



Bureau of Child Care Services

School-Aged Program Checklist

Name of Facility / Date of Visit: Academy of Computer Arts and Sciences
202 W Harmon Industrial Park Road
Tamuning, GU 96913 [REDACTED]

C: Compliance NC: Non-Compliance NE: Not Evaluated

§ 1105 Program Requirements	C	N C	N E	Comments
Developmentally appropriate practices are implemented	✓			
After school care contains age-appropriate curriculum for older children	✓			
Positive relationships are promoted among children and staff	✓			
Development in the cognitive, social, emotional, language, aesthetic, physical areas are goals implemented in the curriculum	✓			
Culture, language, and developmental needs are promoted by effective teaching strategies	✓			
Formal and informal assessments on individual learning and development to ensure appropriate instruction and intervention is in place	✓			
Health, safety and nutrition are promoted	✓			
Staff with knowledge, skills, and abilities to foster children's learning and development and support families' needs are employed	✓			
Community resources to support program goals such as health, curriculum, transitions, diversity, and inclusion are accessed	✓			
Indoor and outdoor physical environments are well-maintained and are appropriate, safe, and accessible	✓			
§ 1106 Staff to Child Ratio				
§1106.1 General The number of children per staff does not exceed required ratios as listed: <u>Age of Child</u> <u>Child/Staff Ratio</u> 5 years and up 20:1	✓			5-13 years Time: 8:30a-11:30a 6:1
Hired staff that do not provide care and education to children shall not be counted under the staff to child ratio (i.e., cooks, maintenance, and housekeeping).	✓			Bldg. maintenance staff will sit w/ children who are sick and need to go home, in front lobby area per director. Not evaluated during this inspection.
Early Childhood Directors are not counted in the child staff ratio.	✓			
No child is left without adult supervision at all times. 1. Staff to child ratio shall be maintained during all hours of operation.	✓			When director does not have volunteers she will provide direct care services. Not evaluated during this inspection.

2. Staff shall be within sight and sound of children at all times.	✓		
3. Staff is not engaged in other activities while performing their regular duties, unless used for education purposes.	✓		
§ 1107.0 Admission			
§ 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	✓		
A designated Isolation Area for a child who becomes sick is identified			
1. Adequately ventilated	✓		
2. Equipped with a bed, mat or cot and materials that can be easily sanitized	✓		
3. Disposables contained in a closed container until it can be cleaned or disposed of properly	✓		
Staff member or available responsible adult shall stay with sick child as parents are contacted and until parents arrive.	✓		
Regulations of communicable diseases are followed if symptoms of communicable diseases are observed.	✓		
Children with infectious illness or communicable disease shall not return to the child care facility without medical authorization.		✓	
§ 1107.3 Immunizations			
Immunization's requirements are adhered to according to the Department's requirements.	✓		No children's files onsite.
Exemptions to immunizations for religious beliefs shall be documented and in adherence to regulations.	✓		
Exemption from immunizations for any medical reason shall be documented by a written, signed, and dated statement by a Guam licensed medical physician.	✓		
Original statements shall be kept in the child's record at the Bureau of Communicable Disease control. A copy of the certificate for medical and religious exemptions shall be included in the child's record in the facility.	✓		
Copy of immunization record shall be filed in the child's record.	✓		
Parents have 30 calendar days to obtain required immunizations.		✓	
§ 1107.4 Testing for Tuberculosis			
No child will be admitted without a TB skin result, which shall be on file for each child.	X		No children's files on site.
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.		X	
§ 1107.5 CPR and FIRST AID			

At least two staff providing direct care and education shall be certified in CPR	✓			
At least one First Aid Kit will be on the premises of the child care facility at all times with all required items stated in regulations	✓			
Promote an understanding of the importance of nutritious meals and snacks to parents /guardians who provide meals for their children.	✓			
Copy of a child's special diet shall be maintained in child's case file.			✓	
Food Service. 1. Children shall be supervised during meal time and served in individual containers. 2. Sufficient seating shall be provided for all children 3. Food shall not be used as a reward or punishment.	✓			During inspection, child needed water. Director stated "you can grab a water but you have to pay. when your parents come, they will have to pay." Child declined water. Children were really active during session. Recomm. water is provided to them to prevent heat stroke, fatigue, or child passing out.
§ 1107.6. Medication				
Permission and instructions to administer medication to a child is in writing and prescription drugs are only given only when prescribed by a licensed physician.			✓	
Prescription and non-prescription medication brought by parents shall be in the original container; properly labeled; be dispensed per prescription or manufacturer's label.			✓	
§ 1107.7 Food and Nutrition				
Food and Nutrition Policies and Plans. • There shall be a plan for food handling, preparation and service; staffing and nutrition education or parents, staff and children			✓	
Meals Prepared and/or Served on Site. 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, written and posted at the beginning of each week; Substitutions shall be noted on the men.			✓	
§ 1108.0 Materials and Equipment				
Materials and equipment provide opportunities for: 1. indoor and outdoor play, exploration, expression, experimentation, and discovery 2. learning concepts and skills in different developmental domains 3. representation of diversity of children and families. 4. safe and challenging learning opportunities where problem solving is practiced	✓			
§ 1108.2 Storage Spaces Individual storage spaces for children's belongings are available and labeled			✓	No storage on site.

Storage spaces for accessible play materials and equipment are available			✓	
Storage spaces for other equipment, materials, and supplies secured and out of children's reach			✓	
§ 1109.1 Personnel				
There shall be sufficient number of qualified staff to carry out the program of the child care facility at all times.	✓			
Child care facilities shall develop and record policies pertaining to personnel practices	✓			
All new employee hires, including submission including submission of clearance document are reported to the Division prior to their employment			✓	Staff files not on site.
§ 1109.2. Information on Current Staff. 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: _____			✓	No staff files on site.
Listing of all practicum students and/or volunteers who serve 20 hours or more per week shall be supplied to the division.	✓			No staff files on site.
CCDBG: All staff shall complete the one-time CCDF Health & Safety Orientation	✓			
§ 1109.5 Requirements of Staff Members: All staff members have a physical exam from a licensed physician indicating the individual is in good health, free from highly contagious diseases and any disability which would limit his/her ability to adequately care for children	✓			
All staff members have a valid health certificate	✓			
Operators of child care facilities have a valid Sanitary Permit	✓			Not posted on site
Licensees provide and make available information on workshops, seminar, training sessions or courses available to all staff members to encourage staff growth and development.	✓			No staff files on site.
BCCS: Complete at least 15 annual hours of Health, Safety, or Early Childhood related training.			✓	
Volunteers and Practicum students who serve more than 20 hours have a valid Health Certificate and physical examination	✓			
Licensees are responsible to ensuring staff members are free of serious emotional problems which limit their ability to care for children and that they demonstrate	✓			

evidence of the ability to deal effectively with practical problems of daily living and of child care			
All staff members are of reputable and responsible character and shall not have a criminal history record, employment history or background which poses a risk to children such as: <ol style="list-style-type: none"> 1. Conviction of a crime involving violence, alcohol or drug abuse, sex offense involving children and any other conviction 2. The type of criminal offense, when it occurred, and evidence of rehabilitation may be considered 3. Background information shows substantiated perpetrator of child abuse and neglect. 	✓		No staff files on site.
Staff members directly responsible for the care and education of children shall have the following minimum qualifications: <ul style="list-style-type: none"> • Be at least 18 years of age. 	✓		
Staff members shall demonstrate the: <ol style="list-style-type: none"> 1. Capacity to perform the duties required for the care and education of the children 2. Ability to respect the individual child's uniqueness and level of adjustment into the child care facility 3. Ability to work positively with children, co-workers, parents and deal effectively with practical problems of daily living 	✓		
§ 1112.0 Display of Documents			
The following documents are posted in a prominent and conspicuous location: <ol style="list-style-type: none"> 1. License to operate 2. Sanitary permit 3. Copy of health certificates 4. Daily schedule 5. Fire evacuation plan 6. Fire extinguisher signs 7. Earthquake preparedness procedures 8. Exit signs 9. Daily menu, if applicable 10. Inspection reports of DPHSS, GFP, DPW, DLM 11. Grading placards by DEH 12. No-smoking signs 13. First Aid kits 14. Communicable disease prevention poster 15. Emergency phone numbers 16. Other emergency procedures 	✓		None on site
§ 1114.0 Transportation Provisions			
When transportation is provided, children shall be protected as follows: <ol style="list-style-type: none"> 1. The driver and vehicle shall be in compliance with all relevant motor vehicle and traffic laws 2. Staff to child ratios apply when on an excursion 		✓	Does not provide transportation services.

<p>3. Developmentally appropriate instruction on safe transportation shall be provided to the children</p> <p>4. Restraint systems shall meet federal motor vehicle safety standards and Guam law appropriate for the age and size of each child</p> <p>5. Children shall not be allowed in back of trucks/jeeps or open-air vehicles</p> <p>6. Children are supervised at all times</p>			✓	
§ 1115.0 Communication with Parents and Early Childhood Providers.				
<p>Shall communicate and maintain an open-door policy on:</p> <p>1. Information and instructions related to the child</p> <p>2. Health, safety, child development or behavior of the child</p>	✓			
<p>Concerns are addressed immediately but no later than two (2) business days</p>			✓	
§ 1116.1 Parental Accessibility				
<p>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</p>	✓			
§1116.2 Refraining from Releasing Children to Family.				
<p>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.</p>	✓			
§ 1117.0 Nondiscrimination				
§ 1117.1 General				
<ul style="list-style-type: none"> • 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. 	✓			

MICHAEL [Signature]

Jane Bonaguidi [Signature]

BCCS Staff: Keikilani Sanders
Print Name & Signature

Date Inspected: 06/10/2024

Findings noted above. Acknowledged Receipt of Report:

/s/ Elsa Kana
Facility Director or Applicant (Print Name)

[Signature]
Facility Director or Applicant (Signature)

Date: _____

_____ is in full compliance of the Rules and Regulations.
Licensed Facility

Date Revalidated (if applicable): _____