



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

Name of Facility/Date of Visit: Kids & W. 1.30.2024

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

Standards	C	NC	NA	NE	Comments
§ 1105 Program Requirements					
(§ 1105.1 General)					
a) Developmentally appropriate practices are implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) After school care contains age-appropriate curriculum for older children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c) Positive relationships are promoted among children and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d) Development in the cognitive, social, emotional, language, aesthetic, physical areas are goals implemented in the curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e) Culture, language, and developmental needs are promoted by effective teaching strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f) Formal and informal assessments on individual learning and development to ensure appropriate instruction and intervention is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g) Health, safety and nutrition are promoted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h) Staff with knowledge, skills, and abilities to foster children's learning and development and support families' needs are employed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i) Partnerships with families to support active involvement are built	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j) Community resources to support program goals such as health, curriculum, transitions, diversity, and inclusion are accessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k) Indoor and outdoor physical environments are well-maintained and are appropriate, safe, and accessible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l) Policies and procedures are well-managed and promoting a system where children, families, and staff receive high quality experiences are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m) Individualized Family Service Plans or Individualized Education Programs are supported	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1106 Staff To Child Ratio					
§1106.1 General					
1. The number of children per staff does not exceed required ratios as listed:					
<u>Age of Child</u>	<u>Child/Staff Ratio</u>				
Birth to 12 Months	4:1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 months to 2 years	6:1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 months to 3 years	10: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37 months to 4 years	15: 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 years and up	20: 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 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).					
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14 children
3 staff present
NO DIRECTOR
NO ASSISTANT DIRECTOR

3:1
5:1
6:1



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3. Early Childhood Directors are not counted in the child staff ratio.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO DIRECTOR present at time of visit
4. No child is left without adult supervision at all times. <ul style="list-style-type: none"> • Staff to child ratio shall be maintained during all hours of operation. • Staff shall be within sight and sound of children at all times • Staff is not engaged in other activities while performing their regular duties, unless used for education purposes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Staff to child ratio is maintained and physically present in the same space of the children's sleeping area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1107.0 Admission					
§ 1107.2 Illness & Communicable Disease Control					
(a) 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) A designated Isolation Area for a child who becomes sick is identified <ol style="list-style-type: none"> 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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Staff member or available responsible adult shall stay with sick child as parents are contacted and until parents arrive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Regulations of communicable diseases are followed if symptoms of communicable diseases are observed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Children with infectious illness or communicable disease shall not return to the child care facility without medical authorization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1107.3 Immunizations					
a) Immunizations requirements are adhered to according to the Department's requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	unable to access child folders, Director/Designee not present at time of visit.
b) Exemptions to immunizations for religious beliefs shall be documented and in adherence to regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Exemption from immunizations for any medical reason shall be documented by a written, signed, and dated statement by a Guam licensed medical physician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
d) 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
e) Copy of immunization record shall be filed in the child's record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f) Parents have 30 calendar days to obtain required immunizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
§ 1107.4 Testing for Tuberculosis					



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a) No child will be admitted without a TB skin result, which shall be on file for each child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unable to access child folders, Director/Designee not present.
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
§ 1107.5 CPR and FIRST AID					
a) At least two staff providing direct care and education shall be certified in CPR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mary and Ha'ane
b) 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located in kitchen area
§ 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} parents sign consent form
a) Prescription and non-prescription medication brought by parents shall be in the original container; properly labeled; be dispensed per prescription or manufacturer's label	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1107.7 Food and Nutrition					
a) Food and Nutrition Policies and Plans 1. There shall be a plan for food handling, preparation and service; staffing and nutrition education or parents, staff and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Meal and snack menus shall be planned, written and posted at the beginning of each week; Substitutions shall be noted on the men.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Children bring their meals.
c) Promote an understanding of the importance of nutritious meals and snacks to parents /guardians who provide meals for their children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d) Copy of a child's special diet shall be maintained in child's case file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e) Food Service 1. Children shall be supervised during meal time and served in individual containers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Infants shall be fed by a staff member. Propped bottles not permitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Heated food and bottles must be tested before feeding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Sufficient seating shall be provided for all children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Food shall not be used as a reward or punishment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1108.0 Materials and Equipment					
§ 1108.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a) Materials and equipment provide opportunities for:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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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	✓				
a) Individual storage spaces for children's belongings are available and labeled	✓				
b) Storage spaces for accessible play materials and equipment are available	✓				
c) Storage spaces for other equipment, materials, and supplies secured and out of children's reach	✓				
§ 1108.3. Sleeping Equipment & Bedding. Sleeping equipment is safe, sturdy, clean, age-appropriate and available.	✓				
a) Individual bed, cot, crib, sleeping bag, mat, or pad, for each child who rests is available	✓				
b) A clean sheet or cover to be used on the sleeping equipment for each child is used.	✓				
§ 1109.1 Personnel					
a) There shall be sufficient number of qualified staff to carry out the program of the child care facility at all times.	✓				6 staff total 23 currently enrolled 25 max capacity
b) Child care facilities shall develop and record policies pertaining to personnel practices	✓				
c) All new employee hires, including submission including submission of clearance document are reported to the Division prior to their employment		✓			BCCS - licensing/CDP registration Rec'd clearance docs. have not been reported PK
§ 1109.2. Information on Current Staff.					
a) The following information shall be supplied to the Division:					Information on Director/staff members have not been submitted to BCCS.
1. Name, DOB, age, home address and telephone number.		✓			
2. Education transcript/ certificate		✓			
3. Experience		✓			
4. Health records (physicians cert)		✓			
5. Health certificate		✓			
6. Police and Criminal Court Clearance		✓			
7. Child Abuse and Neglect Registry		✓			
8. Other information: _____					
(b). Listing of all practicum students and/or volunteers who serve 20 hours or more per week shall be supplied to the Division.				✓	
§ 1109.3. & 1109.4 Responsibilities and Qualification for EC Directors and Assistant Director					
a) Responsibility of EC Director					



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1. The Early Childhood Directors or designee, in charge of the child care facility at all times during hours of operation.		✓			NO Director present at time of visit
2. Director shall not be a full-time teacher or provider.	✓				Note: Director arrived on or about 4:00pm
3. Director shall be responsible for the overall administration of child care center's policies and procedures.	✓				
4. Arrangements made in the temporary absence of Early Childhood Director (Early Childhood Assistant Director or a staff member at least 21 years of age and meets no less than Early Childhood Lead Provider to substitute). After one month of absence, Acting Director shall be hired.				✓	
b) Qualification of Early Childhood Director. The qualification is as follows:	✓				MS. Lam is a MP Level 4 but not certified for kids & lo.
1. At least 21 years of age	✓				
2. Education and experience	✓				
3. Minimum education and training for Early Childhood Director Level 3 (Early Childhood Master Provider/ Early Childhood Director).	✓				
§ 1109.5 Requirements of Staff Members:					Note: No GPP have been submitted for staff members.
a) Educational requirements of staff as indicated in the Professional Development Plan. 1. By 2014, 25% of early childhood providers 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, free from highly contagious diseases and any disability which would limit his/her ability to adequately care for children.	✓				on file (staff file)
c) All staff members have a valid health certificate	✓				posted
d) Operators of child care facilities have a valid Sanitary Permit	✓				posted
e) The Early Childhood Directors provide and make available information on workshops, seminar, training sessions or courses available to all staff members to encourage staff growth and development.	✓				
f) Volunteers and Practicum students who serve more than 20 hours have a valid Health Certificate and physical examination				✓	
g) 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	✓				
h) 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:		✓			Background checks have not been conducted as no consent for disclosure forms have not been submitted.



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1. Conviction of a crime involving violence, alcohol or drug abuse, sex offense involving children and any other conviction.					} police and court clearances have not been submitted for all staff members including director
2. The type of criminal offense, when it occurred, and evidence of rehabilitation may be considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Background information shows substantiated perpetrator of child abuse and neglect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} can registry has not been ran. as consent forms have not been submitted for all staff members including current director.
i) Staff members directly responsible for the care and education of children shall have the following minimum qualifications:					
1. Be at least 18 years of age.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} Staff members have been employed for 7 months, NO GPPDS submitted.
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j) Staff members shall demonstrate the:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} observed positive interactions w/ teachers and students.
(a) Capacity to perform the duties required for the care and education of the children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Ability to respect the individual child's uniqueness and level of adjustment into the child care facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Ability to work positively with children, co-workers, parents and deal effectively with practical problems of daily living.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1112.0 Display of Documents					
The following documents are posted in a prominent and conspicuous location:					
a) License to operate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} posted
b) Sanitary permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c) Copy of health certificates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d) Daily schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e) Fire evacuation plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} posted
f) Fire extinguisher signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g) Earthquake preparedness procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h) Exit signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
i) Daily menu, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
j) Inspection reports of DPHSS, GFP, DPW, DLM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	} posted
k) Grading placards by DEH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l) No-smoking signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m) First Aid kits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n) Communicable disease prevention poster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o) Emergency phone numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p) Other emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 1114.0 Transportation Provisions.					
When transportation is provided, children shall be protected as follows:					
a) The driver and vehicle shall be in compliance with all relevant motor vehicle and traffic laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b) Staff to child ratios apply when on an excursion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Developmentally appropriate instruction on safe transportation shall be provided to the children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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d) Restraint systems shall meet federal motor vehicle safety standards and Guam law appropriate for the age and size of each child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	} Does not provide transportation.
e) Children shall not be allowed in back of trucks/jeeps or open-air vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
f) Children are supervised at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
§ 1115.0 Communication with Parents and Early Childhood Providers.					Observed Great parent - staff relationship
a) Early Childhood providers shall communicate and maintain an open-door policy on:					
1. Information and instructions related to the child	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Health, safety, child development or behavior of the child	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Concerns are addressed immediately but no later than two (2) business days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
§ 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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BCCS Staff: Randi Kitchen / Mercedes / [Signature]
Print Name Signature

Date Inspected: 11/30/2024

Findings noted above. Acknowledged Receipt of Report:

/s/ Carad Nantz / [Signature]
Child Care Director (Print Name) Child Care Director (Signature)

Date: 1/30/24

Kids & Co. Daycare is in full compliance of the Rules and Regulations.
Child Care Center

Date Revalidated (if applicable): _____