



### Facility

**Name:** *Leap International Montessori School LLC* **License Number:** *160651*  
**Address:** *1598 Sara Rd SE, Rio Rancho, NM 87124*  
**Phone:** *5059949433* **Fax:**  **E-mail:** *sgriffin@leapmontessori.com*

### License Information

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *04/13/2018* **Expiration Date:** *04/12/2019*

### Capacity

**Over Age 2:** *39* **Under Age 2:** *8* **Night Care:** *0* **Playground:** *47*  
**Square Footage:** *0*

### Census

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

### Classrooms

**Number of Classrooms:** *3*

### Days and Hours of Operation

<b>Monday</b> <i>7:00 AM - 6:00 PM</i>	<b>Tuesday</b> <i>7:00 AM - 6:00 PM</i>	<b>Wednesday</b> <i>7:00 AM - 6:00 PM</i>	<b>Thursday</b> <i>7:00 AM - 6:00 PM</i>	<b>Friday</b> <i>7:00 AM - 6:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

**Date:** *08/08/2018* **Time In:** *9:40 AM* **Time Out:** *11:42 AM* **Purpose:** *Semi-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>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

**Administrative Requirements (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 6 children's records reviewed, 1 is/are missing a signed parent or guardian acknowledgement that the parent handbook had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.*

*Corrective Action Plan*

*Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file.*

Regulation: 8.16.2.22.E.1.l.

Date to be Completed: 09/07/2018

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 **Non-compliance**

*Educators did not complete the following training within 3-months: Health and Safety Training 2 educators need to complete Health & Safety training.*

*Corrective Action Plan*

*All educators, regardless of the number of hours per week, will complete the above listed training. The following staff members need to complete the required training:*

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 09/07/2018

**8.16.2.23 B Staff Qualifications and Training (continued)****Non-compliance**

*The center failed to keep a training log on file with Employee's name, Date of hire, Position, Date of training, Clock hours, Source of training for 4 out of 4 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log.*

**Corrective Action Plan**

*A training log will be completed for each staff that includes the employee's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate.*

Regulation: 8.16.2.23.B.2.I.

Date to be Completed: 09/07/2018

**8.16.2.23 C Staff/Child Ratios and Group Sizes***Not Inspected***Services & Care of Children****8.16.2.24 A Guidance****Non-compliance**

*Of the 6 children's records reviewed, 1 is/are missing a signed parent or guardian acknowledgement that the center's guidance policy had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.*

**Corrective Action Plan**

*The center will review all children's records to ensure a signed parent or guardian acknowledgement is on file.*

Regulation: 8.16.2.24.A.1.

Date to be Completed: 09/07/2018

**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***Not Inspected***8.16.2.24 G Physical Environment***Not Inspected***8.16.2.24 H Social-Emotional Responsive Environment***Not Inspected***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*

**Food Service (continued)**

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	Not Inspected
8.16.2.26 C Medication	Not Inspected
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	<b>Non-compliance</b>
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*The playgrounds has a heavy accumulation of equipment not organized .*

*Corrective Action Plan*

*A routine will be established to assess all areas of the premises for cleanliness, safety and potential hazards.*

Regulation: 8.16.2.29.A.1.

Date to be Completed: 09/07/2018

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	<b>Non-compliance</b>

*The toilet room for 4 yr. old primary room(s) is missing toilet paper in the middle stall.*

*Corrective Action Plan*

*The toilet room will be restocked and a routine established to monitor all toilet rooms for adequate supplies.*

Regulation: 8.16.2.29.G.2.

Date to be Completed: 09/07/2018

**Buildings, Grounds & Safety (continued)****8.16.2.29 H Safety Compliance****Non-compliance**

*The center failed to conduct an emergency preparedness practice drills for at least once a quarter. In the month of May there was not a emergency preparedness conducted in May 2018.*

**Corrective Action Plan**

*A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.*

Regulation: 8.16.2.29.H.1.

Date to be Completed: 09/07/2018

**8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances****Compliance****8.16.2.29 J Pets****Compliance****Additional Comments**

*There were no children present as today is a professional development day.*

**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: Sheila Anne Griffin