



Facility

Name: *Growing Up Montessori LLC* License Number: *148937*
 Address: *2638 Via Caballero, Santa Fe, NM 87505*
 Phone: *5057957256* Fax: E-mail: *info@growingupmontessori.com*

License Information

Type: *4 Star FOCUS Child Care Center* Status: *Licensed* Issue Date: *01/01/2019* Expiration Date: *08/31/2019*

Capacity

Over Age 2: *26* Under Age 2: *16* Night Care: *0* Playground: *40*
 Square Footage: *0*

Census

Over 2: *19* Under 2: *0*

Classrooms

Number of Classrooms: *2*

Days and Hours of Operation

Monday <i>7:30 AM - 5:15 PM</i>	Tuesday <i>7:30 AM - 5:15 PM</i>	Wednesday <i>7:30 AM - 5:15 PM</i>	Thursday <i>7:30 AM - 5:15 PM</i>	Friday <i>7:30 AM - 5:15 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *01/24/2019* Time In: *10:00 AM* Time Out: *11:10 AM* Purpose: *Semi-Annual*

Licensure

8.16.2.11 A Types of Licenses	<i>Compliance</i>
8.16.2.11 B Renewal of License	<i>Compliance</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Compliance</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Compliance</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>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

Licensure *(continued)*

8.16.2.21 C Incident Reporting Requirements

Compliance

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

Not Inspected

8.16.2.22 D Family Handbook

Not Inspected

8.16.2.22 E Children's Records

Non-compliance

Of the 8 children's records reviewed, 4 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. Was corrected on site.

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: 02/23/2019

Of the 8 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: 02/23/2019

8.16.2.22 F Personnel Records

Non-compliance

From the review of staff records, it was determined that 2 out of 2 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.

Corrective Action Plan

The center will obtain documentation of first-aid and CPR training and retain on file.

Regulation: 8.16.2.22.F.1.g.

Date to be Completed: 02/23/2019

8.16.2.22 F Personnel Records (continued)

Non-compliance

From the review of staff records, it was determined that 1 out of 2 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation. Health & Safety certificate needed.

Corrective Action Plan

The center will obtain verification of all training and retain on file.

Regulation: 8.16.2.22.F.1.h.

Date to be Completed: 02/23/2019

The center failed to have 1 out of 2 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.

Regulation: 8.16.2.22.F.1.f.

Date to be Completed: 02/23/2019

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

Non-compliance

The center failed to post the capacity for each activity/interest area. 1 out of 2 classrooms failed to post the capacity for each activity/interest area. Need to be posted in Catipillar room.

Corrective Action Plan

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

Regulation: 8.16.2.23.C.2.b.

Date to be Completed: 02/23/2019

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

Services & Care of Children (*continued*)

8.16.2.24 D Diapering and Toileting	<i>Compliance</i>
8.16.2.24 E Additional Requirements for Children with Special Needs	<i>N/A</i>
8.16.2.24 F Additional Requirements for Night Care	<i>N/A</i>
8.16.2.24 G Physical Environment	<i>Compliance</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Compliance</i>
8.16.2.24 I Equipment and Program	<i>Compliance</i>
8.16.2.24 J Outdoor Play Areas	<i>Compliance</i>
8.16.2.24 K Swimming, Wading and Water	<i>N/A</i>
8.16.2.24 L Field Trips	<i>Compliance</i>

Food Service

8.16.2.25 B Meals and Snacks	<i>Compliance</i>
8.16.2.25 C Menus	<i>Compliance</i>
8.16.2.25 D Kitchens	<i>Compliance</i>
8.16.2.25 E Meal Times	<i>Compliance</i>

Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Compliance</i>
8.16.2.26 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.26 C Medication	<i>Not Inspected</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Compliance</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>N/A</i>

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Compliance</i>
8.16.2.29 B Pest Control	<i>Compliance</i>
8.16.2.29 C Mechanical Systems	<i>Compliance</i>
8.16.2.29 D Water and Waste	<i>Compliance</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Compliance</i>
8.16.2.29 F Exits and Windows	<i>Compliance</i>

Buildings, Grounds & Safety (continued)

8.16.2.29 G Toilet and Bathing Facilities	Compliance
8.16.2.29 H Safety Compliance	Compliance
8.16.2.29 H3(f)(i)(k) Safety Compliance	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: *Diana Martinez*



Facility Representative: *Tracy Shonteff*