	Children with infectious illness or communicable disease shall not return to the child care facility without medical authorization	V				
	1107.3 Immunizations	1				
a)	Immunizations requirements are adhered to according to the Department's requirements	M				
b)	Exemptions to immunizations for religious beliefs shall be documented and in adherence to regulations	1				
c)	Exemption from immunizations for any medical reason shall be documented by a written, signed, and dated statement by a Guam licensed medical physician	,				
the	the Bureau of Communicable Disease control. A copy of e certificate for medical and religious exemptions shall be cluded in the child's record in the facility.	,				
e)	record.	1				
f)	Parents have 30 calendar days to obtain required immunizations	1				
§ 1	1107.4 Testing for Tuberculosis	1				
a)	No child will be admitted without a TB skin result,	J				



Standards	С	N C	N A	NE	Comments
which shall be on file for each child					
b) Obtain a certificate of TB Evaluation from DPHSS if a					
child has a positive TB Skin Test. The child shall be					
permitted entrance only after he or she is certified as					
non-contagious by the Department.					
§ 1107.5 CPR and FIRST AID					
<ul> <li>At least two staff providing direct care and education shall be certified in CPR</li> </ul>	J			Ш	
b) At least one First Aid Kit will be on the premises of the child care facility at all times with all required items	<b>I</b>	Ш	Ш	Ш	
stated in regulations					
§ 1107.6. Medication	,				
Permission and instructions to administer medication to a	J	П	П	П	
child is in writing and prescription drugs are only given only					
when prescribed by a licensed physician					
a) Prescription and non-prescription medication brought by		Ш	Ш		
parents shall be in the original container; properly labeled					
be dispensed per prescription or manufacturer's label					
§ 1107.7 Food and Nutrition	1				
a) Food and Nutrition Policies and Plans					
<ol> <li>There shall be a plan for food handling, preparation</li> </ol>					
and service; staffing and nutrition education or parents					
staff and children	<del> </del>				
b) Meals Prepared and/or Served on Site	$  \sqcup $		V	Ш	
1. Provides nutritious food which shall follow					
recommended USDA Food and Nutrition					
Guidelines and Food Guide Pyramid for Young					
Children  2. Meal and snack menus shall be planned, writter			-		
and posted at the beginning of each week		ш			
Substitutions' shall be noted on the men.					
c) Promote an understanding of the importance of	V	П			
nutritious meals and snacks to parents /guardians who					
provide meals for their children.					are the second of the second o
d) Copy of a child's special diet shall be maintained in	J		П		
child's case file.		_			
e) Food Service	V				
<ol> <li>Children shall be supervised during meal time and</li> </ol>					
served in individual containers.	1				
2. Infants shall be fed by a staff member. Propped	J				
bottles not permitted.	-				
3. Heated food and bottles must be tested before		Ш		4	
feeding  4. Sufficient seating shall be provided for all children	1				
<ol> <li>Food shall not be used as a reward or punishment.</li> </ol>	4				
§ 1108.0 Materials and Equipment	<b>7</b>				
§ 1108.1	1				
a) Materials and equipment provide opportunities for:					
indoor and outdoor play, exploration, expression					
experimentation, and discovery					
Superinterination, and discovery					



Standards  C N N N NE  Comments  2. learning concepts and skills in different developmental domains 3. expectation of diversity of children and families. 4. safe and challenging learning opportunities where problem solving is practiced  § 1108.2 Strange Spaces 3) Individual storage spaces for children's belongings are available and labeled  9) Storage spaces for accessible play materials and supplies secured and out of children's reach supplies secured and out of children's belonging submission stall, but supplies secured and out of children's learning submission including submission of clear and child is used.  9) The following information including submission of clearance document are reported to the Division:  1) The following information shall be supplied to the Division:  1) Name, DOB, age, home address and telephone number.  2) Education transcript/ certificate  3) Experience  4) Health records  5) Health certificate  6) Police and Criminal Court Clearance  7) Child Abuse and Neglect Registry  8) Other information:  9) Individual section and assistant Directors  1) Responsibility of EC Director or designee, in charge of the child care facility at all times during hours of operation.  1) Prector shall not be a full-time teacher or provider.	R			ALC: NO				
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nodis di opcidion.		1. The Earl	y Childhood Directors or designee, in					monung Director:
nodis di opcidion.		charge of	the child care facility at all times during		8	3		Savoun Paulino
2. Director shall not be a full-time teacher or provider.					_\%	5		
		z. Director s	nall not be a full-time teacher or provider.	<b>✓</b>	3			Designe assigned to

1	R							
		Standards		С	N	N A	NE /	Comments
		r shall be responsible for stration of child care center's ures.					<b>J</b>	
	Early Assista years Childho month	Childhood Director (Early nt Director or a staff member of age and meets no less od Lead Provider to substitute of absence, Acting Director shape of the Childhood Lead Provider of absence, Acting Director shape of the Childhood Lead Provider to substitute of absence, Acting Director shape of the Childhood Lead Provider to substitute of the Childhood Lead Provider to substitute the Childhood Lead Provider	Childhood r at least 21 than Early e). After one	<b>3</b>				Designee: & Nicole Pinaula
b)	The qualific	n of Early Childhood Director. ation is as follows: 21 years of age		1				
	2. Education	on and experience		V				
	Director	n education and training for Ea Level 3 (Early Childhood Mas nildhood Director).			J			GPPD con. pending
	Professiona 1. By 201 meet	irements of Staff Members: I requirements of staff as ind al Development Plan. 4, 25% of early childhood prothe requirements of a Lebood Lead Provider.	oviders shall		<u></u>			
b)	licensed ph health, free	nembers have a physical en pysician indicating the individure of from highly contagious disea hich would limit his/her ability to ldren.	al is in good ses and any					
c)	All staff me	mbers have a valid health certi	ficate		1	П	П	
d)	Permit	of child care facilities have a	A	<b>4</b>				
e)	available in sessions o	Childhood Directors provide formation on workshops, sem r courses available to all staff staff growth and development.	inar, training	7	Ш			
f)		and Practicum students who ours have a valid Health Co amination					3	
g)	are free of ability to converte evidence of	are responsible to ensuring siserious emotional problems whare for children and that they f the ability to deal effectively f daily living and of child care	nich limit their demonstrate				S	
h)	All staff me character a employmen to children :  1. Conviction of the character at the cha	embers are of reputable and nd shall not have a criminal hat history or background which such as: tion of a crime involving violend buse, sex offense involving chil	istory record, poses a risk ce, alcohol or	<b>D</b>				
	2. The type	onviction.  of criminal offense, when it of		1				
		ce of rehabilitation may be cons					-	
	5. Backgr	ound information shows	substantiated				4	



R						
	Standards	С	N C	N A	NE	Comments
perpet	rator of child abuse and neglect.					
i) Staff meml	pers directly responsible for the care a	nd				
education of	children shall have the following minimu	ım				
qualifications:		/				
1. Be at I	east 18 years of age.	J				
Childh emplo Profes	yment as indicated in the Guam's Plan sional Development	of 🔽				
	ers shall demonstrate the:	-		Ш		
	city to perform the duties required for the ca	re				
	ducation of the children			_		
	to respect the individual child's uniquene	ss 🗸				
	vel of adjustment into the child care facility				_	
paren of dail	to work positively with children, co-worke ts and deal effectively with practical probler y living.					
	lay of Documents					
	documents are posted in a prominent and					
conspicuous le			-	-		
a) License to				Щ		
b) Sanitary p			<u> </u>			
	ealth certificates	<u> </u>				
d) Daily sche	edule					
e) Fire evacu	uation plan					
f) Fire exting	guisher signs					
g) Earthquak	e preparedness procedures				+	
h) Exit signs		V		3		
	u, if applicable			J		
	reports of DPHSS, GFP, DPW, DLM			T	H	
	lacards by DEH	3	H	H		
I) No-smoki		1		H	H	
m) First Aid k			H	H		
	cable disease prevention poster			П		
	cy phone numbers		+-	H		
	ergency procedures			+		
	sportation Provisions.					
protected as f	ollows:	be			_	
relevant n	r and vehicle shall be in compliance with notor vehicle and traffic laws	all    _			1	
b) Staff to ch	ild ratios apply when on an excursion				J	
	entally appropriate instruction on sation shall be provided to the children	afe 🗌			A	
d) Restraint safety sta and size of	systems shall meet federal motor vehice and Guam law appropriate for the a feach child	ge			E /	
e) Children s open-air v	hall not be allowed in back of trucks/jeeps ehicles	or			4	



Standards	С	NC	NA	NE	Comments
f) Children are supervised at all times				1	
§ 1115.0 Communication with Parents and Early Childhood Providers.					
<ul> <li>a) Early Childhood providers shall communicate and maintain an open-door policy on:</li> <li>1. Information and instructions related to the child</li> </ul>	₫,				
Health, safety, child development or behavior of the child	7				
b) Concerns are addressed immediately but no later than two (2) business days.				3	
§ 1116.1 Parental Accessibility  During hours of operation, parents and/or guardians have access to the child care facility without prior notice to observe their child and operations of child care facility					
§ 1116.2 Refraining from Releasing Children to Family.  a) If parent or authorized person is found to be behaving in a way that impairs the person's ability to care for the child or lack suitable equipment, the child care provider shall refrain from releasing the child to the family.					
§ 1117.0 Nondiscrimination					
§ 1117.1 General  ◆ Shall not discriminate against any person on the grounds of race, color, national origin, age, sex, religion or disability in admission to, participation to, or recipient of the services and benefits of any of its programs and					
activities, or in employment.  • Shall not deny or provide for the access and accommodations of persons with disabilities in compliance with Americans with Disabilities Act of 1990 (Title 42 United States Code, Section 12101). Shall conform to Guam laws and applicable rules and regulations governing persons with disabilities and other protected groups.					



# **Bureau of Social Services Administration**

Child Care Inspection and Monitoring Checklist

Licensing Worker: Hadi Quin Print N Date Inspected: 5/15/19		Heidif Dunatar Signature
Findings noted above. Acknowledg  /s/ NICOLE PINAULA  Child Care Director (Print Name)	ed Receipt of Report:  Child Care Director (Signate	Date: 5/15/19
Child Care Center	is in full com	pliance of the Rules and Regulations
Date Re-Inspected (if applicable):	<u> </u>	