

Center Name: Learning Tree Academy		Address: 3615 Candelaria Rd. NE Albuquerque, NM 87110			Phone: (505)888-1668		
License Number: 150658	Issue Date: 12/31/2016	Expiration Date: 12/30/2017	Type: 3 Star FOCUS Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	73	Under Age 2:	23	Night Care:	0	Playground:	35
		Over 2:	36	Under 2:	16		
Days and Hours of Operation							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	06:30 AM	06:30 AM	06:30 AM	06:30 AM	06:30 AM	Closed	Closed
Closing Times:	06:30 PM	06:30 PM	06:30 PM	06:30 PM	06:30 PM		
# of Classrooms: 7	Purpose: Annual		Date: 11/06/2017		Time: 09:00 AM		
Comments							

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

Licensure	
8.16.2.11 A TYPES OF LICENSES	Not Inspected
8.16.2.11 B RENEWAL OF LICENSE	Not Inspected
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Not Inspected
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Not Inspected
8.16.2.18 D COMPLAINTS	Not Inspected
8.16.2.21 A LICENSING REQUIREMENTS	Not Inspected
8.16.2.21 B CAPACITY OF CENTERS <u>Deficiencies</u> The center failed to post classroom capacities, and ratios and <u>group sizes</u> in an area of the room that is easily visible to parents, staff and visitors. Regulation: 8.16.2.21B(3)(c) <u>Corrective Action Plan</u> The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors. Date to be Completed: 12/06/2017	Non-compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES	Compliance
8.16.2.22 D FAMILY HANDBOOK	Compliance
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

Center Name: Learning Tree Academy	License Number: 150658	Date: 11/06/2017
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Administrative Requirements

Deficiencies

Of the 15 children's records reviewed, 1 is/are missing a list of people authorized to pick up the child and an authorization form signed by the parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

Regulation: 8.16.2.22E(1)(c)

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all children's records to ensure complete information and authorization is on file.

Date to be Completed: 12/06/2017

Deficiencies

Of the 15 children's records reviewed, 1 is/are missing information on allergies or medical conditions. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

Regulation: 8.16.2.22E(2)(a)

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all records to ensure information regarding allergies and medical conditions is on file.

Date to be Completed: 12/06/2017

Deficiencies

Of the 15 children's records reviewed, 1 is/are missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

Regulation: 8.16.2.22E(2)(b)

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all children's records to ensure up-to-date emergency contact information is on file.

Date to be Completed: 12/06/2017

8.16.2.22 F PERSONNEL RECORDS <u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 10 staff records does/do not include documentation of current first-aid and cardiopulmonary resuscitation training. See Staff Records 8.16.2.22 form for staff without verification of training. Regulation: 8.16.2.22F(1)(g) <u>Corrective Action Plan</u> The center will obtain documentation of first-aid and CPR training and retain on file. Date to be Completed: 12/06/2017	Non-compliance
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8.16.2.22 G PERSONNEL HANDBOOK	Compliance
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Personnel & Staffing

8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING	Compliance
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES	Compliance

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Services & Care of Children		
8.16.2.24 A GUIDANCE		Compliance
8.16.2.24 B NAPS OR REST PERIOD		Compliance
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS		Compliance
8.16.2.24 D DIAPERING AND TOILETING		Compliance
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS		N/A
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE		N/A
8.16.2.24 G PHYSICAL ENVIRONMENT		Compliance
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT		Compliance
8.16.2.24 I EQUIPMENT AND PROGRAM <u>Deficiencies</u> The center does not provide children in the 2 yr. old class room(s) sufficient materials for indoor activities so that at any one time each child can be individually involved. There are only 3 books out , and the science area lack materials in the twos room. Regulation: 8.16.2.24I(4) <u>Corrective Action Plan</u> Additional materials will be obtained. Date to be Completed: 12/06/2017 <u>Deficiencies</u> The center does not provide children in the 3 yr. oldclass room(s) sufficient materials for indoor activities so that at any one time each child can be individually involved. The science table has no materials. Regulation: 8.16.2.24I(4) <u>Corrective Action Plan</u> Additional materials will be obtained. Date to be Completed: 12/06/2017		Non-compliance
8.16.2.24 J OUTDOOR PLAY AREAS <u>Deficiencies</u> The playground equipment isn't inspected weekly. Regulation: 8.16.2.24J(4) <u>Corrective Action Plan</u> The facility will hold weekly inspections of their playground equipment. Date to be Completed: 12/06/2017		Non-compliance
8.16.2.24 K SWIMMING, WADING AND WATER		N/A
8.16.2.24 L FIELD TRIPS		N/A
Food Service		
8.16.2.25 B MEALS AND SNACKS		Compliance
8.16.2.25 C MENUS		Compliance
8.16.2.25 D KITCHENS		Compliance
8.16.2.25 E MEAL TIMES		Compliance

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Health & Safety Requirements		
8.16.2.26 A HYGIENE	Compliance	
8.16.2.26 B FIRST AID REQUIREMENTS	Compliance	
8.16.2.26 C MEDICATION	Compliance	
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS	Not Inspected	
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS <u>Deficiencies</u> A vehicle used for transporting children is not equipped with an operable fire extinguisher ; a first-aid kit. Regulation: 8.16.2.28A <u>Corrective Action Plan</u> The vehicle will be equipped with required items. Date to be Completed: 12/06/2017	Non-compliance	
Buildings, Grounds & Safety		
8.16.2.29 A HOUSEKEEPING <u>Deficiencies</u> The Fixtures are not in good repair as evidenced by toilet tank top cracked in the Pre K and School age bathroom. Regulation: 8.16.2.29A(1) <u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 12/06/2017 <u>Deficiencies</u> The Equipment are not in good repair as evidenced by the ladder is missing on the little tikes slide, the fence is missing a wooden plank, and the table is weathered on the playground. Regulation: 8.16.2.29A(1) <u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 12/06/2017 <u>Deficiencies</u> The Equipment are not in good repair as evidenced by area rug is curling in the ones room. Regulation: 8.16.2.29A(1) <u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 12/06/2017	Non-compliance	

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Buildings, Grounds & Safety**Deficiencies**

The toys in the twos room are not clean as evidenced by dolls are unclean.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Equipment are not in good repair as evidenced by the kitchenette is in disrepair and the labels are torn in twos room.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Equipment are not in good repair as evidenced by the science table bin is missing in the threes room.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The toys in the threes room are not clean as evidenced by soft pillows, and dolls are unclean.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Premises are not in good repair as evidenced by the wall has holes in the threes room near the library.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

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Buildings, Grounds & Safety**Deficiencies**

The Equipment are not in good repair as evidenced by the kitchenette in the threes room is missing the doors, the bin and the faucet.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The ceiling tiles in the threes room are not clean as evidenced by water stains.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

Date to be Completed: 12/06/2017

Deficiencies

The toys in the twos room are not clean as evidenced by soft toys are unclean.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Equipment are not in good repair as evidenced by sleeping mats are torn in the twos room.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Equipment are not in good repair as evidenced by the carpet on stairs in the twos/threes entrance is torn.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Ceiling tiles are not in good repair as evidenced by they are broken, stained and some are missing in the loft area.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

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Buildings, Grounds & Safety

Deficiencies

The Premises are not in good repair as evidenced by there is a hole in the wall in the loft area.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Equipment are not in good repair as evidenced by the sleeping mats in the Pre K room are torn.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The toys in the Pre K room are not clean as evidenced by dolls are unclean.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Equipment are not in good repair as evidenced by the kitchenette is in disrepair in the Pre K room the doors are missing the sink bin is missing ,ana the faucet is missing.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

Deficiencies

The Toys are not in good repair as evidenced by the cash register has no batteries in the pre K room.

Regulation: 8.16.2.29A(1)

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 12/06/2017

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Buildings, Grounds & Safety		
<p>Deficiencies The premises in the Pre K room are not safe in that there are staples in the dress up shelve, and there is house hold cleaner in a unlocked cabinet in the bathroom. Regulation: 8.16.2.29A(1)</p> <p>Corrective Action Plan The safety violation will be corrected and a system for routine safety inspection developed. Date to be Completed: 12/06/2017</p>		
8.16.2.29 B PEST CONTROL		Compliance
8.16.2.29 C MECHANICAL SYSTEMS		Compliance
8.16.2.29 D WATER AND WASTE		Compliance
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Compliance
8.16.2.29 F EXITS AND WINDOWS		Compliance
8.16.2.29 G TOILET AND BATHING FACILITIES		Compliance
<p>8.16.2.29 H SAFETY COMPLIANCE</p> <p>Deficiencies An evacuation plan is not posted in the 3 yr. old class room(s) used by children. Regulation: 8.16.2.29H(3)(f)</p> <p>Corrective Action Plan An evacuation plan will be posted in each room used by children. Date to be Completed: 12/06/2017</p>		Non-compliance
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Compliance
8.16.2.29 J PETS		N/A

Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the licensee.

LM 1:15

11/06/2017

Debra Howe

11/06/2017

Surveyor: Lucille Mizner

Date

Facility Rep: Debra Howe

Date