



Children, Youth and Families Department
Child Care Licensing
SURVEY REPORT

Facility

Name: Albuquerque Christian School

License Number: 14882

Address: 4931 McLeod Rd NE, Albuquerque, NM 87109

Phone: 5058720777

Fax:

E-mail: n/a

License Information

Type: 1 Star Child Care Center

Status: Licensed

Issue Date: 02/28/2019

Expiration Date:
02/27/2020

Capacity

Over Age 2: 45

Under Age 2:

Night Care:

Playground: 45

Square Footage: 0

Census

Over 2: 25

Under 2: 0

Classrooms

Number of Classrooms: 3

Days and Hours of Operation

Monday

7:00 AM - 6:00 PM

Tuesday

7:00 AM - 6:00 PM

Wednesday

7:00 AM - 6:00 PM

Thursday

7:00 AM - 6:00 PM

Friday

7:00 AM - 6:00 PM

Saturday

Closed

Sunday

Closed

Inspection

Date: 04/02/2019

Time In: 10:00 AM

Time Out: 1:00 PM

Purpose: Follow-up

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	Compliance
8.16.2.21 B Capacity of Centers	Compliance

Administrative Requirements (continued)**8.16.2.21 C Incident Reporting Requirements***Not Inspected***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 guidance policy.

Corrective Action Plan

The center will post the missing item.

Regulation: 8.16.2.22.A.

Date to be Completed: 05/02/2019

8.16.2.22 B Mission, Philosophy and Curriculum Statement*Compliance***8.16.2.22 C Policy and Procedures****Non-compliance**

The center did not have available for review written policies and procedures covering the handling of complaints received from parents or any other person; and actions to be taken in case a child is found missing from the center.

Corrective Action Plan

The center will complete written policies and procedures for the missing area(s).

Regulation: 8.16.2.22.C.

Date to be Completed: 05/02/2019

8.16.2.22 D Family Handbook**Non-compliance**

The center did not have a parent handbook that included policies and procedures. The following general information needs to be included: daily schedule.

Corrective Action Plan

A parent handbook with required general information and center policies and procedures will be completed and distributed.

Regulation: 8.16.2.22.D.1.

Date to be Completed: 05/02/2019

Administrative Requirements (continued)

8.16.2.22 E Children's Records

Non-compliance

Of the 1 children's records reviewed, 10 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: 05/02/2019

Of the 1 children's records reviewed, 10 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: 05/02/2019

Of the 3 children's records reviewed, 10 is/are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption.

Corrective Action Plan

Parents will be advised to submit a complete and up-to-date immunization record or exemption. The center will review all children's records to ensure complete information is on file.

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 05/02/2019

Of the 1 children's records reviewed, 10 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: 05/02/2019

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

Of the 1 children's records reviewed, 10 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.

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.

Regulation: 8.16.2.22.E.2.a.

Date to be Completed: 05/02/2019

Of the 1 children's records reviewed, 10 is/are missing a signed parent or guardian acknowledgement that the parent handbook had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.

Corrective Action Plan

Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file.

Regulation: 8.16.2.22.E.1.l.

Date to be Completed: 05/02/2019

8.16.2.22 F Personnel Records**Non-compliance**

From the review of staff records, it was determined that 6 out of 7 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: 05/02/2019

From the review of staff records, it was determined that 2 out of 7 staff records does/do not include a professional development plan based on seven areas of competency. See Staff Records 8.16.2.22 form for staff who need a current plan.

Corrective Action Plan

The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.

Regulation: 8.16.2.22.F.1.n.

Date to be Completed: 05/02/2019

Administrative Requirements (continued)**8.16.2.22 G Personnel Handbook****Non-compliance**

The center did not have a complete personnel handbook. The following information needs to be included: code of conduct, training requirements, career lattice, professional development opportunities, procedures and criteria for performance evaluations, copy of licensing regulations, confidentiality statement, policies on absence from work, grievance procedures, procedures for resignation/termination, and plan for retention of qualified staff.

Corrective Action Plan

A personnel handbook with required information will be completed and distributed to each employee.

Regulation: 8.16.2.22.G.

Date to be Completed: 05/02/2019

Personnel & Staffing**8.16.2.23 A Personnel and Staffing Requirements****Compliance****8.16.2.23 B Staff Qualifications and Training****Non-compliance**

Educators did not complete the following training within 3-months: Health and Safety Training for 2 of 7 staff

Corrective Action Plan

All educators, regardless of the number of hours per week, will complete the above listed training. The following staff members need to complete the required training:

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 05/02/2019

From the review of staff records, it was determined that 2 out of 7 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation. Orientations were not there or not filled out.

Corrective Action Plan

Orientation will be completed and documented for staff noted; in the future, orientation will be completed prior to time staff begin working with children.

Regulation: 8.16.2.23.B.2.a.

Date to be Completed: 05/02/2019

8.16.2.23 C Staff/Child Ratios and Group Sizes**Compliance**

Services & Care of Children

8.16.2.24 A Guidance

Non-compliance

Of the 10 children's records reviewed, 1 is/are missing a signed parent or guardian acknowledgement that the center's guidance policy had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.

Corrective Action Plan

The center will review all children's records to ensure a signed parent or guardian acknowledgement is on file.

Regulation: 8.16.2.24.A.1.

Date to be Completed: 05/02/2019

8.16.2.24 B Naps or Rest Period

Not Inspected

8.16.2.24 C Additional Requirements for Infants and Toddlers

N/A

8.16.2.24 D Diapering and Toileting

N/A

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

Non-compliance

The center did not post the daily activity schedule in all classrooms.

Corrective Action Plan

The center will begin posting their daily activities schedules and following them.

Regulation: 8.16.2.24.I.8.

Date to be Completed: 05/02/2019

8.16.2.24 J Outdoor Play Areas

Compliance

8.16.2.24 K Swimming, Wading and Water

N/A

8.16.2.24 L Field Trips

Not Inspected

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

Health & Safety Requirements (*continued*)

8.16.2.25 E Meal Times

Compliance

Health & Safety Requirements

8.16.2.26 A Hygiene

Compliance

8.16.2.26 B First Aid Requirements

Non-compliance

The center does not have on duty all educators currently certified in first aid and cardiopulmonary resuscitation (CPR), for 2 of 7 staff.

Corrective Action Plan

All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

Regulation: 8.16.2.26.B.1.

Date to be Completed: 05/02/2019

The center's first aid kit does not contain soap.

Corrective Action Plan

Missing items will be added to the first-aid kit; staff will be reminded to replace any item used.

Regulation: 8.16.2.26.B.2.

Date to be Completed: 05/02/2019

8.16.2.26 C Medication

Compliance

8.16.2.27 A-D Illness Requirements for Centers

Compliance

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

Buildings, Grounds & Safety (*continued*)

8.16.2.29 H Safety Compliance

Non-compliance

The list of emergency telephone numbers did not include a phone number for fire, police, ambulance and the poison control center; and were not posted next to phone.

Corrective Action Plan

A complete list of emergency phone numbers will be posted next to the phone or on the phone itself if a cordless phone is used.

Regulation: 8.16.2.29.H.3.g.

Date to be Completed: 05/02/2019

8.16.2.29 H3(f)(i)(k) Safety Compliance

Compliance

8.16.2.29 J Pets

N/A

Additional Comments

Follow-up to initial survey conducted on 2/28/19

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: Mark Prizzi



Facility Representative: Suzette McCarthy