



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIVISION OF CHILDREN'S WELLNESS
BUREAU OF CHILD CARE SERVICES
www.guamchildcare.com
671-735-7256



LICENSED CHILD CARE INSPECTION SUMMARY REPORT

Section 1. PROGRAM INFORMATION

Facility Name: Little Garden International School Guam		
Address: 1317 Pale San Vitores Road	City: Tumon	Zipcode: 96913
License/Certification Status: Active	License/Certification Expiration: March 8, 2026	Phone Number: (671) 648-4649

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Renewal CCDF	<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: March 19, 2025	Follow-up Inspection Date: May 5, 2025	Compliance Status: Pending CAP in progress
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Section 2. INSPECTION SUMMARY

Standards	Compliance Met	
§1105 Program Requirements	11	out of 11
§1106 Staff to Child Ratio	9	out of 9
§1107 Admission	20	out of 20
§1108 Material and Equipment	10	out of 10
§1109 Personnel	24	out of 30
§1112 Display of Documents	13	out of 13
§1115 Communication with Parents and Early Childhood Providers	3	out of 3
§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.

- No school-age kids during inspection and or exemptions for immunization or religion.
- There were no sick children during inspection and does not administer medication.
- No practicum students or volunteers during the inspection.
- Facility does not provide transportation services and does not prepare or cooks meals.

Following non-compliances require a Corrective Action Plan:

In reference to, an inspection that was on November 18, 2024 at 1:59pm to 3:07pm. At which time, pursuant to Public Law 31-73, Rules and Regulations Governing Child Care Facilities and Group Child Care Homes, the following violations were observed:



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- 1109.3.(b)(3). Facility is missing a qualified director.
- 1109.5. Requirements of staff members.

The previously cited violation remains under corrective action plan with a re-inspection on May 5, 2025. The center/facility is working towards rectifying these violations. These items had been marked non-evaluated at this time.



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

Name of Facility: Little Garden International School
 Date of Visit: 3-19-25 Time In: 1117 Time Out: 1217
 Childcare Director: Emi Villaluz

Scheduled
Inspection
CCDF
Renewal

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

Standards	C	NC	NA	NE	Comments
§ 1105 Program Requirements					
(§1105.1 General)					
Developmentally appropriate practices are implemented	✓				
After school care contains age-appropriate curriculum for older children	✓				④ School-age kids, comes 3PM Homework, sensory, science on afternoon activity.
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	✓				
Partnerships with families to support active involvement are built	✓				
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	✓				
Policies and procedures are well-managed and promoting a system where children, families, and staff receive high quality experiences are in place	✓				
Individualized Family Service Plans or Individualized Education Programs are supported			✓		
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				
Birth to 12 months (Infant)	4:1	✓			2:1



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

Standards	C	NC	NA	NE	Comments
13 months to 2 years (Toddler) 6:1	✓				5:2
25 months to 3 years (Toddler) 10:1	✓				Combined 11:2
37 months to 4 years (Pre-school) 15:1	✓				
4 years and up (School-Age) 20:1				✓	schoolage comes in noon 3pm
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)			✓		
Early Childhood Directors are not counted in the child staff ratio	✓				
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	✓				
Staff to child ratio is maintained and physically present in the same space of the children's sleeping area	✓				
§ 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	✓				
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			✓		no sick children during visit.
Regulations of communicable diseases followed if symptoms of communicable diseases are observed	✓				



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Children with infectious illness or communicable disease shall not return to the childcare facility without medical authorization				✓		<i>no sick children during visit.</i>
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 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	✓					
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	✓					
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	✓					
The kits shall be replenished and updated on a regular basis. Contents with elapsed expiration dates shall be discarded in a proper manner	✓					
Standards	C	NC	NA	NE	Comments	
§ 1107.6 Medication						
Permission and instructions to administer medication to a child is in writing and			✓			



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prescription drugs are 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.			✓		
Any medication administered by any staff of the childcare facility shall be documented and recorded in a medication administration log			✓		facility does not administer medication
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			✓		
Meals Prepared and/or Served on Site. Provides nutritious food which shall follow recommended USDA Food and Nutrition Guidelines and Food Guide Pyramid for Young Children			✓		
Meal and snack menus shall be planned, written and posted at the beginning of each week; Substitutions shall be noted on the menu	✓				Handbooks, newsletters verbal to parents
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.	✓				children having lunch during visit.
Infants shall be fed by a staff member. <i>Propped bottles not permitted</i>				✓	not feeding or observe during inspection.
Heated food and bottles must be tested before feeding	✓				
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	✓				



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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	✓				
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
§ 1108.3 Sleeping Equipment & Bedding					
Sleeping equipment is safe, sturdy, clean, age-appropriate, and available	✓				
Individual bed, cot, crib, sleeping mat, or pad, for each child who rests is available	✓				
A clean sheet or cover to be used on the sleeping equipment for each child is used	✓				
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.	✓				
Childcare facilities shall develop and record policies pertaining to personnel practices	✓				
All new employee hires, including submission of clearance document(s), are reported to the Division prior to their employment	✓				<i>2 staff submit documents start: Nov. Dec. 2024</i>
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	✓				
Other information:			✓		



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Listing of all practicum students and/or volunteers who serve 20 hours or more per week shall be supplied to the division.				✓	
CCDBG: All staff shall complete the one-time CCDF Health & Safety Orientation	✓				1 staff completed on 8/28/24 has not yet received certificate.
Standards	C	NC	NA	NE	Comments
§ 1109.3 & 1109.4 Responsibilities and Qualifications for EC Directors and Assistant Directors					
Responsibility of EC Director The Early Childhood Directors or designee, in charge of the childcare facility at all times during hours of operation				✓	Facility is currently placed on CAP/LO *NO qualified Director on site. *GPPD documents NOT provided for 3 staff to demonstrate qualifications
Director shall not be a full-time teacher or provider				✓	Ms. Emi taking course to complete qualification. goal April 2025.
Director shall be responsible for the overall administration of childcare center's policies and procedures				✓	- reinspection: may 5, 2025 - Due Date: may 19, 2025
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.				✓	
Qualification of Early Childhood Director. The qualification is as follows:	✓				
At least 21 years of age					
Education and experience				✓	
Minimum education and training for Early Childhood Director Level 3 (Early Childhood Master Provider/ Early Childhood Director).				✓	
Standards	C	NC	NA	NE	Comments
§ 1109.5 Requirements of Staff Members					
Educational requirements of staff as indicated in the Professional Development Plan. <i>By 2014, 25% of early childhood providers shall meet the requirements of a Level 2 Early Childhood Lead Provider.</i>	✓				
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	✓				
The Early Childhood Directors/Licensees provide and make available information on workshops, seminar, training sessions or courses available to all staff members to encourage staff growth and development.	✓				



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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 childcare	✓				
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	✓				
Complete requirements for Level 1 Initial Early Childhood Provider within 12 months of employment as indicated in the Guam's Plan for Professional Development				✓	Pending Submission on April first week ✓ 1 staff Jasmin Basto, no doc on our file, but provider has docs w/ stamp, date received that it was submitted, April 03, 2024
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	✓				March 8, 2024



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Sanitary permit	✓				EXPIRE: 5-11-25
Copy of health certificates	✓				
Daily schedule	✓				
Fire evacuation plan	✓				
Fire extinguisher signs	✓				
Earthquake preparedness procedures	✓				
Exit signs	✓				
Daily menu, if applicable			✓		
Inspection reports of DPHSS, GFD, DPW, DLM	✓				
Grading placards by DEH	✓				
No-smoking signs	✓				
Communicable disease prevention poster	✓				
Emergency phone numbers	✓				
Other emergency procedures			✓		
Standards	C	NC	NA	NE	Comments

§ 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			✓		Does not provide transportation service. ↓
Staff to child ratios apply when on an excursion			✓		
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



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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, 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: June Borja [Signature]
Print Name Signature

BCCS Inspector: Lucille Aquino [Signature]
Print Name Signature

Date: 3/19/25

Corrective Action Plan (CAP) Required: YES NO Other cap/

Reinspection Date/Time: from last inspection May 5th 2025
* Please note reinspection of noncompliant items will be conducted within 30 days of initial inspection date or at the discretion of the compliance officer
* November 18, 2024 *

Findings noted above. Acknowledged Receipt of Report:

/s/ Emi K. Villaluz [Signature]
Child Care Provider (Print Name) Child Care Provider (Signature)

Date: 3/19/25

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

Date Revalidated (if applicable): _____

NOTE!
MAY 19, 2025
Due Date
to be Full compli