



**Facility**

**Name:** *ABQ Children's Academy* **License Number:** *168155*  
**Address:** *9924 Menaul Blvd NE, Albuquerque, NM 87112*  
**Phone:** *5052968656* **Fax:** *N/A* **E-mail:** *N/A*

**License Information**

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *03/02/2018* **Expiration Date:** *11/30/2018*

**Capacity**

**Over Age 2:** *52* **Under Age 2:** *6* **Night Care:** *0* **Playground:** *42*  
**Square Footage:** *N/A*

**Census**

**Over 2:** *15* **Under 2:** *0*

**Classrooms**

**Number of Classrooms:** *3*

**Days and Hours of Operation**

<b>Monday</b> <i>7:00 AM - 6:00 PM</i>	<b>Tuesday</b> <i>7:00 AM - 6:00 PM</i>	<b>Wednesday</b> <i>7:00 AM - 6:00 PM</i>	<b>Thursday</b> <i>7:00 AM - 6:00 PM</i>	<b>Friday</b> <i>7:00 AM - 6:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *09/05/2018* **Time In:** *10:00 AM* **Time Out:** *1:00 PM* **Purpose:** *Annual*

**Licensure**

8.16.2.11 A Types of Licenses	<i>N/A</i>
8.16.2.11 B Renewal of License	<i>N/A</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>N/A</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>N/A</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>N/A</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

## Administrative Requirements (*continued*)

8.16.2.21 C Incident Reporting Requirements

N/A

## Administrative Requirements

8.16.2.22 A Administrative Records

**Non-compliance**

*The center failed to display in a prominent place that is readily visible to parents, staff and visitors the most recent licensing survey.*

*Corrective Action Plan*

*The center will post the missing item.*

Regulation: 8.16.2.22.A.

Date to be Completed: 10/10/2018

8.16.2.22 B Mission, Philosophy and Curriculum Statement

*Not Inspected*

8.16.2.22 C Policy and Procedures

*Not Inspected*

8.16.2.22 D Family Handbook

*Not Inspected*

8.16.2.22 E Children's Records

**Non-compliance**

*Of the 10 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.*

*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.*

Regulation: 8.16.2.22.E.1.c.

Date to be Completed: 10/10/2018

*Of the 10 children's records reviewed, 2 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.*

*Corrective Action Plan*

*The first attendance date will be added and the center will review all children's records to ensure complete information is on file.*

Regulation: 8.16.2.22.E.1.d.

Date to be Completed: 10/10/2018

**8.16.2.22 E Children's Records (continued)****Non-compliance**

*Of the 10 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.*

**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.*

Regulation: 8.16.2.22.E.2.b.

Date to be Completed: 10/10/2018

**8.16.2.22 F Personnel Records****Non-compliance**

*From the review of staff records, it was determined that 4 out of 4 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form.*

**Corrective Action Plan**

*The center will obtain Form I-9s from all staff and maintain them in their personnel files.*

Regulation: 8.16.2.22.F.1.q.

Date to be Completed: 10/10/2018

*From the review of staff records, it was determined that 4 out of 4 staff records does/do not include a dated weekly work schedule that includes the time of arrival and departure and breaks and lunch. See Staff Records 8.16.2.22 form for staff who need to have a work schedule.*

**Corrective Action Plan**

*The center will add the work schedule and maintain dated weekly work schedules for the director, all staff, all care givers and volunteers.*

Regulation: 8.16.2.22.F.2.

Date to be Completed: 10/10/2018

**8.16.2.22 G Personnel Handbook***Not Inspected***Personnel & Staffing****8.16.2.23 A Personnel and Staffing Requirements***Compliance***8.16.2.23 B Staff Qualifications and Training****Non-compliance**

*From the review of staff records, it was determined that 1 out of 4 staff does/do not have documentation of the 45-hour entry level course or an approved equivalent prior to or within six months of employment.*

**Corrective Action Plan**

*Training will be completed for staff as required and documentation retained on file.*

*(continued)*

Regulation: 8.16.2.23.B.2.c.

Date to be Completed: 10/10/2018

## 8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

**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

Compliance

## 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

Compliance

## 8.16.2.24 J Outdoor Play Areas

Compliance

## 8.16.2.24 K Swimming, Wadding 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

**Non-compliance***A drink is not properly stored; the item is not labeled and dated.**Corrective Action Plan**The person responsible for food service will be instructed in proper food storage.*

Regulation: 8.16.2.25.D.4.

Date to be Completed: 10/10/2018

## 8.16.2.25 E Meal Times

N/A

**Health & Safety Requirements**

## 8.16.2.26 A Hygiene

Compliance

## 8.16.2.26 B First Aid Requirements

Compliance

**Health & Safety Requirements (continued)**

8.16.2.26 C Medication

**Non-compliance**

*The center does not have the written permission of parents or guardians to administer medication.*

*Corrective Action Plan*

*Written permission and instructions for administration from the prescribing physician will be obtained from parents/guardians prior to administering any prescription or non-prescription medication.*

Regulation: 8.16.2.26.C.2.

Date to be Completed: 10/10/2018

8.16.2.27 A-D Illness Requirements for Centers

N/A

8.16.2.28 A-H Transportation Requirements for Centers

N/A

**Buildings, Grounds & Safety**

8.16.2.29 A Housekeeping

Compliance

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

8.16.2.29 H Safety Compliance

**Non-compliance**

*The center failed to conduct a fire drill for the month(s) of August (2018).*

Regulation: 8.16.2.29.H.2.

Date to be Completed: 10/10/2018

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances

Compliance

8.16.2.29 J Pets

Compliance

**Additional Comments**

None

**Signatures**

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



Surveyor: Helen Waldorf



Facility Representative: Natalie Eisenhart