



GOVERNMENT OF GUAM  
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
*DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT*



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## REPORT SUMMARY

**August 26, 2024**

Jezzika Cruz  
The Giving Tree Children's Academy  
108 Lodo Street NCS Road  
Dededo, Guam 96929

Hafa Adai Ma'am,

This is an official notice that The Giving Tree Children's Academy is **COMPLIANT** with the Public Law 31-73, Rules and Regulations Governing Child Care Facilities and Group Child Care Homes. A renewal inspection was conducted on August 26, 2024 from 11:05am to 11:40am by our office, Bureau of Child Care Services (BCCS). Below is the summary of the results from the inspection:

- All facility program requirements were met. Facility was spacious and clean, had appropriate outdoor and indoor play areas, and adequate storage areas for each child. Facility is easily accessible to parents.
- The facility met and maintained staff to child ratio requirements during inspection. Staff was present and engaged with children at all times during the inspection.
- Program maintains a minimum of at least (1) CPR certified staff on site. Most staff are cleared by a licensed physician and deemed physically and mentally fit to provide services.
- At all times, a certified childcare Director in accordance with GPPD standards is on site at all times. Copies of the children's vaccination records are onsite and verified during this inspection.
- Communicable disease control measures were in place to prevent the spread of disease and/or illness.
- Multiple First Aid kits were present with all required items stated in regulations.
- Facility promotes healthy eating by providing handbooks to the parents.

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

The Child Care Licensing Rules and Regulations exist to promote and protect the well-being of children served by Child Care Facilities. Should you have any questions, please contact the BCCS Regulatory Section at 671-735-7344/7256.



June Borja  
Childcare Compliance Officer



Ruth Ren  
Childcare Compliance Officer

**BCCS - Regulatory Compliance Section**



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

Name of Facility: The Giving Tree Children's Academy  
 Date of Visit: 8/26/2024 Time In: 11:05am Time Out: 11:40am  
 Childcare Director: Jezzika Cruz

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

Standards	C	NC	NA	NE	Comments
<b>§ 1105 Program Requirements</b>					
<b>(§1105.1 General)</b>					
Developmentally appropriate practices are implemented	✓				
After school care contains age-appropriate curriculum for older children				✓	After school program not observed during inspection
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
<b>§ 1106 Staff to Child Ratio</b>					
<b>§ 1106.1 General</b>					
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 (Infant)	4:1				7:2



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13 months to 2 years (Toddler)	6:1	✓				<del>10:1</del> 1 1/2 years - 3 years
25 months to 3 years (Toddler)	10:1	✓				Advised to transfer children to pre-school group to meet ratio
37 months to 4 years (Pre-school)	15:1	✓				5:1
4 years and up (School-Age)	20:1				✓	Children were not present during inspection
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		✓				
<b>No child is left without adult supervision at all times</b>						
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		✓				
<b>Standards</b>		<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1107.0 Admission</b>						
<b>§ 1107.2 Illness &amp; Communicable Disease Control</b>						
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		✓				
<b>A designated isolation area for a child who becomes sick is identified</b>		✓				
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 child observed during inspection
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	✓					
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1107.3 Immunizations</b>						
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			✓			
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1107.4 Testing for Tuberculosis</b>						
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.	✓					
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1107.5 CPR</b>						
At least two staff providing direct care and education shall be certified in CPR	✓					5 staff have CPR, 1 expires soon 8/2024
At least (1) certified staff shall be on the premises at all times children are in their care	✓					
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1107.5 First Aid Kit</b>						
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	✓					
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1107.6 Medication</b>						
Permission and instructions to administer medication to a child is in writing and	✓					



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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.	✓					
Any medication administered by any staff of the childcare facility shall be documented and recorded in a medication administration log	✓					
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1107.7 Food and Nutrition</b>						
<b>Food and Nutrition Policies and Plans.</b> There shall be a plan for food handling, preparation and service; staffing and nutrition education or parents, staff and children	✓					
<b>Meals Prepared and/or Served on Site.</b> Provides nutritious food which shall follow recommended USDA Food and Nutrition Guidelines and Food Guide Pyramid for Young Children			✓			Do not provide food Children bring their own food
Meal and snack menus shall be planned, written and posted at the beginning of each week; Substitutions shall be noted on the men			✓			
Promote an understanding of the importance of nutritious meals and snacks to parents /guardians who provide meals for their children.	✓					parents hand book state information regarding healthy eating
Copy of a child's special diet shall be maintained in child's case file.	✓					
<b>Food Service</b> Children shall be supervised during mealtime and served in individual containers.	✓					
Infants shall be fed by a staff member. <i>Propped bottles not permitted</i>				✓		Meal time not observed for infant group
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.	✓					
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1108.0 Materials and Equipment</b>						
<b>§ 1108.1 General</b> <b>Materials and equipment provide opportunities for:</b> 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	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1108.2 Storage Spaces</b>					
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	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1108.3 Sleeping Equipment &amp; Bedding</b>					
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	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1109.1 Personnel</b>					
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 including submission of clearance document are reported to the Division prior to their employment			✓		No new employee hired
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1109.2 Information on Current Staff</b>					
<b>The following information shall be supplied to the Division:</b>					
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.			✓		<i>No practicum students/volunteers</i>
CCDBG: All staff shall complete the one-time CCDF Health & Safety Orientation	✓				
Standards	C	NC	NA	NE	Comments
§ 1109.3 & 1109.4 Responsibilities and Qualifications for EC Directors and Assistant Directors					
<b>Responsibility of EC Director</b> The Early Childhood Directors or designee, in charge of the childcare facility at all times during hours of operation	✓				
Director shall not be a full-time teacher or provider	✓				
Director shall be responsible for the overall administration of childcare center's policies and procedures	✓				
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:</b> 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					
<b>Educational requirements of staff as indicated in the Professional Development Plan.</b> <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 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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Licensees provide and make available information on workshops, seminar, training sessions or courses available to all staff members to encourage staff growth and development.	✓		RR X	
<b>BCCS:</b> 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			✓	<i>No Practicum Students / Volunteers</i>
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	✓			
<b>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:</b> 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.	✓			
<b>Staff members directly responsible for the care and education of children shall have the following minimum qualifications:</b> 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	✓			
<b>Staff members shall demonstrate the:</b> 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	✓			



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Standards	C	NC	NA	NE	Comments
<b>§ 1112.0 Display of Documents</b>					
<b>The following documents are posted in a prominent and conspicuous location:</b>					
License to operate	✓				
Sanitary permit	✓				
Copy of health certificates	✓				
Daily schedule	✓				
Fire evacuation plan	✓				
Fire extinguisher signs	✓				
Earthquake preparedness procedures	✓				Advised to post it
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
<b>§ 1114.0 Transportation Provisions</b>					
<b>When transportation is provided, children shall be protected as follows:</b>					
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			✓		
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
<b>§ 1115.0 Communication with Parents and Early Childhood Providers</b>					
<b>Shall communicate and maintain an open-door policy on:</b>					
Information and instructions related to the child	✓				
Health, safety, child development or behavior of the child	✓				



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Concerns are addressed immediately but no later than two (2) business days				✓	
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1116.1 Parental Accessibility</b>					
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	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1116.2 Refraining from Releasing Children to Family</b>					
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.	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1117.0 Nondiscrimination</b>					
<b>§ 1117.1 General</b>					
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	✓				

