

|   |                                  |  |  |                 |                                |                 |               |
|---|----------------------------------|--|--|-----------------|--------------------------------|-----------------|---------------|
| <b>Center Name:</b><br>CABQ Singing Arrow Child Devpmt.Center             |                                  | <b>Address:</b><br>13001 Singing Arrow S.E.<br>Albuquerque, NM 87123 |  |                 | <b>Phone:</b><br>(505)291-6230 |                 |               |
| <b>License Number:</b><br>90076   | <b>Issue Date:</b><br>05/27/2016 | <b>Expiration Date:</b><br>05/26/2017                                | <b>Type:</b><br>5 Star FOCUS Child Care Center |                 | <b>Status:</b><br>Licensed     |                 |               |
| <b>Capacity</b>   |                                  |  |  |                 | <b>Census</b>                  |                 |               |
| Over Age 2:   | 40                               | Under Age 2:   | 0  | Night Care:     | 0                              | Playground:     | 40            |
|   |                                  | Over 2:  | 15   | Under 2:        | 0                              |                 |               |
| <b>Days and Hours of Operation</b>  |                                  |  |  |                 |                                |                 |               |
|   | <u>Monday</u>                    | <u>Tuesday</u>   | <u>Wednesday</u>                               | <u>Thursday</u> | <u>Friday</u>                  | <u>Saturday</u> | <u>Sunday</u> |
| Opening Times:  | 07:00 AM                         | 07:00 AM   | 07:00 AM                                       | 07:00 AM        | 07:00 AM                       | Closed          | Closed        |
| Closing Times:  | 05:30 PM                         | 05:30 PM   | 05:30 PM                                       | 05:30 PM        | 05:30 PM                       |                 |               |
| <b># of Classrooms:</b><br>2  | <b>Purpose:</b><br>Annual        |  | <b>Date:</b><br>03/28/2017                     |                 | <b>Time:</b><br>11:00 AM       |                 |               |
| <b>Comments</b><br>Educators recieved the mandatory H& S training 10/7/16 |                                  |  |  |                 |                                |                 |               |

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   | 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<br><u>Deficiencies</u><br>The center did not have available for review written policies and procedures covering expulsion of children. center has disenrollment policy, not expulsion policy, the disenrollment policy in the handbook does not meet key elements to meet current regulation<br>Regulation: 8.16.2.22C(1)-(8)<br><br><u>Corrective Action Plan</u><br>The center will complete written policies and procedures for the missing area(s).<br>Date to be Completed: 04/27/2017 | Non-compliance |
| 8.16.2.22 D FAMILY HANDBOOK   | Compliance     |
| 8.16.2.22 E CHILDREN'S RECORDS  | Non-compliance |

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| <b>Administrative Requirements</b>   |                                 |                            |
| <p><b><u>Deficiencies</u></b><br/>Of the 9 children's records reviewed, 2 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.<br/><b>Regulation:</b> 8.16.2.22E(1)(e)</p> <p><b><u>Corrective Action Plan</u></b><br/>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.<br/><b>Date to be Completed:</b> 04/28/2017</p> |                                 |                            |
| <b>8.16.2.22 F PERSONNEL RECORDS</b>   |                                 | Non-compliance             |
| <p><b><u>Deficiencies</u></b><br/>From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information. older than five years<br/><b>Regulation:</b> 8.16.2.22F(1)(e)</p> <p><b><u>Corrective Action Plan</u></b><br/>The center will obtain documentation of a background check.<br/><b>Date to be Completed:</b> 04/27/2017</p>  |                                 |                            |
| <b>8.16.2.22 G PERSONNEL HANDBOOK</b>  |                                 | Compliance                 |
| <b>Personnel &amp; Staffing</b>  |                                 |                            |
| <b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>   |                                 | Compliance                 |
| <b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>   |                                 | Compliance                 |
| <b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>  |                                 | Non-compliance             |
| <p><b><u>Deficiencies</u></b><br/>The center failed to post the capacity for each activity/interest area. 2 out of 2 classrooms failed to post the capacity for each activity/interest area.<br/><b>Regulation:</b> 8.16.2.23 C (2)(b)</p> <p><b><u>Corrective Action Plan</u></b><br/>Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC<br/><b>Date to be Completed:</b> 04/27/2017</p>                             |                                 |                            |
| <b>Services &amp; Care of Children</b>   |                                 |                            |
| <b>8.16.2.24 A GUIDANCE</b>  |                                 | Compliance                 |
| <b>8.16.2.24 B NAPS OR REST PERIOD</b>   |                                 | Compliance                 |
| <b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>  |                                 | N/A                        |
| <b>8.16.2.24 D DIAPERING AND TOILETING</b>   |                                 | N/A                        |
| <b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>   |                                 | Not Inspected              |
| <b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>  |                                 | N/A                        |
| <b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>  |                                 | Compliance                 |

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| <b>Services &amp; Care of Children</b>   |                                 |                            |
| 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, WADING AND WATER   |                                 | Not Inspected              |
| 8.16.2.24 L FIELD TRIPS  |                                 | Not Inspected              |
| <b>Food Service</b>  |                                 |                            |
| 8.16.2.25 B MEALS AND SNACKS   |                                 | Compliance                 |
| 8.16.2.25 C MENUS  |                                 | Compliance                 |
| 8.16.2.25 D KITCHENS<br><b>Deficiencies</b><br>A food is not properly stored; the item is not labeled and dated. multiply items such as fish fillets<br><b>Regulation:</b> 8.16.2.25D(4)<br><b>Corrective Action Plan</b><br>The person responsible for food service will be instructed in proper food storage.<br><b>Date to be Completed:</b> 04/27/2017 |                                 | Non-compliance             |
| 8.16.2.25 E MEAL TIMES   |                                 | Compliance                 |
| <b>Health &amp; Safety Requirements</b>  |                                 |                            |
| 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   |                                 | Compliance                 |
| 8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS  |                                 | N/A                        |
| <b>Buildings, Grounds &amp; Safety</b>   |                                 |                            |
| 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  |                                 | Compliance                 |
| 8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES  |                                 | Compliance                 |
| 8.16.2.29 J PETS   |                                 | N/A                        |

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**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.**

SF

03/28/2017

Frances Madrid

03/28/2017

|                         |      |                              |      |
|-------------------------|------|------------------------------|------|
| Surveyor: Sylvia Foster | Date | Facility Rep: Frances Madrid | Date |
|-------------------------|------|------------------------------|------|