



Facility

Name: *Journey Montessori School* **License Number:** *167590*
Address: *935 Alto Street, Santa Fe, NM 87501*
Phone: *5056521986* **Fax:** **E-mail:** *beth@journeymontessorischool.org*

License Information

Type: *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *11/30/2017* **Expiration Date:** *08/30/2018*

Capacity

Over Age 2: *10* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *10*
Square Footage: *0*

Census

Over 2: *10* **Under 2:** *0*

Classrooms

Number of Classrooms: *1*

Days and Hours of Operation

Monday <i>8:30 AM - 3:00 PM</i>	Tuesday <i>8:30 AM - 3:00 PM</i>	Wednesday <i>8:30 AM - 3:00 PM</i>	Thursday <i>8:30 AM - 3:00 PM</i>	Friday <i>8:30 AM - 3:00 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *08/31/2018* **Time In:** *11:10 AM* **Time Out:** *12:30 PM* **Purpose:** *Annual*

Licensure

8.16.2.11 A Types of Licenses Non-compliance

The child care facility failed to submit a new application to the licensing authority before modifying information required to be stated on the license as follows: capacity. Center failed to submit an amended application prior to moving to an unlicensed room.

Corrective Action Plan

A notarized renewal application will be completed and submitted with the required fee prior to any changes being made to the current license.Center will submit an amended application along with fire inspection within fifteen days, or move back to the licensed room.

Regulation: 8.16.2.11.A.3. Date to be Completed: 09/17/2018

Licensure (continued)

8.16.2.11 B Renewal of License	Compliance
8.16.2.11 D Non-transferable Restrictions of License	Compliance
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	Compliance
8.16.2.17 E, F Surveys for Child Care Facilities	Compliance
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

8.16.2.22 A Administrative Records	Compliance
8.16.2.22 B Mission, Philosophy and Curriculum Statement	Compliance
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

Of the 5 children's records reviewed, 2 does/do not have any personal or emergency information on file. See the Children's Records 8.16.2.22 form for the name of any child needing a complete record.

Corrective Action Plan

Parents will be advised to complete all required information. The center will review enrollment procedures to ensure complete personal and emergency information is on file before a child is admitted.

Regulation: 8.16.2.22.E.1.

Date to be Completed: 09/07/2018

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 10 children present 9 were signed in. 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 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: 08/31/2018

8.16.2.22 F Personnel Records	Compliance
-------------------------------	------------

Personnel & Staffing (continued)

8.16.2.22 G Personnel Handbook

Compliance

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements

Non-compliance

The child(ren) in the Preschool [] room(s) was/were left unattended when he was in the front room playing with water at the sink.

Corrective Action Plan

Requirements for supervision of children whether inside or outside the facility will be reviewed with staff.

Regulation: 8.16.2.23.A.9.

Date to be Completed: 09/30/2018

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

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

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

N/A

8.16.2.24 L Field Trips

Compliance

Food Service

8.16.2.25 B Meals and Snacks

Compliance

8.16.2.25 C Menus

N/A

8.16.2.25 D Kitchens

N/A

Food Service (continued)

8.16.2.25 E Meal Times N/A

Health & Safety Requirements

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

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

8.16.2.29 H Safety Compliance **Non-compliance**

The center does not have verification of an annual fire inspection from the fire authority having jurisdiction.

Corrective Action Plan

An annual fire inspection will be requested from the fire authority having jurisdiction over the center.

Regulation: 8.16.2.29.H.3.e.

Date to be Completed: 09/17/2018

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.

 12:30pm

Surveyor: *Franchesca Archuleta*



Facility Representative: *April Elliott*