



## LICENSED CHILD CARE INSPECTION SUMMARY REPORT

### Section 1. PROGRAM INFORMATION

<b>Facility Name:</b> Shining Stars Early Childhood Academy		
<b>Address:</b> 135 Pale Leon Murphy St.	<b>City:</b> Tamuning	<b>Zipcode:</b> 96913
<b>License/Certification Status:</b> Active	<b>License/Certification Expiration:</b> May 10, 2026	<b>Phone Number:</b> (671)989-7827

<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Announced	<input checked="" type="checkbox"/> Unannounced	<input type="checkbox"/> Site Visit	<input type="checkbox"/> Complaint	<input type="checkbox"/> Other
------------------------------	----------------------------------	------------------------------------	---	-------------------------------------	------------------------------------	--------------------------------

<b>Inspection Date:</b> October 28, 2024	<b>Follow-up Inspection Date:</b> N/A	<b>Compliance Status:</b> Non-Compliant
---	--	--

### Section 2. INSPECTION SUMMARY

Standards	Compliance Met	
§1105 Program Requirements	10	out of 10
§1106 Staff to Child Ratio	4	out of 9
§1107 Admission	16	out of 16
§1108 Material and Equipment	10	out of 10
§1109 Personnel	25	out of 28
§1112 Display of Documents	12	out of 11
§1115 Communication with Parents and Early Childhood Providers	2	out of 2
§1116 Parental Accessibility	2	out of 2

### Section 3. FINDINGS SUMMARY REPORT

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

- After-school program was not evaluated for the reason that the inspection was conducted outside of the program hours.
- Staff to Child Ratio for pre-school were not evaluated due to the absence of children in this group.
- Assessments on individual learning were not observed during the visit.
- Children in needs of the Individualized Family Service Plan were not identified.
- No sick children were observed at the time of inspection.
- No cooks, maintenance, volunteers and practicum students were observed at the time of inspection.
- Pre-service orientation and 15-hour annual training are pending to be completed.
- Discussed the requirements of medication administration in case necessary.
- Program do not provide transportation, and food or snacks to the children.



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIVISION OF CHILDREN'S WELLNESS  
BUREAU OF CHILD CARE SERVICES**

www.guamchildcare.com  
671-735-7256



**Following non-compliances require a Corrective Action Plan:**

- §1106.1: Child/Staff Ratio for infant group was 6:1 and Toddler group was 13:2; Children were left without adult supervision during nap time
- §1107.7: Two infants were given propped bottles
- §1109.1: Observed an insufficient number of staff during the inspection
- §1109.3 & §1109.4: Neither the Director nor the Assistant Director were present

**At this time, your facility has been placed on a corrective action plan. A re-inspection is required and scheduled on Wednesday, December 11, 2024 at 10:00am.**



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

Name of Facility: Shining Stars Early Childhood Academy  
 Date of Visit: 10/28/2024 Time In: 2:05 PM Time Out: 2:23 PM  
 Childcare Director: Jenneth Rosario

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
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				✓	Assessments were not observed
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				✓	IFSP or IEP were not observed
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				
		✓			6:1 Child/staff ratio should be maintained at 4:1



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

Name of Facility: Shining Stars Early Childhood Academy

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			✓		13:2 child/staff ratio should not exceed 6:1
25 months to 3 years (Toddler) 10:1	✓				9:1
37 months to 4 years (Pre-school) 15:1				✓	Children not observed in this group
4 years and up (School-Age) 20:1	✓				9:1
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)				✓	No cooks, maintenance, and housekeeping observed
Early Childhood Directors are not counted in the child staff ratio	✓				
<b>No child is left without adult supervision at all times</b>					Ratio requirements are not followed ↓
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>§ 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 children observed
Regulations of communicable diseases followed if symptoms of communicable diseases are observed				✓	↓



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

Name of Facility: Shining Stars Early Childhood Academy

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

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.				✓	No exemptions observed	
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	✓					
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	✓					



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

Name of Facility: Shining Stars Early Childhood Academy

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

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.					✓	No medication observed
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				✓		Child care center do 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.					✓	No children special diet observed
<b>Food Service</b> Children shall be supervised during mealtime and served in individual containers.					✓	Mealtime not observed
Infants shall be fed by a staff member. <i>Propped bottles not permitted</i>		✓			✓	↓
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	✓					



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

Name of Facility: Shining Stars Early Childhood Academy

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

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	✓				✓ RR	
<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.		✓				Ratio requirements are not followed
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					✓	No new employees
<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: _____				✓		



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

Name of Facility: Shining Stars Early Childhood Academy

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

Listing of all practicum students and/or volunteers who serve 20 hours or more per week shall be supplied to the division.			✓		No practicum or volunteers students
CCDBG: All staff shall complete the one-time CCDF Health & Safety Orientation				✓	Pending Confirmation
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1109.3 &amp; 1109.4 Responsibilities and Qualifications for EC Directors and Assistant Directors</b>					
<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		✓			The director was absent at the time of visit
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.		✓			Neither the director nor the assistant director were present at the facility.
<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).	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1109.5 Requirements of Staff Members</b>					
<b>Educational requirements of staff as indicated in the Professional Development Plan.</b> By 2014, 25% of early childhood providers shall meet the requirements of a Level 2 Early Childhood Lead Provider	✓				
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.	✓				



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

Name of Facility: Shining Stars Early Childhood Academy

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

<b>BCCS: Complete at least 15 annual hours of Health, Safety, or Early Childhood related training.</b>				✓	Pending completion
Volunteers and Practicum students who serve more than 20 hours have a valid Health Certificate and physical examination				✓	No Volunteers & 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	✓				
<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	✓				
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>
<b>§ 1112.0 Display of Documents</b>					
The following documents are posted in a prominent and conspicuous location: License to operate	✓				



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

Name of Facility: Shining Stars Early Childhood Academy

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

Sanitary permit	✓					
Copy of health certificates	✓					
Daily schedule	✓			✓		
Fire evacuation plan	✓					
Fire extinguisher signs	✓					
Earthquake preparedness procedures						
Exit signs	✓					
Daily menu, if applicable				✓		Facility do not prepare food
Inspection reports of DPHSS, GFD, DPW, DLM	✓					
Grading placards by DEH	✓					
No-smoking signs	✓					
Communicable disease prevention poster	✓					
Emergency phone numbers	✓					
Other emergency procedures				✓		
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1114.0 Transportation Provisions</b>						
<b>When transportation is provided, children shall be protected as follows:</b>						Child care center do not provide transportation ↓
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			✓			
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<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	✓					
Concerns are addressed immediately but no later than two (2) business days				✓		No concerns observed
<b>Standards</b>	<b>C</b>	<b>NC</b>	<b>NA</b>	<b>NE</b>	<b>Comments</b>	
<b>§ 1116.1 Parental Accessibility</b>						



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

Name of Facility: Shining Stars Early Childhood Academy

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

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				✓	No relevant issues observed ↓
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				✓	



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

Name of Facility: Shining Stars Early Childhood Academy

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

Lead BCCS Inspector: Ruth Ren [Signature]  
Print Name Signature

BCCS Inspector: Lucille Aquino [Signature]  
Print Name Signature

Date: 10/28/2024

Corrective Action Plan (CAP) Required:  YES  NO  Other

Reinspection Date/Time: December 11, 2024 10:00 am  
*\* 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/ Jenneth C. Rosario [Signature]  
Child Care Provider (Print Name) Child Care Provider (Signature)

Date: 10/30/2024

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

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



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

Name of Facility: Shining Stars Early Childhood Academy

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

Time-In: 12:22 PM  
Time-Out: 2:10 PM

Lead BCCS Inspector: Rutha Ren \_\_\_\_\_  
Print Name Signature

BCCS Inspector: Lucille Aquino \_\_\_\_\_  
Print Name Signature

Date: 10/29/2024

Corrective Action Plan (CAP) Required:  YES  NO  Other

Reinspection Date/Time: N/A

*\* 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/ Jenneth Rosario  
Child Care Provider (Print Name)

\_\_\_\_\_  
Child Care Provider (Signature)

Date: 10/30/2024

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

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



GOVERNMENT OF GUAM

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



LOURDES A. LEON GUERRERO  
MAGA' HAGAŃ GUÁHAN  
GOVERNOR OF GUAM

JOSHUA F. TENORIO  
SEGUNDO MAGA' LAHEN GUÁHAN  
LT. GOVERNOR OF GUAM

THERESA C. ARRIOLA, MBA  
DIRECTOR

PETERJOHN D. CAMACHO, MPH  
DEPUTY DIRECTOR

TERRY G. AGUON  
DEPUTY DIRECTOR

LETTER OF WARNING

October 29, 2024

Shining Stars Early Childhood Academy  
135 Pale Leon Murphy St.  
Tamuning, GU 96913  
(671)989-7827

Hafa Adai Ma'am,

This is an official notice of **WARNING** that your childcare facility, Shining Stars Early Childhood Academy is **NON-COMPLIANT** for not meeting the child supervision, feeding practices, and administrative requirements.

An inspection was conducted on October 28, 2024 from 2:05pm to 2:23pm by our office, Bureau of Child Care Services (BCCS). At which time, in pursuant to Public Law 31-73, Rules and Regulations Governing Child Care Facilities and Group Child Care Homes, the following violations were observed:

- The staff to child ratio for infant and toddler groups were 6:1 and 13:2 respectively at the time of inspection, which was not adhered to the following regulations:

§1106.1(a). **General.** The number of children per staff member *shall not* exceed:

Age of Child	Child:Staff Ratio	Effective Date of Compliance For Existing Child Care Facilities
Birth to 12 months	4:1	January 1, 2013
13 months to 2 years	7:1	January 1, 2013
13 months to 2 years	6:1	January 1, 2014
25 months to 3 years	10:1	January 1, 2013
37 months to 4 years	15:1	January 1, 2013
4 years and up	20:1	January 1, 2013

- During nap time, five children were found in a room without adult supervision. Staff member was occupied assisting four other children in a highchair in a separate room. This is not in compliance with the following regulations:

§1106.1(d). **General.** No child shall be left without adult supervision at any time. The staff to child ratio *shall* be maintained during all hours of operation. Staff members *shall* be within sight and sound of each child in the child care facility at all times. Staff members who provide direct care and education to children *shall* not engage in other activities while performing their regular duties, *unless* used for educational purposes (e.g. light housekeeping duties).

§1106.1(e). **General.** During nap time, the staff to child ratio must be maintained and physically present in the same space as the children's sleeping area.

- Two infants were discovered with propped bottles, while sleeping in playpens. This practice is prohibited under the following regulation:

§1107.7(e)(2). **Food Service.** 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.

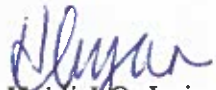
- Upon the arrival of compliance officers, neither the Early Childhood Director nor the Assistant Director was present at the facility, which is not conform to the following regulations.

§1109.3(a)(1). **Responsibilities of Early Childhood Director.** There *shall* be a responsible Early Childhood Director, or their designee, in charge of the child care facility at all times during their 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 which interferes with these duties.

§1109.3(a)(4). **Responsibilities of Early Childhood Director.** 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, prolonged absence is necessary. the Early Childhood Director *shall* hire an Acting Director if prolonged absence is necessary.

Your facility will be placed on a corrective action plan (CAP) outlining the steps you will take to correct the policy violation(s) mentioned above. Your childcare facility will have **60 days** or no later than **Monday, December 30, 2024** to become compliant.

Please be reminded that 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.



Heidi Q. Lujan

Chief Children's Services Administrator

**BCCS - Regulatory Compliance Section**



# BCCS CORRECTIVE ACTION PLAN (CAP)

October 29, 2024

**Shining Stars Early Childhood Academy**  
 135 Pale Leon Murphy St.  
 Tamuning, GU 96913  
 (671)989-7827  
 shiningstarseca@gmail.com

STATUS
Complete
Needs Review
In Progress
Not Started

POLICY VIOLATIONS	GOALS	ACTION STEPS	DUE DATE	STATUS																					
<p>§1106.1(a). General. The number of children per staff member shall not exceed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Age of Child</th> <th>Child:Staff Ratio</th> <th>Effective Date of Compliance For Existing Child Care Facilities</th> </tr> </thead> <tbody> <tr> <td>Birth to 12 months</td> <td>4:1</td> <td>January 1, 2013</td> </tr> <tr> <td>13 months to 2 years</td> <td>7:1</td> <td>January 1, 2013</td> </tr> <tr> <td>13 months to 2 years</td> <td>6:1</td> <td>January 1, 2014</td> </tr> <tr> <td>25 months to 3 years</td> <td>10:1</td> <td>January 1, 2013</td> </tr> <tr> <td>37 months to 4 years</td> <td>15:1</td> <td>January 1, 2013</td> </tr> <tr> <td>4 years and up</td> <td>20:1</td> <td>January 1, 2013</td> </tr> </tbody> </table> <p>§1106.1(d). General. No child shall be left without adult supervision at any time. The staff to child ratio shall be maintained during all hours of operation. Staff members shall be within sight and sound of each child in</p>	Age of Child	Child:Staff Ratio	Effective Date of Compliance For Existing Child Care Facilities	Birth to 12 months	4:1	January 1, 2013	13 months to 2 years	7:1	January 1, 2013	13 months to 2 years	6:1	January 1, 2014	25 months to 3 years	10:1	January 1, 2013	37 months to 4 years	15:1	January 1, 2013	4 years and up	20:1	January 1, 2013	To ensure caregiving quality and appropriate supervision for all children.	Facility should schedule adequate staff to account for planned and unplanned absences. <i>Failure to comply will result in an automatic revocation of the childcare license.</i>	<b>Monday, December 30, 2024</b>	
Age of Child	Child:Staff Ratio	Effective Date of Compliance For Existing Child Care Facilities																							
Birth to 12 months	4:1	January 1, 2013																							
13 months to 2 years	7:1	January 1, 2013																							
13 months to 2 years	6:1	January 1, 2014																							
25 months to 3 years	10:1	January 1, 2013																							
37 months to 4 years	15:1	January 1, 2013																							
4 years and up	20:1	January 1, 2013																							
§1106.1(d). General. No child shall be left without adult supervision at any time. The staff to child ratio shall be maintained during all hours of operation. Staff members shall be within sight and sound of each child in	To deliver high-quality care and to ensure the safety and well-	Facility should obtain or schedule sufficient number of staff members to ensure the	<b>Monday, December 30, 2024</b>																						

<b>BCCS Staff</b>	Ruth Ren	<b>Child Care Facility Staff</b>	Jenneth Rosario
<b>TITLE</b>	Childcare Compliance Officer	<b>TITLE</b>	Director



# BCCS CORRECTIVE ACTION PLAN (CAP)

<p>the child care facility at all times. Staff members who provide direct care and education to children <i>shall not</i> engage in other activities while performing their regular duties, <i>unless</i> used for educational purposes (e.g. light housekeeping duties).</p>	<p>being of all children.</p>	<p>staff-child ratio are met at all times. <i>Failure to comply will result in an automatic revocation of the childcare license.</i></p>	
<p>§1106.1(e). <b>General.</b> During nap time, the staff to child ratio must be maintained and physically present in the same space as the children's sleeping area.</p>	<p>To ensure all children are provided with a high level of safety when sleeping and resting.</p>	<p>Facility should obtain or schedule sufficient number of staff members to monitor and supervise the children at all times. <i>Failure to comply will result in an automatic revocation of the childcare license.</i></p>	<p><b>Monday, December 30, 2024</b></p>
<p>§1107.7(e)(2). <b>Food Service.</b> 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 <i>unless</i> medically prescribed. All bottles shall be individually labeled with the child's name.</p>	<p>To implement safe feeding practices for infants to prevent choking incidents and promote the</p>	<p>All staff members should consistently hold the bottle when feeding infants to ensure their safety. <i>Failure to comply will result in an automatic</i></p>	<p><b>Tuesday, October 29, 2024</b></p>

<b>BCCS Staff</b>	Ruth Ren	Child Care Facility Staff	Jenneth Rosario
<b>TITLE</b>	Childcare Compliance Officer	<b>TITLE</b>	Director



# BCCS CORRECTIVE ACTION PLAN (CAP)

<p>§1109.3(a)(1). <b>Responsibilities of Early Childhood Director.</b> There shall be a responsible Early Childhood Director, or their designee, in charge of the child care facility at all times during their 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 which interferes with these duties.</p>	<p>safety of all children. To ensure a qualified director or a responsible person is present at all times to manage the overall health and safety of the children and staff in the center.</p>	<p>revocation of the childcare license. The director, or a qualified person in the absence of director, should be present in the facility at all times. <i>Failure to comply will result in an automatic revocation of the childcare license.</i></p>	<p style="text-align: center;"><b>Monday, December 30, 2024</b></p>	
<p>§1109.3(a)(4). <b>Responsibilities of Early Childhood Director.</b> 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)</p>	<p>A qualified Early Childhood Assistant Director or staff member should be present to provide assistance in overseeing and managing the overall health</p>	<p>Facility needs to hire or obtain a certified childcare Assistant Director or staff member in accordance with GPPD qualification to assume responsibilities in the Director's absence. <i>Failure to comply will result in an automatic</i></p>	<p style="text-align: center;"><b>Monday, December 30, 2024</b></p>	

<b>BCCS Staff</b>	Ruth Ren	<b>Child Care Facility Staff</b>	Jenneth Rosario
<b>TITLE</b>	Childcare Compliance Officer	<b>TITLE</b>	Director



# BCCS CORRECTIVE ACTION PLAN (CAP)

month, prolonged absence is necessary. the Early Childhood Director shall hire an Acting Director if prolonged absence is necessary.	and safety of the children and staff during the absence of the Director.	revocation of the childcare license.
--	--	--------------------------------------

Lead BCCS Staff: Ruth Ren \_\_\_\_\_  
 Print Name Signature

BCCS Staff 2: Luelle Aguirre \_\_\_\_\_  
 Print Name Signature

Re-inspection Date/Time: December 11, 2024 at 10:00am  
 \* Please note re-inspection 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/ Jenneth Rosario \_\_\_\_\_ Date: 11/08/2024  
 Child Care Provider (Print Name) Child Care Provider (Signature)

<b>BCCS Staff</b>	Ruth Ren	<b>Child Care Facility Staff</b>	Jenneth Rosario
<b>TITLE</b>	Childcare Compliance Officer	<b>TITLE</b>	Director



# BCCS CORRECTIVE ACTION PLAN (CAP)

\_\_\_\_\_

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

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

BCCS Staff	Ruth Ren	Child Care Facility Staff	Jenneth Rosario
TITLE	Childcare Compliance Officer	TITLE	Director