



### Facility

**Name:** *Early Learning Preschool* **License Number:** *94648*  
**Address:** *2704 Southern Blvd. SE Ste 10, Rio Rancho, NM 87124*  
**Phone:** *5058925105* **Fax:**  **E-mail:** *wanda.elp@gmail.com;*  
*misty.anya.elp@gmail.com*

### License Information

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *01/01/2018* **Expiration Date:** *12/03/2018*

### Capacity

**Over Age 2:** *40* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *25*  
**Square Footage:** *0*

### Census

**Over 2:** *35* **Under 2:** *0*

### Classrooms

**Number of Classrooms:** *2*

### Days and Hours of Operation

<b>Monday</b> <i>8:30 AM - 5:30 PM</i>	<b>Tuesday</b> <i>8:30 AM - 5:30 PM</i>	<b>Wednesday</b> <i>8:30 AM - 5:30 PM</i>	<b>Thursday</b> <i>8:30 AM - 5:30 PM</i>	<b>Friday</b> <i>8:30 AM - 5:30 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

**Date:** *10/17/2018* **Time In:** *9:50 AM* **Time Out:** *11:46 AM* **Purpose:** *Annual*

### Licensure

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

## Licensure *(continued)*

8.16.2.21 C Incident Reporting Requirements

*Not Inspected*

## Administrative Requirements

8.16.2.22 A Administrative Records

*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

*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: 11/16/2018

*Of the 10 children's records reviewed, 8 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: 11/16/2018

*Of the 10 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.*

*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: 11/16/2018

**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: 11/16/2018

*There was no record of each child's arrival and/or departure time and dates of attendance initialed by a parent, guardian, or person authorized to pick up the child. Of the 20 children present 8 were signed in. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization. (East room)*

*Corrective Action Plan*

*Parents will be advised to sign in and out each child daily and staff will monitor for completion.*

Regulation: 8.16.2.22.E.1.j.

Date to be Completed: 11/16/2018

*There was no record of each child's arrival and/or departure time and dates of attendance initialed by a parent, guardian, or person authorized to pick up the child. Of the 15 children present 8 were signed in. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization. (West room)*

*Corrective Action Plan*

*Parents will be advised to sign in and out each child daily and staff will monitor for completion.*

Regulation: 8.16.2.22.E.1.j.

Date to be Completed: 11/16/2018

**8.16.2.22 F Personnel Records**

*Compliance*

**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**

*Compliance*

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

*Compliance*

**Services & Care of Children**

**8.16.2.24 A Guidance**

*Compliance*

**Services & Care of Children *(continued)***

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	Not Inspected
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
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	<b>Non-compliance</b>

*The center does not keep the first-aid kit and first-aid manual together in the center. East room.*

*Corrective Action Plan*  
*The first-aid kit and first-aid manual will be kept together.*

Regulation: 8.16.2.26.B.2. Date to be Completed: 11/16/2018

8.16.2.26 C Medication	N/A
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**

**Non-compliance**

*The Fixtures are not in good repair as evidenced by on bulb out above the hand washing sink in the East restroom..*

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

Regulation: 8.16.2.29.A.1. Date to be Completed: 11/16/2018

**8.16.2.29 B Pest Control**

*Compliance*

**8.16.2.29 C Mechanical Systems**

**Non-compliance**

*A door used for ventilation in the East room does not have a screen and was propped open.*

*Corrective Action Plan*  
*Windows and doors used for ventilation will be properly screened.*

Regulation: 8.16.2.29.C.4. Date to be Completed: 11/16/2018

**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*

**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: *Kia Kennedy*



Facility Representative: *Wanda Jackson Kebede*