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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: | 13 | 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: 3 | Purpose: Semi-Annual | | Date: 10/26/2017 | | Time: 10:10 AM | | |
| Comments | | | | | | | |

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

| Licensure | |
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| 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 | Not Inspected |
| 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 <u>Deficiencies</u> The center failed to display in a prominent place that is readily visible to parents, staff and visitors the current child care regulations. Regulation: 8.16.2.22A <u>Corrective Action Plan</u> The center will post the missing item. Date to be Completed: 11/26/2017 | Non-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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| Center Name: Leap International Montessori School LLC | License Number: 160651 | Date: 10/26/2017 |
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Administrative Requirements

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: 11/26/2017

Deficiencies

Of the 5 children's records reviewed, 1 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.

Regulation: 8.16.2.22E(2)(b)

Corrective Action Plan

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.

Date to be Completed: 11/26/2017

Deficiencies

Of the 5 children's records reviewed, 1 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.

Regulation: 8.16.2.22E(2)(c)

Corrective Action Plan

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.

Date to be Completed: 11/26/2017

Deficiencies

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 14 children present 2 were not signed in. 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)(j)

Corrective Action Plan

Parents will be advised to sign in and out each child daily and staff will monitor for completion.

Date to be Completed: 11/26/2017

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| 8.16.2.22 F PERSONNEL RECORDS | Non-compliance |
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Center Name:

Leap International Montessori School LLC

License Number:

160651

Date:

10/26/2017

Administrative Requirements**Deficiencies**

From the review of staff records, it was determined that 1 out of 5 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.

Regulation: 8.16.2.22F(1)(P)

Corrective Action Plan

The center will have staff complete the required acknowledgement and will retain on file.

Date to be Completed: 11/26/2017

Deficiencies

From the review of staff records, it was determined that 2 out of 5 staff records do/does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(c)

Corrective Action Plan

The center will add staff's current and past duties and responsibilities to the record.

Date to be Completed: 11/26/2017

Deficiencies

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

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: 11/26/2017

Deficiencies

From the review of staff records, it was determined that 1 out of 5 staff records does/do not include a signed universal precaution acknowledgement form. See Staff Records 8.16.2.22 form for staff with missing documentation.

Regulation: 8.16.2.22F(1)(j)

Corrective Action Plan

The center will have staff complete and sign the universal precaution acknowledgement form and will retain on file.

Date to be Completed: 11/26/2017

Deficiencies

From the review of staff records, it was determined that 1 out of 5 staff records does/do not include a signed confidentiality form. See Staff Records 8.16.2.22 form for staff who need to complete a signed confidentiality form.

Regulation: 8.16.2.22F(1)(k)

Corrective Action Plan

The center will have staff complete a signed confidentiality form and will retain on file.

Date to be Completed: 11/19/2017

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Administrative Requirements

Deficiencies

From the review of staff records, it was determined that 1 out of 5 staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(b)

Corrective Action Plan

The center will add the position to the record.

Date to be Completed: 11/26/2017

Deficiencies

From the review of staff records, it was determined that 1 out of 5 staff records does/do not include signed acknowledgement that the personnel handbook had been read and understood. See Staff Records 8.16.2.22 form for staff who need to complete the acknowledgement.

Regulation: 8.16.2.22F(1)(o)

Corrective Action Plan

The center will have staff complete the required acknowledgement and will retain on file .

Date to be Completed: 11/19/2017

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| 8.16.2.22 G PERSONNEL HANDBOOK | Not Inspected |
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Personnel & Staffing

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| 8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS | Compliance |
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| 8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING | Non-compliance |
| <p><u>Deficiencies</u></p> <p>From the review of staff records, it was determined that 1 out of 5 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation.</p> <p>Regulation: 8.16.2.23B(2)(a)</p> <p><u>Corrective Action Plan</u></p> <p>Orientation will be completed and documented for staff noted; in the future, orientation will be completed prior to time staff begin working with children .</p> <p>Date to be Completed: 11/26/2017</p> | |

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| 8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES | Compliance |
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Services & Care of Children

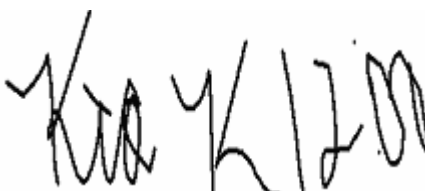

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| 8.16.2.24 A GUIDANCE | Compliance |
| 8.16.2.24 B NAPS OR REST PERIOD | Compliance |
| 8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS | Compliance |
| 8.16.2.24 D DIAPERING AND TOILETING | Compliance |
| 8.16.2.24 E ADDITIONAL REQUIREMENTS 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 |

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| Center Name: Leap International Montessori School LLC | License Number: 160651 | Date: 10/26/2017 |
| Services & Care of Children | | |
| 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 | | N/A |
| Buildings, Grounds & Safety | | |
| 8.16.2.29 A HOUSEKEEPING Deficiencies The Fixtures are not in good repair as evidenced by one light out in the toddler room. Regulation: 8.16.2.29A(1) Corrective Action Plan Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 11/26/2017 | | Non-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 Deficiencies The center failed to conduct a fire drill for the month(s) of July 2017. Regulation: 8.16.2.29H(2) Corrective Action Plan A monthly fire drill will be held and recorded. Date to be Completed: 11/26/2017 | | Non-compliance |

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Buildings, Grounds & Safety

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| 8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES | Compliance |
| 8.16.2.29 J PETS | Compliance |

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| 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. | | | |
|  | 10/26/2017 |  | 10/26/2017 |
| Surveyor: Kia Kennedy | Date | Facility Rep: Sheila Griffin | Date |