



<b>Center Name:</b> Catholic Charities Children's Learning Center			<b>Address:</b> 2010 Bridge Ave. S.W. Albuquerque, NM 87105			<b>Phone:</b> (505)724-4643		
<b>License Number:</b> 94668	<b>Issue Date:</b> 01/6/2017	<b>Expiration Date:</b> 01/5/2018	<b>Type:</b> 5 Star FOCUS Child Care Center			<b>Status:</b> Licensed		
<b>Capacity</b>						<b>Census</b>		
Over Age 2:	50	Under Age 2:	39	Night Care:	0	Playground:	31	
						Over 2:	29	Under 2:
<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:	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM			
<b># of Classrooms:</b> 6		<b>Purpose:</b> Annual		<b>Date:</b> 11/03/2017		<b>Time:</b> 09:35 AM		
<b>Comments</b>								

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	Compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
Administrative Requirements	
<b>8.16.2.22 A ADMINISTRATION RECORDS</b> <u>Deficiencies</u> The center failed to display in a prominent place that is readily visible to parents, staff and visitors the dated weekly menus for meals and snacks. menu posted is outdated, dated Aug 21-25-17 Regulation: 8.16.2.22A <u>Corrective Action Plan</u> The center will post the missing item. corrected while surveyor was present Date to be Completed: 11/03/2017	Non-compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Not Inspected
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

<b>Center Name:</b> Catholic Charities Children's Learning Center	<b>License Number:</b> 94668	<b>Date:</b> 11/03/2017
<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> Of the 10 children's records reviewed, 1 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. <b>Regulation:</b> 8.16.2.22E(1)(e)</p> <p><b><u>Corrective Action Plan</u></b> 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. Assistant director later found it and showed Licensing surveyor, was not in child's file at time of inspection <b>Date to be Completed:</b> 12/04/2017</p>		
<p><b>8.16.2.22 F PERSONNEL RECORDS</b></p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 8 out of 16 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. <b>Regulation:</b> 8.16.2.22F(1)(g)</p> <p><b><u>Corrective Action Plan</u></b> The center will obtain documentation of first-aid and CPR training and retain on file. <b>Date to be Completed:</b> 12/05/2017</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 16 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. <b>Regulation:</b> 8.16.2.22F(1)(n)</p> <p><b><u>Corrective Action Plan</u></b> The center will have staff complete a professional development plan and sign the plan. The plan will be maintained on file. <b>Date to be Completed:</b> 12/04/2017</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 16 staff records does/do not include signed acknowledgement that the personnel handbook had been read and understood. See Staff Records 8.16.2.22 form for staff who need to complete the acknowledgement. <b>Regulation:</b> 8.16.2.22F(1)(o)</p> <p><b><u>Corrective Action Plan</u></b> The center will have staff complete the required acknowledgement and will retain on file. <b>Date to be Completed:</b> 12/04/2017</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 16 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form. <b>Regulation:</b> 8.16.2.22F(1)(q)</p> <p><b><u>Corrective Action Plan</u></b> The center will obtain Form I-9s from all staff and maintain them in their personnel files. <b>Date to be Completed:</b> 12/05/2017</p>		Non-compliance

<b>Center Name:</b> Catholic Charities Children's Learning Center	<b>License Number:</b> 94668	<b>Date:</b> 11/03/2017
<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 16 staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information. <b>Regulation:</b> 8.16.2.22F(1)(b)</p> <p><b><u>Corrective Action Plan</u></b> The center will add the position to the record. <b>Date to be Completed:</b> 12/05/2017</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 16 staff records do/does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information. <b>Regulation:</b> 8.16.2.22F(1)(c)</p> <p><b><u>Corrective Action Plan</u></b> The center will add staff's current and past duties and responsibilities to the record. <b>Date to be Completed:</b> 12/04/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Not Inspected
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Compliance
<p><b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b></p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 2 out of 16 staff working more than 20 hours a week, has/have no documentation of at least 24 hours of qualified annual training, See Staff Records 8.16.2.22 form for staff with missing documentation of training. <b>Regulation:</b> 8.16.2.23B(2)(d)</p> <p><b><u>Corrective Action Plan</u></b> Annual training will be completed as required and documentation retained on file. <b>Date to be Completed:</b> 12/04/2017</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 16 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. <b>Regulation:</b> 8.16.2.23B(2)(c)</p> <p><b><u>Corrective Action Plan</u></b> Training will be completed for staff as required and documentation retained on file. <b>Date to be Completed:</b> 12/05/2017</p> <p><b><u>Deficiencies</u></b> On line CPR and/or First Aid Training was used to meet requirements. for 4 of the staff members <b>Regulation:</b> 8.16.2.23B(2)(h)</p> <p><b><u>Corrective Action Plan</u></b> Obtain CPR/ and/or First Aid training from another source. <b>Date to be Completed:</b> 12/04/2017</p>		Non-compliance

<b>Center Name:</b> Catholic Charities Children's Learning Center	<b>License Number:</b> 94668	<b>Date:</b> 11/03/2017
<b>Personnel &amp; Staffing</b>		
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES	Compliance	
<b>Services &amp; Care of Children</b>		
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	Not Inspected	
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, 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	
<b>8.16.2.25 C MENUS</b> <u><b>Deficiencies</b></u> The posted menu was not followed and the substitution(s) was not recorded on the posted menu. menu said tuna salad, children were having lasagna <b>Regulation:</b> 8.16.2.25C(2) <u><b>Corrective Action Plan</b></u> When the posted menu is not followed, substitutions will meet nutritional requirements and be recorded on the posted menu. <b>Date to be Completed:</b> 12/04/2017	Non-compliance	
<b>8.16.2.25 D KITCHENS</b> <u><b>Deficiencies</b></u> The bottles of infant formula or breast milk brought from home for children in the Infant - (6 wk. - 12 mo.) room(s) are not labeled. two <b>Regulation:</b> 8.16.2.25D(5) <u><b>Corrective Action Plan</b></u> A staff will be assigned responsibility for ensuring all foods and bottles brought from the child's home are labeled and , if necessary, refrigerated. <b>Date to be Completed:</b> 11/03/2017	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	

<b>Center Name:</b> Catholic Charities Children's Learning Center	<b>License Number:</b> 94668	<b>Date:</b> 11/03/2017
<b>Health &amp; Safety Requirements</b>		
<b>8.16.2.26 C MEDICATION</b>	Compliance	
<b>8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS</b>	Not Inspected	
<b>8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS</b> <u><b>Deficiencies</b></u> A vehicle used for transporting children is not equipped with an operable fire extinguisher . Not tagged/inspected yearly Regulation: 8.16.2.28A  <u><b>Corrective Action Plan</b></u> The vehicle will be equipped with required items. Date to be Completed: 12/04/2017	Non-compliance	
<b>Buildings, Grounds &amp; Safety</b>		
<b>8.16.2.29 A HOUSEKEEPING</b> <u><b>Deficiencies</b></u> The premises in the #7room are not safe in that purses accessibel to the children (in cubbies) Regulation: 8.16.2.29A(1)  <u><b>Corrective Action Plan</b></u> The safety violation will be corrected and a system for routine safety inspection developed. Date to be Completed: 11/03/2017  <u><b>Deficiencies</b></u> The premises in the # 3 room are not safe in that chairs are stacked on the dramatic play area table Regulation: 8.16.2.29A(1)  <u><b>Corrective Action Plan</b></u> The safety violation will be corrected and a system for routine safety inspection developed. Date to be Completed: 12/05/2017	Non-compliance	
<b>8.16.2.29 B PEST CONTROL</b>	Compliance	
<b>8.16.2.29 C MECHANICAL SYSTEMS</b>	Compliance	
<b>8.16.2.29 D WATER AND WASTE</b>	Compliance	
<b>8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL</b>	Compliance	
<b>8.16.2.29 F EXITS AND WINDOWS</b>	Compliance	
<b>8.16.2.29 G TOILET AND BATHING FACILITIES</b> <u><b>Deficiencies</b></u> The bathroom for rooms 4 and 6 are not accessible; functional as they are used to store cots, mats etc Regulation: 8.16.2.29G(3)  <u><b>Corrective Action Plan</b></u> The center will make necessary changes to the bathroom to ensure it is accessible and functional. Date to be Completed: 12/04/2017	Non-compliance	
<b>8.16.2.29 H SAFETY COMPLIANCE</b>	Compliance	

**Center Name:**

Catholic Charities Children's Learning Center

**License Number:**

94668

**Date:**

11/03/2017

**Buildings, Grounds & Safety**

**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.**



11/03/2017



11/03/2017

Surveyor: Sylvia Foster

Date

Facility Rep: Diane Lozano

Date