



**Bureau of Child Care Services (BCCS)**  
**Child Care Validation Checklist**

Name of Facility/Date of Visit: Mercy Heights 11/09/2023  
**C: Compliance NC: Non-Compliance NA: Not Applicable NE: Not Evaluated**

Standards	C	N	N	N	Comments
	C	C	A	E	
<b>§ 1105 Program Requirements</b>					
<b>§ 1105.1 General.</b>					
(a) Developmentally appropriate practices are implemented.					
(b) After school programs for children shall implement age-appropriate curriculum.					
(c) Positive relationships among children and staff to increase and/or maintain a sense of self-worth and responsibility to a community.					
(d) Implement a curriculum that is in harmony with goals that promote learning and developmental needs of children to increase learning and development.					
(e) Promote effective teaching strategies within its curriculum that reflect culture, language and developmental needs of children to increase learning and development.					
(f) Shall have in place, different assessments, formal or informal, that provide information on individual learning and development to ensure appropriate instruction, intervention, and/or evaluation that meet individual needs and program goals.					
(g) Promote health, safety, and nutrition where child and adults are protected from illness and harm.					
(h) Employ staff with knowledge, skills, and abilities to foster children's learning and development and support families' needs and interest.					
(i) Build partnerships with families to support active involvement in their children's growth & development.					
(j) Connect with community resources to support program goals such as health, curriculum, transitions, diversity, and inclusion.					
(k) Have well-maintained indoor and outdoor physical environments are well-maintained and are appropriate, safe, and accessible.	✓				
(l) Have well-managed policies and procedures promoting a system where children, families, and staff receive high quality experiences.					
(m) The Early Childhood Director shall seek authorization from the parent or guardian of a child who has an Individualized Family Service Plan or Individualized Education Plan to assist in meeting the developmental and educational needs of a child with a disability.					
<b>§ 1106 Staff to Child Ratio</b>					
<b>§1106.1 General.</b>					Note: Children were in gym for picture day.
(a) The number of children per staff does not exceed required ratios as listed:					
<b>Age of Child</b> <b>Child/Staff Ratio</b>					
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					
(b) Other 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).	✓				Marcelina Pablo (kitchen staff) assisting 18-24 mo.
(c) Early Childhood Directors are not counted in the child staff ratio.					
(d) No child shall be left without staff supervision at any time. The staff to child ratio shall be maintained during all hours of operation. Staff					



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shall be within sight and sound of each child in the child care facility at all times. Staff who provide direct care and education to children shall not engage in other activities while performing their regular duties, unless used for education purposes.					
(e) During nap time, the staff to child ratio must be maintained and physically present in the same space as the children's sleeping area.					
<b>§ 1107.0 Admission</b>					
<b>§ 1107.2 Illness &amp; Communicable Disease Control</b>					
(a) General health screening and inspection shall be conducted daily on each child as soon as possible after the child enters the child care facility and whenever a change occurs while that child is in care. The health and inspection screening shall address: <ol style="list-style-type: none"> <li>1. Observed changes in behavior or appearance from behaviors observed during the previous day's attendance; and</li> <li>2. Other signs or symptoms of illness (fever, drainage from eyes, vomiting, diarrhea, etc.)</li> </ol>					
(b) <b>Isolation Area.</b> Each child care facility shall have a designated isolation area for a child who becomes ill at the facility. Such area shall have the following: <ol style="list-style-type: none"> <li>1. Adequately ventilated and equipped with a bed, mat, or cot and materials that can be easily sanitized.</li> <li>2. Linens and disposables shall be changed after each use with used linens and disposables contained in a closed container in the isolation area until it can be cleaned or disposed of properly.</li> </ol>					
(c) Any child showing signs of an infectious illness must be sent to the isolation area to be kept separate and apart from the other children. Parent or guardian must be notified immediately to arrange alternative measures for the child's care. A staff member or available responsible adult shall remain with the child at all times.					
(d) Rules and regulations of the Department on communicable diseases shall be followed where children show symptoms of communicable diseases. The child care facility shall post a communicable disease placard.					
(e) Children who have been determine to have an infectious illness or communicable disease shall not return to the child care facility without medical authorization.					
<b>§ 1107.3 Immunizations</b>					
(a) All children attending a child care facility shall receive immunizations according to the Department's requirements in conformity with the Advisory Committee on Immunization Practices (ACIP), U.S. Centers for Disease Control and Prevention (CDC), Department of Health and Human Services, and the American Academy of Pediatrics (AAP), unless excluded from the immunization requirements due to religious exemptions (as approved by the Department) or medical contraindications (as certified by a Guam licensed medical physician).					
(d) Original statements shall be kept in the child's record at the Bureau of Communicable Disease Control of the Department for compliance purposes. A copy of the certificate for medical and religious exemptions shall be included in the child's record in the facility.					
(e) A copy of the immunization record shall be filed in the child's record.					
(f) Parents or guardians shall be given a grace period, not to exceed thirty (30) calendar days from the last assessment of the child's					



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Immunization record, to obtain required immunization(s) in the recommended series.					
<b>§ 1107.4 Testing for Tuberculosis</b>					
No child will be permitted to attend a child care facility unless they have on file with Early Childhood Director of the child care facility a report of a Tuberculosis (TB) skin result.					
(b) If a child has had a positive TB Skin Test, a Certificate of TB Evaluation must be obtained from DPHSS. If this Certificate indicates that the child is TB contagious, the child shall be permitted entrance to the child care facility only after he or she is certified as a non-contagious by DPHSS.					
<b>§ 1107.5 CPR &amp; FIRST AID</b>					
(a) CPR - At least two (2) staff involved in providing direct care and education of children shall complete and maintain certification requirements in pediatric first aid and safety and management of blocked airway and rescue breathing, including CPR.					
(b) First Aid Kit - At least one (1) first aid kit containing materials to administer first aid must be maintained on the premises of all child care facilities at all times and wherever children are in care, including field trips and outings away from the facility. A complete first aid kit must also be present in vehicles used in the transportation of children during field trips and outings away from the facility. <ol style="list-style-type: none"> <li>1. Each kit shall be in a closed container and labeled "First Aid."</li> <li>2. The kits shall be accessible to the staff at all times and kept out of reach of children.</li> <li>3. Each first aid kit shall be replenished and updated on a regular basis. Contents with elapsed expiration dates shall be discarded in a proper manner.</li> </ol>					
<b>§ 1107.6. Medication</b>					
<p>No medication shall be given without the signed consent of a parent, and prescription drugs shall be given only when prescribed for a child by a licensed physician.</p> <p>(a) Prescription and non-prescription medication brought to the child care facility by the parent or guardian shall:</p> <ol style="list-style-type: none"> <li>1. be in the original container;</li> <li>2. be properly labeled;</li> <li>3. be dispensed according to written directions on the prescription label or printed manufacturer's label;</li> <li>4. be stored separately and locked out of children's reach; and</li> <li>5. be stored at the proper temperature as required by the manufacturer.</li> </ol> <p>(b) Prescription medication must have a label stating the name of the physician, the child's name, the name of the medication and medication directions.</p> <p>(c) Parent or guardian must notify the child care facility of any known allergies to medication, written documentation must be maintained in the child's file, must be shared with the staff, and must be posted with the stored medication</p> <p>(d) Any medication administered by any staff of the child care facility shall be documented and recorded in a medication administration log.</p>					



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<b>§ 1107.7 Food &amp; Nutrition</b>					
<b>(a) Food &amp; Nutrition Policies &amp; Plans</b> (1) The facility shall have a food handling, feeding, and nutrition plan that addresses the following items and delegates responsibility for each: (A) Food handling, preparation, and service; (B) Staffing; and (C) Nutrition education for parents, staff and children.					
<b>(b) Meals Prepared and/or Served on Site.</b> (1) A child care facility that prepares and cooks meals for children shall provide adequate nutritious food appropriate to the age of the child at normal meal time intervals and shall follow the U.S. Department of Agriculture's (U.S.D.A.) Food & Nutrition Guidelines and Food Guide Pyramid for Young Children (Appendix E) based on the latest recommendations by U.S.D.A.					
(2) Meal and snack menus shall be planned, written and posted at the beginning of each week; Substitutions shall be noted on the menu.					
(c) A child care facility where parents or guardians provide meals for their children should promote an understanding of the importance of nutritious meals and snacks, as recommended by the U.S.D. A					
(d) If a Special Diet is required for a child by a physician, a copy of the physician's order, a copy of the diet and a sample meal plan for the special diet shall be maintained in the child's file.					
<b>(e) Food Service</b> 1. Children shall be supervised during meal times. All food shall be served in individual containers for each child. 2. Infants shall be fed by a staff member, and at no time shall propped bottles be permitted when feeding infants. There shall be no automatic feeding devices unless medically prescribed. All bottles shall be individually labeled with the child's name. 3. Heated foods and bottles must be tested before feeding to ensure heat is evenly distributed, and to prevent injury to children. 4. Facilities shall provide sufficient seating so that children are seated at tables for meals. 5. Food shall not be used as a reward or as punishment.					
<b>§ 1108.0 Materials and Equipment</b>					
<b>§ 1108.1 General.</b> (a) The selection, quantity, arrangement and use of available materials and equipment shall be age-appropriate, durable, meet the recommendations of the U.S. Consumer Product Safety Commission (CPSC), including the latest version of the CPSC Handbook for Public Playground Safety (Appendix F) and meet the recommendations of the Americans with Disabilities Act (ADA) for all children, including children with special needs. Materials and equipment shall: 1. Provide opportunities for indoor or outdoor play, exploration, expression experimentation and discovery; 2. Provide opportunities for learning concepts and skills in different developmental domains; 3. Represent the diversity of children, families, culture, age, gender, language and abilities; 4. Provide safe challenging learning opportunities where problem					



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solving is practiced; and 5. Support the curriculum, meet the goals and objectives of the program, and foster desired outcomes for children.					
<b>§ 1108.2 Storage Spaces</b> (a) Storage spaces for individual storage spaces for children's clothing and personal belongings shall be available and labeled. (b) Storage spaces for accessible play materials and equipment used by the children shall be available. (c) Storage spaces for other equipment, materials and supplies used by staff shall be available, but secure and out of children's reach.					
<b>§ 1108.3. Sleeping Equipment &amp; Bedding.</b> The following sleeping equipment shall be safe, sturdy, clean, age-appropriate and available: (a) An individual bed, cot, crib, sleeping bag, mat, or pad, for each child who rests; and (b) A clean sheet or cover to be used on the sleeping equipment for each child.					
<b>§ 1109.1 Personnel</b> (a) There shall be a sufficient number of qualified staff to carry out the program of the child care facility at all times. (b) Child care facilities shall develop and record policies pertaining to personnel practices. (c) The child care facility shall ensure that all new employee hires, including submission of clearance documents, are reported to the Division of Children's Wellness (DCW) – Bureau of Child Care Services (BCCS).					- Observed Kitchen staff assisting 18-24 mo class due to previous teacher resigning - BCCS was not informed of any new hires. No documents were submitted to BCCS. (clearance documents)
<b>§ 1109.2. Information on Current Staff.</b> (a) The following information shall be supplied to the Division of Children's Wellness – Bureau of Child Care Services for all staff members:					
1. Name, DOB, age, home address and telephone number.		✓			
2. Education transcripts and/or Early Childhood Care & Education (ECCE) certificate		✓			
3. Work experience		✓			
4. Health records			✓		Susan Ballesteros
5. Health certificate			✓		exp: Carmen Argoncillo / carlinga Arnold
6. Police and Criminal Court Clearance			✓		Susan Ballesteros
7. Child Abuse and Neglect Registry Clearance Form			✓		Susan Ballesteros / M/A
8. Other information:					
Listing of all practicum students and/or volunteers who serve 20 hours or more per week shall be supplied to the Division of Children's Wellness – Bureau of Child Care Services.					
<b>§ 1109.3. &amp; 1109.4</b> <b>Responsibilities &amp; Qualification for Early Childhood Director &amp; Assistant Director</b>					
<b>(a) Responsibility of Early Childhood Director</b> 1. There shall be a responsible Early Childhood Director, or designee, in charge of the child care facility at all times during hours of operation. To be in charge means that the responsible person is on the premises, and available to staff, parents or guardians, and children. It precludes outside employment					- Luisa Nucum transitioned to Director in sept 2023. - Lucinda Barazan is now a kindergarten teacher.

Note: Ms. Carmen #1 Island  
 - Belen De Fant (Director/principal) no longer employed since July 23



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which interferes these duties.					
2. The Early Childhood Director shall not be a full-time teacher or early childhood provider.					
3. The Early Childhood Director shall be responsible for the overall administration of child care facility's policies and procedures.					
4. When the Early Childhood Director is required to be absent temporarily from the child care facility, arrangements shall be made for the Early Childhood Assistant Director, or a staff member who is at least twenty-one (21) years of age and meets the requirements of no less than an early Childhood Lead Provider, to act as a substitute for a maximum of one (1) month. After one (1) month the Early Childhood Director shall hire an Acting Director if prolonged absence is necessary.					
(b) Qualification of Early Childhood Director. The qualification for the Early Childhood Director shall be as follows:					
1. The Early Childhood Director shall be at least twenty-one (21) years of age.	✓				
2. The Early Childhood Director shall have education and experience which will provide the knowledge, skills, and attributes and qualities necessary to carry out an effective program of quality child care as set forth in these laws, rules and regulations.					
3. Minimum education and training requirement for an Early Childhood Director Level 3 Early Childhood Master Provider/ Early Childhood Director as indicated in Guam's Plan for Professional Development.	✓				Current director is a Master provider Level 2. Has not submitted GPPD packet yet.
(a) Responsibilities of Early Childhood Assistant Director. The Early Childhood Assistant Director shall be responsible and work with or alongside the Early Childhood Director to carry out the program of the facility under the guidance of the Early Childhood Director.					
(b) Qualifications of Early Childhood Assistant Director. The Early Childhood Assistant Director shall meet the same minimum education and training requirements as an Early Childhood Director as stated in § 1109.3(b)(3)					
1. The Early Childhood Assistant Director shall be at least twenty-one (21) years of age.					
§ 1109.5 Requirements of Staff Members. Each staff member shall be qualified through training, experience, skills, and education, as indicated in Guam's Plan for Professional Development.					
(a) Educational requirements of staff shall be as follows (as referenced in GPPD):					
1. By 2014, 25% of early childhood providers employed by the child care facility shall meet the requirements of a Level 2 Early Childhood Lead Provider.					
(b) All staff members have a physical exam from a licensed physician indicating the individual is in good health, and free from highly contagious diseases and any disability which would limit his/her ability to adequately care for children. Physical exam report shall be renewed annually, and shall be kept on file in the facility.					
(c) All staff members have a valid health certificate and annually renewed.	✓				(2) exp: Carmen (off island) Carlina Arnold (present)



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	✓				
(d) Operators of child care facilities must obtain a valid sanitary permit & annually renewed.					
(e) The Early Childhood Director shall provide information on workshops, seminars, training sessions or courses available to all staff members to encourage staff growth and development. 1. Training topics should include, but no limited to, one (1) or more of the following topical/competency areas (as referenced in Guam's Plan for Professional Development): (a) Child Development Theory and Practical Application; (b) Health and Safe Environments; (c) Adaptations and Modifications; (d) Working with Families; (e) Observation and Assessment; and (f) Professional Conduct and Ethics.					
(f) Volunteers and Practicum students are required have a valid health certificate and physical examination prior to providing services.					
(g) Licensees shall be responsible for ensuring that licensees and all 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.					
(h) Licensees and all staff members shall be of reputable and responsible character, and shall not have a criminal history record, employment history or background which poses a risk to children in their care, such as the following:					
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 in determining whether the criminal history record poses a risk the health, safety or well-being of children in their care;					
3. An employment history indicating violence, alcohol or drug abuse and any other violation of employer rule policy, the circumstances of which indicate that the applicant or employee may pose a danger to children;					
4. Documented history of an individual who was found to be in non-compliance and violation of licensing laws, rules and regulations, and failed to conform to standards; and					
5. Background information which shows that the individual has been identified as the substantiated perpetrator of child abuse and neglect.					
(i) Staff directly responsible for the care and education of children shall have the following minimum qualifications:					<p><b>NOTE:</b> GPPD has not been submitted for 2 new staff members. (Susan / Myla)</p>
1. Be at least 18 years of age or older; and 2. Complete requirements for Level 1 Initial Early Childhood Provider within 12 months of employment as indicated in the Guam's Plan for Professional Development.					
Complete requirements for Level 1 Initial Early Childhood Provider within 12 months of employment as indicated in the Guam's Plan for Professional Development.					
(j) Staff shall demonstrate that they have:					





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(a) The capacity to perform the duties required for the care and education of the children;					
(b) The ability to respect the individual child's uniqueness and level of adjustment into the child care facility; and					
(c) The ability to work positively with children, co-workers, parents and deal effectively with practical problems of daily living.					
<b>§ 1112.0 Display of Documents</b>					
<b>§ 1112.1. General.</b> The following documents are posted in a prominent and conspicuous location:					
(a) License to Operate a Child Care Facility	✓				
(b) Sanitary permit	✓				
(c) Copy of Health Certificates	✓				
(d) Daily Schedule					
(e) Fire Evacuation Plan	✓				
(f) Fire Extinguisher Signs					
(g) Earthquake Preparedness Procedures	✓				
(h) Exit Signs					
(i) Daily Menu (If applicable)					
(j) Inspection reports of DPHSS, GFP, DPW, DLM	✓				
(k) Grading placards by DEH	✓				
(l) No-smoking signs					
(m) First Aid Kit Signs					
(n) Communicable Disease Prevention Poster	✓				
(o) Emergency phone numbers	✓				
(p) Other emergency procedures:					
<b>§ 1114.0 Transportation Provisions.</b>					
<b>§ 1114.1. General.</b> When transportation is provided by a child care facility, children shall be protected by adequate supervision, safety precautions, and liability and medical insurance coverages as follows:					
(a) The vehicle and driver providing transportation shall be in compliance with all relevant motor vehicle and traffic laws.					
(b) During any outing operated or planned by the child care facility, the staff to child ratios shall apply.					
(c) Children shall be instructed in a safe transportation conduct as appropriate for age and stage of development.					
(d) Infants, toddlers, and preschoolers transported in vehicles by staff, either to or from the child care facility, or for any program activities, shall be properly secured in an age and size appropriate child passenger restraint system, approved safety belt, or safety harnesses, which meets federal motor vehicle safety standards and in accordance with the manufacturer's operating instructions as mandated by Guam law.					
(f) Children shall be supervised in the vehicles at all times.					
<b>§ 1115.1 General.</b>					
(a) Early Childhood providers shall communicate and maintain an open-door policy with parents or guardians including, but not limited to, the following information:					
1. Information and instructions related to the child; and					
2. Health, safety, child development or behavior of the child to the parents or guardians.					
(b) Parents or guardians are encouraged to notify the child care facility immediately of a concern which should be addressed immediately and expect feedback from the child care facility in a timely manner, no later					





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than two (2) business days.					
<b>§ 1116.0 Parental Accessibility &amp; § 1116.1 General.</b> (a) During hours of operation, a child care facility shall allow access to parents or guardians having legal custody of a child in care to those areas of the child care facility that is licensed for child care. This is to allow parents or guardians the opportunity to observe their child and the operation of the child care facility. Access to a child care facility by parents or guardians with legal custody of children in care does not have to be arranged in advance with the child care facility.					
<b>§ 1116.2 Refraining from Releasing Children to Family.</b> (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.					
<b>§ 1117.0 Nondiscrimination</b>					
<b>§ 1117.1 General</b> <ul style="list-style-type: none"> <li>The child care facility 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.</li> <li>Furthermore, a child care facility 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.</li> </ul>					

*Rdk*

*Brian*

BCCS Staff: Randi Kitchen / Brian Cargo Date Inspected 11/9/2023  
 Print Name & Signature

Findings noted above. Acknowledged Receipt of Report:

/s/ Luisa Nucum *Lynucum* Date: 11/09/2023  
 Child Care Director (Print Name & Signature)

\_\_\_\_\_ is in full compliance of the Rules and Regulations.  
 Child Care Center

Date Revalidated (if applicable): \_\_\_\_\_

**Note:**  
 Advised Ms. Luisa to submit updated staffing pattern no later than 5pm today via email due to technical difficulties. *Rdk.*