



LICENSE-EXEMPT SCHOOL-AGED PROGRAM INSPECTION SUMMARY REPORT

Section 1. PROGRAM INFORMATION

Facility Name: Academy of Computer Arts and Sciences		
Address: 123 Tun Jesus Crisostomo Street	City: Tamuning	Zip Code: 96913
License/Certification Status: License-Exempt	License/Certification Expiration: N/A	Phone Number: 671-483-2227

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> Announced	<input type="checkbox"/> Unannounced	<input type="checkbox"/> Site Visit	<input type="checkbox"/> Complaint	<input type="checkbox"/> Other
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Inspection Date: January 6, 2025	Follow-up Inspection Date: N/A	Compliance Status: Compliant
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Section 2. INSPECTION SUMMARY

Standards	Compliance Met	
§1105 Program Requirements	8	out of 8
§1107 Admission	3	out of 3
§1108 Material and Equipment	6	out of 6
§1109 Personnel	19	out of 19
§1112 Display of Documents	6	out of 6
§1114 Transportation Provisions	3	out of 3
§1115 Communication with Parents and Early Childhood Providers	2	out of 2
§1116 Parental Accessibility	2	out of 2
§1117 Nondiscrimination	2	out of 2

Section 3. FINDINGS SUMMARY REPORT

Inspection Summary does not include Not Applicable (NA) and Not Evaluated (NE) items.

- Assessments on individual learning were not observed during the visit.
- Staff to Child Ratio was not evaluated due to program not active and will start on January 13, 2025.
- No sick children were observed at the time of inspection.
- Pending copies of immunization records, will provide when program is active.
- Pending completion of one more staff certified in CPR.
- Pending completion of 15-hour annual training.
- No cooks, maintenance, volunteer workers or practicum students were observed at the time of inspection.
- Program does not administer medication or provide food and snacks to the children.
- Documents are pending to be displayed on the premises.

Following non-compliances require a Corrective Action Plan:

- None

At this time, your facility has not been placed on a corrective action plan. A re-inspection is not required at this time.



Bureau of Child Care Services (BCCS)
School-Aged Program Validation Checklist

Name of Facility: Academy of Computer Arts and Sciences
 Date of Visit: 1/6/25 Time In: 10:03 Time Out: 10:29
 Point of Contact: Elsa Ulloa

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

Standards	C	NC	NA	NE	Comments
§ 1105 Program Requirements					
Developmentally appropriate practices are implemented	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
After school care contains age-appropriate curriculum for older children	<input checked="" type="checkbox"/>				
Positive relationships are promoted among children and staff				<input checked="" type="checkbox"/>	NO children at time of visit
Development in the cognitive, social, emotional, language, aesthetic, physical areas are goals implemented in the curriculum	<input checked="" type="checkbox"/>				
Culture, language, and developmental needs are promoted by effective teaching strategies				<input checked="" type="checkbox"/>	
Formal and informal assessments on individual learning and development to ensure appropriate instruction and intervention is in place				<input checked="" type="checkbox"/>	
Health, safety, and nutrition are promoted	<input checked="" type="checkbox"/>				
Staff with knowledge, skills, and abilities to foster children's learning and development and support families' needs are employed	<input checked="" type="checkbox"/>				
Partnerships with families to support active involvement are built	<input checked="" type="checkbox"/>				
Community resources to support program goals such as health, curriculum, transitions, diversity, and inclusion are accessed	<input checked="" type="checkbox"/>				
Indoor and outdoor physical environments are well-maintained and are appropriate, safe, and accessible	<input checked="" type="checkbox"/>				
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"/>				
Standards	C	NC	NA	NE	Comments
§ 1106 Staff to Child Ratio					
§ 1106.1 General					
The number of children per staff does not exceed required ratios as listed:					
Age of Child	Child/Staff Ratio				
4 years and up	20:1				
				<input checked="" type="checkbox"/>	
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"/>	NO children at time of visit



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Standards	C	NC	NA	NE	Comments
Early Childhood Directors are not counted in the child staff ratio				✓	No children at time of visit.
No child is left without adult supervision at all times				✓	↓
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				✓	
Standards	C	NC	NA	NE	Comments
§ 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	✓				Program is at a gym. Staff will wait outside with child if child is sick.
Adequately ventilated					
Equipped with a bed, mat or cot, and materials that can be easily sanitized				✓	
Disposals 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 followed if symptoms of communicable diseases are observed				✓	
Children with infectious illness or communicable disease shall not return to the childcare facility without medical authorization				✓	
Standards	C	NC	NA	NE	Comments
§ 1107.3 Immunizations					
Immunization's requirements are adhered to according to the Department's requirements.				✓	
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				✓	



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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.				✓	Discussed to obtain a copy when Program starts on 1/13/25.
Parents have 30 calendar days to obtain required immunizations				✓	
Standards	C	NC	NA	NE	Comments
§ 1107.4 Testing for Tuberculosis					
No child will be admitted without a TB skin result, which shall be on file for each child.				✓	
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.				✓	
Standards	C	NC	NA	NE	Comments
§ 1107.5 CPR					
At least two staff providing direct care and education shall be certified in CPR				✓	1 staff certified. Discussed to have another staff CPR certified
At least (1) certified staff shall be on the premises at all times children are in their care	✓				
Standards	C	NC	NA	NE	Comments
§ 1107.5 First Aid Kit					
At least (1) First Aid Kit will be on the premises of the childcare facility at all times with all required items stated in regulations				✓	Discussed to be placed in facility once program is active. Tanning
The kits shall be replenished and updated on a regular basis. Contents with elapsed expiration dates shall be discarded in a proper manner				✓	gym was newly renovated,
Standards	C	NC	NA	NE	Comments
§ 1107.6 Medication					
Permission and instructions to administer medication to a child is in writing and prescription drugs are given only when prescribed by a licensed physician.			✓		Program does not administer medication ↓
Prescription and non-prescription medication brought by parents shall be in the original container; properly labeled; be dispensed per prescription or manufacturer's label.			✓		
Any medication administered by any staff of the childcare facility shall be documented and recorded in a medication administration log			✓		
Standards	C	NC	NA	NE	Comments
§ 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					Does not provide food ↓
Meals Prepared and/or Served on Site.					



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Provides nutritious food which shall follow recommended USDA Food and Nutrition Guidelines and Food Guide Pyramid for Young Children			✓		Program does not provide food. ↓
Meal and snack menus shall be planned, written and posted at the beginning of each week; Substitutions shall be noted on the menu			✓		
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					
Children shall be supervised during mealtime and served in individual containers.				✓	
Sufficient seating shall be provided for all children				✓	
Food shall not be used as a reward or punishment.				✓	
Standards	C	NC	NA	NE	Comments
§ 1108.0 Materials and Equipment					
§ 1108.1 General					
Materials and equipment provide opportunities for:					
Indoor and outdoor play, exploration, expression, experimentation, and discovery	✓				
Learning concepts and skills in different developmental domains	✓				
Representation of diversity of children and families.	✓				
Safe and challenging learning opportunities where problem solving is practiced	✓				
Standards	C	NC	NA	NE	Comments
§ 1108.2 Storage Spaces					
Individual storage spaces for children's belongings are available and labeled				✓	children will place belongings on bleacher.
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	✓				
Standards	C	NC	NA	NE	Comments
§ 1109.1 Personnel					
There shall be sufficient number of qualified staff to carry out the program of the childcare facility at all times.	✓				



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Childcare facilities shall develop and record policies pertaining to personnel practices	✓					
All new employee hires, including submission of clearance document are reported to the Division prior to their employment				✓		
Standards	C	NC	NA	NE	Comments	
§ 1109.2 Information on Current Staff						
The following information shall be supplied to the Division:						
Name, DOB, age, home address and telephone number.	✓					
Education transcript/ certificate	✓					
Experience	✓					
Health records	✓					
Health certificate	✓					
Police and Criminal Court Clearance	✓					
Child Abuse and Neglect Registry				✓		Pending
Other information:			✓			
Listing of all practicum students and/or volunteers who serve 20 hours or more per week shall be supplied to the division.			✓			NO practicum students or volunteers.
CCDBG: All staff shall complete the one-time CCDF Health & Safety Orientation	✓					
Standards	C	NC	NA	NE	Comments	
§ 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	✓					
Licensees provide and make available information on workshops, seminar, training sessions or courses available to all staff members to encourage staff growth and development.				✓		
BCCS: Complete at least 15 annual hours of Health, Safety, or Early Childhood related training.				✓		Pending completion
Volunteers and Practicum students who serve more than 20 hours have a valid Health Certificate and physical examination			✓			NO volunteers or practicum students.
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 childcare	✓					



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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:					
Conviction of a crime involving violence, alcohol or drug abuse, sex offense involving children and any other conviction	✓				
The type of criminal offense, when it occurred, and evidence of rehabilitation may be considered	✓				
Background information shows substantiated perpetrator of child abuse and neglect.	✓				
Staff members directly responsible for the care and education of children shall have the following minimum qualifications:	✓				
Be at least 18 years of age					
Staff members shall demonstrate the:					
Capacity to perform the duties required for the care and education of the children	✓				
Ability to respect the individual child's uniqueness and level of adjustment into the childcare facility	✓				
Ability to work positively with children, co-workers, parents and deal effectively with practical problems of daily living	✓				
Standards	C	NC	NA	NE	Comments
§ 1112.0 Display of Documents					
The following documents are posted in a prominent and conspicuous location:					
License to operate	✓				
Sanitary permit			✓		Exempt
Copy of health certificates	✓				
Daily schedule				✓	Discussed to be posted
Fire evacuation plan	✓				
Fire extinguisher signs	✓				
Earthquake preparedness procedures				✓	Discussed to be posted
Exit signs	✓				
Daily menu, if applicable			✓		Does not provide food.
Inspection reports of DPHSS, GFD, DPW, DLM			✓		Exempt
Grading placards by DEH			✓		Exempt
No-smoking signs	✓				
Communicable disease prevention poster				✓	Discussed to be posted.



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Standards	C	NC	NA	NE	Comments
Emergency phone numbers				✓	Discussed to be posted
Other emergency procedures				✓	
§ 1114.0 Transportation Provisions					
When transportation is provided, children shall be protected as follows:					
The driver and vehicle shall be in compliance with all relevant motor vehicle and traffic laws	✓				
Staff to child ratios apply when on an excursion				✓	Program Starts on 1/13/25. No children at time of visit.
Developmentally appropriate instruction on safe transportation shall be provided to the children				✓	
Restraint systems shall meet federal motor vehicle safety standards and Guam law appropriate for the age and size of each child	✓				
Children shall not be allowed in back of trucks/jeeps or open-air vehicles	✓				
Children are supervised at all times				✓	
Standards	C	NC	NA	NE	Comments
§ 1115.0 Communication with Parents and Early Childhood Providers					
Shall communicate and maintain an open-door policy on:					
Information and instructions related to the child	✓				
Health, safety, child development or behavior of the child	✓				
Concerns are addressed immediately but no later than two (2) business days				✓	
Standards	C	NC	NA	NE	Comments
§ 1116.1 Parental Accessibility					
During hours of operation, parents and/or guardians have access to the childcare facility without prior notice to observe their child and operations of childcare facility	✓				
Standards	C	NC	NA	NE	Comments
§ 1116.2 Refraining from Releasing Children to Family					
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 childcare provider shall refrain from releasing the child to the family.	✓				
Standards	C	NC	NA	NE	Comments
§ 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,	✓				



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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	✓				



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Lead BCCS Inspector: Lucille Aquino Lucille Aquino
Print Name Signature

BCCS Inspector: June Boye June Boye
Print Name Signature

Date: 1/6/25

Corrective Action Plan (CAP) Required: YES NO Other

Reinspection Date/Time: _____
** Please note reinspection of noncompliant items will be conducted within 30 days of initial inspection date or at the discretion of the compliance officer*

Findings noted above. Acknowledged Receipt of Report:

/s/ Elsa Wiloa _____
Child Care Provider (Print Name) Child Care Provider (Signature)

Date: 1/6/2025

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

Date Revalidated (if applicable): _____