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|---|---------------------------------|--|--|-----------------|--------------------------------|-----------------|---------------|
| Center Name: Leap International Montessori School LLC | | Address: 1598 Sara Rd SE Rio Rancho, NM 87124 | | | Phone: (505)994-9433 | | |
| License Number: 160651 | Issue Date: 08/1/2017 | Expiration Date: 04/12/2018 | Type: 5 Star FOCUS Child Care Center | | Status: Licensed | | |
| Capacity | | | | | Census | | |
| Over Age 2: | 39 | Under Age 2: | 8 | Night Care: | 0 | Playground: | 47 |
| | | Over 2: | 23 | Under 2: | 0 | | |
| 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: 3 | Purpose: Annual | | Date: 02/12/2018 | | Time: 09:45 AM | | |
| Comments | | | | | | | |

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 | Compliance |
| 8.16.2.22 D FAMILY HANDBOOK | Not Inspected |
| 8.16.2.22 E CHILDREN'S RECORDS | Non-compliance |

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160651

Date:

02/12/2018

Administrative Requirements**Deficiencies**

Of the 5 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.

Regulation: 8.16.2.22E(1)(c)

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.

Date to be Completed: 03/12/2018

Deficiencies

Of the 5 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.

Regulation: 8.16.2.22E(1)(e)

Corrective Action Plan

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.

Date to be Completed: 03/12/2018

Deficiencies

Of the 5 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.

Regulation: 8.16.2.22E(1)(l)

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.

Date to be Completed: 03/12/2018

Deficiencies

Of the 5 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.

Regulation: 8.16.2.22E(2)(a)

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.

Date to be Completed: 03/12/2018

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| Center Name: Leap International Montessori School LLC | License Number: 160651 | Date: 02/12/2018 |
| Administrative Requirements | | |
| <p><u>Deficiencies</u> Of the 5 children's records reviewed, 2 is/are missing the name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency. See Children's Records 8.16.2.22 form for the child(ren) with missing information.</p> <p>Regulation: 8.16.2.22E(2)(c)</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 contact information for a physician or medical center is on file.</p> <p>Date to be Completed: 03/12/2018</p> | | |
| <p>8.16.2.22 F PERSONNEL RECORDS</p> <p><u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 5 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.</p> <p>Regulation: 8.16.2.22F(1)(h)</p> <p><u>Corrective Action Plan</u> The center will obtain verification of all training and retain on file.</p> <p>Date to be Completed: 03/12/2018</p> <p><u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 5 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.</p> <p>Regulation: 8.16.2.22F(1)(n)</p> <p><u>Corrective Action Plan</u> The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.</p> <p>Date to be Completed: 03/12/2018</p> | Non-compliance | |
| 8.16.2.22 G PERSONNEL HANDBOOK | Not Inspected | |
| Personnel & Staffing | | |
| <p>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</p> <p><u>Deficiencies</u> The child(ren) in thePreschool Primary room(s) was/were left unattended when one educator went to the restroom. And educator walked in the kitchen area and back and forth between the primary and elementary rooms. Corrected on site.</p> <p>Regulation: 8.16.2.23A(9)</p> <p><u>Corrective Action Plan</u> Requirements for supervision of children whether inside or outside the facility will be reviewed with staff. Corrected on site. Licensing Surveyor explained the definition of unattended children with director and admin. and staff.</p> <p>Date to be Completed: 02/12/2018</p> | Non-compliance | |
| 8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING | Compliance | |
| 8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES | Compliance | |

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| Center Name: Leap International Montessori School LLC | License Number: 160651 | Date: 02/12/2018 |
| Services & Care of Children | | |
| 8.16.2.24 A GUIDANCE Deficiencies Of the 5 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. Regulation: 8.16.2.24A(1) Corrective Action Plan The center will review all children's records to ensure a signed parent or guardian acknowledgement is on file. Date to be Completed: 03/12/2018 | Non-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 | 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, 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 | Compliance | |
| 8.16.2.25 D KITCHENS | N/A | |
| 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 Deficiencies The center's first aid kit does not contain Soap. Regulation: 8.16.2.26B(2) Corrective Action Plan Missing items will be added to the first-aid kit; staff will be reminded to replace any item used. Date to be Completed: 03/12/2018 | Non-compliance | |
| 8.16.2.26 C MEDICATION | N/A | |
| 8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS | Compliance | |
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| Center Name: Leap International Montessori School LLC | License Number: 160651 | Date: 02/12/2018 |
| Health & Safety Requirements | | |
| 8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS | | N/A |
| Buildings, Grounds & Safety | | |
| 8.16.2.29 A HOUSEKEEPING | | Non-compliance |
| <p><u>Deficiencies</u> The Premises; Fixtures are not in good repair as evidenced by the cement sidewalk is lifting due to a tree root which poses a tripping hazard. Regulation: 8.16.2.29A(1)</p> <p><u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 03/12/2018</p> <p><u>Deficiencies</u> The small playground has a heavy accumulation of equipment and supplies. Playground is not currently being used at this time, only for storage. Regulation: 8.16.2.29A(1)</p> <p><u>Corrective Action Plan</u> A routine will be established to assess all areas of the premises for cleanliness , safety and potential hazards. Date to be Completed: 03/12/2018</p> | | |
| 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 | | Non-compliance |
| <p><u>Deficiencies</u> Electrical outlets within reach of children in the hallway of the restroom are not safety outlets and they do not have protective covers. Corrected on site. Regulation: 8.16.2.29E(3)(b)</p> <p><u>Corrective Action Plan</u> Protective covers will be added. Corrected on site. Date to be Completed: 03/12/2018</p> <p><u>Deficiencies</u> The center does not have emergency lighting that turns on automatically when electrical service is disrupted. The emergency lights in the primary room was not operable. Regulation: 8.16.2.29E(2)</p> <p><u>Corrective Action Plan</u> Emergency lighting will be installed. Date to be Completed: 03/12/2018</p> | | |
| 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 |
| | | |

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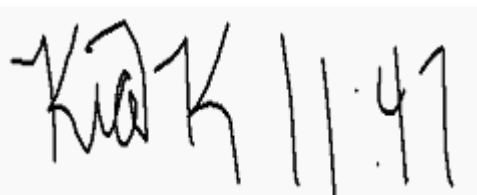
02/12/2018

Buildings, Grounds & Safety

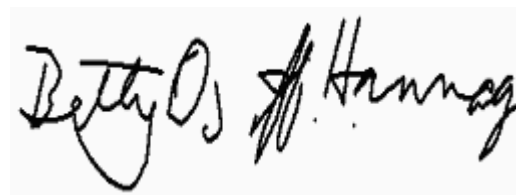
8.16.2.29 J PETS

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.



02/12/2018



02/12/2018

Surveyor:Kia Kennedy

Date

Facility Rep:Sheila Griffin

Date