



LICENSED CHILD CARE INSPECTION SUMMARY REPORT

Section 1. PROGRAM INFORMATION

Facility Name: Sunshine Child Care & Learning Center		
Address: 1C Juman Bldg., 1056 N Marine Corps Dr.	City: Tamuning	Zipcode: 96913
License/Certification Status: Active	License/Certification Expiration: December 21, 2025	Phone Number: (671)922-6035

<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
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Inspection Date: October 21, 2024	Follow-up Inspection Date: N/A	Compliance Status: Compliant
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Section 2. INSPECTION SUMMARY

Standards	Compliance Met	
§1105 Program Requirements	11	out of 11
§1106 Staff to Child Ratio	10	out of 10
§1107 Admission	18	out of 18
§1108 Material and Equipment	10	out of 10
§1109 Personnel	29	out of 29
§1112 Display of Documents	13	out of 13
§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.
- Children needing 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.
- 15-hour annual training are pending completion.
- Recommended to obtain a closed container in accordance with the communicable disease control requirements.
- Discussed the requirements of medication administration in case necessary.
- Program do not provide transportation, and food or snacks to the children.

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)
Child Care Validation Checklist

Name of Facility: Shine/Sunshine Child Care & Learning Center

Date of Visit: 10/21/24 Time In: 2:40 PM Time Out: 3:29 PM

Childcare Director: Judy Severn

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	✓				
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				1-staff - 1 child

(38) max. cap
(7) staffs including owner



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13 months to 2 years (Toddler)	6:1	✓				Toddler 1 - 5 Toddler 2 - 3
25 months to 3 years (Toddler)	10:1	✓				
37 months to 4 years (Pre-school)	15:1	✓				1-staff 7-kids
4 years and up (School-Age)	20:1	✓				1-staff - 3 PK
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		✓				during inspection naptime all staff present to ratios child
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		✓				
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		✓				
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					✓	advice to place one at area pending
Staff member or available responsible adult shall stay with sick child as parents are contacted and until parents arrive					✓	no sick children 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				✓	no sick kids
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.	XPR			✓	
Exemption from immunizations for any medical reason shall be documented by a written, signed, and dated statement by a Guam licensed medical physician.	XPR			✓	
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.	XPR			✓	
Copy of immunization record shall be filed in the child's record.	✓				
Parents have 30 calendar days to obtain required immunizations	XPR			✓	
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	✓				with doctor's consent



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prescription drugs are given only when prescribed by a licensed physician.	✓				with doctors consent
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 meds at this time
Any medication administered by any staff of the childcare facility shall be documented and recorded in a medication administration log				✓	will make log (pending)

Standards	C	NC	NA	NE	Comments
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§ 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			✓		
Promote an understanding of the importance of nutritious meals and snacks to parents /guardians who provide meals for their children.	✓				whatever parents provide the center is okay. They don't advise what to bring.
Copy of a child's special diet shall be maintained in child's case file.	✓				no kids with special diet
Food Service Children shall be supervised during mealtime and served in individual containers.				✓	nap time during inspection
Infants shall be fed by a staff member. <i>Propped bottles not permitted</i>				✓	no baby bottle fed 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
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§ 1108.0 Materials and Equipment

§ 1108.1 General Materials and equipment provide opportunities for: Indoor and outdoor play, exploration, expression, experimentation, and discovery	✓			✗	outdoor play area (3) max cap. They do not bring children out to play outdoors - 3 at time
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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	✓					advice to label
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			✓			no new employees
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.			✓		no practicum students
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					
Responsibility of EC Director					
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.	✓				
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			✓		
Licenses 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	✓				
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	✓				



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Sanitary permit	✓				
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	X PR		✓		
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			✓		
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	✓				Bright, will app shared with parents
Health, safety, child development or behavior of the child	✓				
Concerns are addressed immediately but no later than two (2) business days	X PR			✓	
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	✓		✗		<i>They don't allow access birthdays.</i>
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: Jane Bojia Jane Bojia
Print Name Signature

BCCS Inspector: Ruth Ren [Signature]
Print Name Signature

Date: 10/22/2024

Corrective Action Plan (CAP) Required: YES NO Other

Reinspection Date/Time: Follow up - 10-30-24 10-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/ Judy L. Serence [Signature]
Child Care Provider (Print Name) Child Care Provider (Signature)

Date: 10/22/2024

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

Date Revalidated (if applicable): _____



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Time In: 2:26 P.
Time Out: 2:30 P.

Lead BCCS Inspector: Ruth Ren _____
Print Name Signature

BCCS Inspector: Lucille Aquino _____
Print Name Signature

Date: 10/30/2024

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/ Judy Leisence _____
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): _____