



<b>Center Name:</b> Little Bigfoot Day School			<b>Address:</b> 3210 Menaul NE Albuquerque, NM 87107			<b>Phone:</b> (505)888-8995		
<b>License Number:</b> 162556	<b>Issue Date:</b> 07/2/2016	<b>Expiration Date:</b> 07/1/2017	<b>Type:</b> 2 Star Child Care Center			<b>Status:</b> Licensed		
<b>Capacity</b> Over Age 2: 49    Under Age 2: 19    Night Care: 0    Playground: 68						<b>Census</b> Over 2: 0    Under 2: 0		
<b>Days and Hours of Operation</b>								
	<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 AM	06:00 PM	06:00 PM			
<b># of Classrooms:</b> 5		<b>Purpose:</b> Follow-up		<b>Date:</b> 06/14/2017		<b>Time:</b> 11:35 AM		
<b>Comments</b> Follow up to annual survey dated 5/12/17.								

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	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	Not Inspected
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Not Inspected
<b>8.16.2.22 C POLICY AND PROCEDURES</b> <u><b>Deficiencies</b></u> The center did not have available for review written policies and procedures covering emergency evacuation and disaster preparedness. Lacks components. <b>Regulation:</b> 8.16.2.22C(1)-(8) <u><b>Corrective Action Plan</b></u> The center will complete written policies and procedures for the missing area(s). <b>Date to be Completed:</b> 07/14/2017	Non-compliance
8.16.2.22 D FAMILY HANDBOOK	Not Inspected
8.16.2.22 E CHILDREN'S RECORDS	Compliance
8.16.2.22 F PERSONNEL RECORDS	Non-compliance

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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 8 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(P)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will have staff complete the required acknowledgement and will retain on file.</p> <p><b>Date to be Completed:</b> 06/28/2017</p> <p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 8 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.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(o)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will have staff complete the required acknowledgement and will retain on file.</p> <p><b>Date to be Completed:</b> 06/28/2017</p> <p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 8 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><b>Regulation:</b> 8.16.2.22F(1)(n)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will have staff complete a professional development plan and sign the plan. The plan will be maintained on file.</p> <p><b>Date to be Completed:</b> 06/28/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Not Inspected
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Not Inspected
<p><b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b></p> <p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 8 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><b>Regulation:</b> 8.16.2.23B(2)(a)</p> <p><b><u>Corrective Action Plan</u></b></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><b>Date to be Completed:</b> 06/28/2017</p>		Non-compliance
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>		Not Inspected
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>		Not Inspected

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<b>Services &amp; Care of Children</b>		
8.16.2.24 B NAPS OR REST PERIOD	Not Inspected	
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS	Compliance	
8.16.2.24 D DIAPERING AND TOILETING	Not Inspected	
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Not Inspected	
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	Not Inspected	
8.16.2.24 I EQUIPMENT AND PROGRAM	Not Inspected	
8.16.2.24 J OUTDOOR PLAY AREAS	Not Inspected	
8.16.2.24 K SWIMMING, WADING AND WATER	Not Inspected	
8.16.2.24 L FIELD TRIPS	Not Inspected	
<b>Food Service</b>		
8.16.2.25 B MEALS AND SNACKS	Not Inspected	
8.16.2.25 C MENUS	Not Inspected	
8.16.2.25 D KITCHENS	Compliance	
8.16.2.25 E MEAL TIMES	Not Inspected	
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE	Not Inspected	
8.16.2.26 B FIRST AID REQUIREMENTS	Not Inspected	
8.16.2.26 C MEDICATION	N/A	
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS	Not Inspected	
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS	Compliance	
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 A HOUSEKEEPING	Compliance	
8.16.2.29 B PEST CONTROL	Not Inspected	
8.16.2.29 C MECHANICAL SYSTEMS	Not Inspected	
8.16.2.29 D WATER AND WASTE	Not Inspected	
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL	Compliance	
8.16.2.29 F EXITS AND WINDOWS	Not Inspected	
8.16.2.29 G TOILET AND BATHING FACILITIES	Not Inspected	
8.16.2.29 H SAFETY COMPLIANCE	Compliance	
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Not Inspected	
8.16.2.29 J PETS	Not Inspected	

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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.



06/14/2017



06/14/2017

Surveyor: Darlene Montoya	Date	Facility Rep: Theresa Maestas	Date
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