

Center Name: Leap International Montessori School LLC		Address: 4031 Barbara Loop SE Rio Rancho, NM 87124			Phone: (505)994-9433		
License Number: 160651	Issue Date: 08/26/2016	Expiration Date: 08/25/2017	Type: 2 Star Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	74	Under Age 2:	19	Night Care:	0	Playground:	93
		Over 2:	14	Under 2:	1		
Days and Hours of Operation							
	<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		
# of Classrooms: 4	Purpose: Semi-Annual		Date: 01/24/2017		Time: 09:30 AM		
Comments Left provider updated regulations, background check regulations and notifiable diseases list.							

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	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 ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Not Inspected
8.16.2.22 C POLICY AND PROCEDURES Deficiencies The center did not have available for review written policies and procedures covering expulsion of children. Regulation: 8.16.2.22C(1)-(8) Corrective Action Plan The center will complete written policies and procedures for the missing area(s). Date to be Completed: 02/24/2017	Non-compliance

Center Name: Leap International Montessori School LLC	License Number: 160651	Date: 01/24/2017
Administrative Requirements		
<p><u>Deficiencies</u> The program does not have an up to date emergency evacuation and disaster preparedness plan approved by the department. Center will update plan to include shelter in place, lockdown procedure, continuity of operation, accomodation for children with chronic medical conditions.</p> <p>Regulation: 8.16.2.22C(8)</p> <p><u>Corrective Action Plan</u> An emergency evacuation and disaster preparedness plan will be developed.</p> <p>Date to be Completed: 02/24/2017</p>		
8.16.2.22 D FAMILY HANDBOOK	Not Inspected	
<p>8.16.2.22 E CHILDREN'S RECORDS</p> <p><u>Deficiencies</u> Of the 6 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.</p> <p>Regulation: 8.16.2.22E(1)(e)</p> <p><u>Corrective Action Plan</u> 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.</p> <p>Date to be Completed: 02/24/2017</p> <p><u>Deficiencies</u> Of the 6 children's records reviewed, 2 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.</p> <p>Regulation: 8.16.2.22E(2)(b)</p> <p><u>Corrective Action Plan</u> 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.</p> <p>Date to be Completed: 02/24/2017</p>	Non-compliance	
<p>8.16.2.22 F PERSONNEL RECORDS</p> <p><u>Deficiencies</u> From the review of staff records, it was determined that 2 out of 3 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.</p> <p>Regulation: 8.16.2.22F(1)(g)</p> <p><u>Corrective Action Plan</u> The center will obtain documentation of first-aid and CPR training and retain on file.</p> <p>Date to be Completed: 02/17/2017</p>	Non-compliance	

Center Name: Leap International Montessori School LLC	License Number: 160651	Date: 01/24/2017
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Administrative Requirements

Deficiencies

From the review of staff records, it was determined that 1 out of 3 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.

Regulation: 8.16.2.22F(1)(h)

Corrective Action Plan

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

Date to be Completed: 02/24/2017

Deficiencies

From the review of staff records, it was determined that 2 out of 3 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.

Regulation: 8.16.2.22F(1)(n)

Corrective Action Plan

The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.

Date to be Completed: 02/24/2017

8.16.2.22 G PERSONNEL HANDBOOK	Not Inspected
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Personnel & Staffing

8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS

Deficiencies

In the Toddler - (12 - 24 mo.) room(s) the staffing/child ratio was exceeded when there was one educator with 7 children with one child being under 2 years. Corrected on site. One 2 year old child was moved to the primary class with children 2-4 years of age.

Regulation: 8.16.2.23A(9)

Corrective Action Plan

A program will maintain staff/child ratios and group sizes at all times. Children must never be left unattended whether inside or outside the facility. Staff will be onsite, available and responsive to children during all hours of operation.

Date to be Completed: 01/24/2017

Non-compliance

8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING

Deficiencies

Educators did not complete the following training within 3-months: Health and Safety Training

Regulation: 8.16.2.23B(2)(b)

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: Shelia, Eloisa

Date to be Completed: 02/24/2017

Non-compliance

8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES

Non-compliance

Center Name: Leap International Montessori School LLC	License Number: 160651	Date: 01/24/2017
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Personnel & Staffing

Deficiencies

The center failed to post the capacity for each activity/interest area. 4 out of 4 classrooms failed to post the capacity for each activity/interest area.

Regulation: 8.16.2.23 C (2)(b)

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

Date to be Completed: 02/24/2017

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
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	Not Inspected
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Compliance
8.16.2.24 I EQUIPMENT AND PROGRAM	Not Inspected
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

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	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	Compliance

Buildings, Grounds & Safety

8.16.2.29 A HOUSEKEEPING	Compliance
8.16.2.29 B PEST CONTROL	Compliance

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Buildings, Grounds & Safety		
8.16.2.29 C MECHANICAL SYSTEMS	Compliance	
8.16.2.29 D WATER AND WASTE <u>Deficiencies</u> The center does not have hot and cold running water pressure in the self-contained area for the infants and toddlers in diapers. Regulation: 8.16.2.29D <u>Corrective Action Plan</u> Hot and cold running water will be provided. Date to be Completed: 02/17/2017	Non-compliance	
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL <u>Deficiencies</u> The center does not have emergency lighting that turns on automatically when electrical service is disrupted. The emergency lights were no operable in the multi-purpose room by the restroom door. Regulation: 8.16.2.29E(2) <u>Corrective Action Plan</u> Emergency lighting will be installed. Date to be Completed: 02/24/2017	Non-compliance	
8.16.2.29 F EXITS AND WINDOWS	Compliance	
8.16.2.29 G TOILET AND BATHING FACILITIES <u>Deficiencies</u> The toilet room for Preschool does not have disposable towels at a height accessible to children.(Primary room) Regulation: 8.16.2.29G(2) <u>Corrective Action Plan</u> Supplies/dispensers will be relocated so they are accessible to children. Date to be Completed: 02/24/2017	Non-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	Compliance	

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.



01/24/2017



01/24/2017

Surveyor: Kia Kennedy

Date

Facility Rep: Shelia Griffin

Date