

<b>Center Name:</b> Little Steps Learning Center			<b>Address:</b> 111 E. Reed Roswell, NM 88203			<b>Phone:</b> (575)623-6402					
<b>License Number:</b> 155317	<b>Issue Date:</b> 08/9/2017	<b>Expiration Date:</b> 08/8/2018	<b>Type:</b> 2 Star + Child Care Center			<b>Status:</b> Licensed					
<b>Capacity</b>						<b>Census</b>					
Over Age 2:	76	Under Age 2:	13	Night Care:	0	Playground:	97	Over 2:	12	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:	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	Closed	Closed				
Closing Times:	05:30 PM	05:30 PM	05:30 PM	05:30 PM	05:30 PM						
<b># of Classrooms:</b> 5	<b>Purpose:</b> Follow-up			<b>Date:</b> 08/21/2017			<b>Time:</b> 01:45 PM				
<b>Comments</b> Follow up for Annual Survey dated 07/12/2017. Two staff members need the Health and Safety certification before six months of hire which is in October 2017.											

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

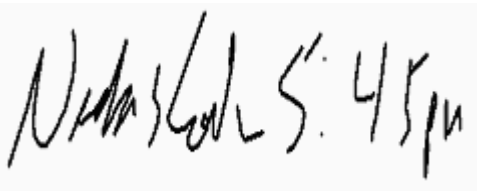
Licensure	
8.16.2.11 A TYPES OF LICENSES	Not Inspected
8.16.2.11 B RENEWAL OF LICENSE	Not Inspected
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Not Inspected
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Not Inspected
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	Not Inspected
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
8.16.2.22 C POLICY AND PROCEDURES	Not Inspected
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

<b>Center Name:</b> Little Steps Learning Center	<b>License Number:</b> 155317	<b>Date:</b> 08/21/2017
<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 14 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information. Staff Member was hired 4/24/17. Center has not followed up with background check unit regarding the delay. <b>Regulation:</b> 8.16.2.22F(1)(e)</p> <p><b><u>Corrective Action Plan</u></b> The center will obtain documentation of a background check. Center will need to follow up with Background check unit and inquire about delay, or may need to submit for new background check. <b>Date to be Completed:</b> 08/22/2017</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 5 out of 14 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file. <b>Regulation:</b> 8.16.2.22F(1)</p> <p><b><u>Corrective Action Plan</u></b> The program will complete a file for each staff including substitutes and volunteers. <b>Date to be Completed:</b> 09/22/2017</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>		Compliance
<p><b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b></p> <p><b><u>Deficiencies</u></b> Educators did not complete the following training within 3-months: CPR Training. 1 educator did not have the first aid cpr training. <b>Regulation:</b> 8.16.2.23B(2)(b)</p> <p><b><u>Corrective Action Plan</u></b> 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: <b>Date to be Completed:</b> 09/21/2017</p> <p><b><u>Deficiencies</u></b> Educators did not complete the following training within 6-months: Health and Safety Training <b>Regulation:</b> 8.16.2.23B(2)(b)</p> <p><b><u>Corrective Action Plan</u></b> 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: <b>Date to be Completed:</b> 09/21/2017</p>		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
<b>8.16.2.24 B NAPS OR REST PERIOD</b>		Not Inspected

<b>Center Name:</b> Little Steps Learning Center	<b>License Number:</b> 155317	<b>Date:</b> 08/21/2017
<b>Services &amp; Care of Children</b>		
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS		Not Inspected
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		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		Not Inspected
8.16.2.24 K SWIMMING, WADING AND WATER		N/A
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		Not Inspected
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		Not Inspected
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		Not Inspected
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		Not Inspected
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Not Inspected
8.16.2.29 J PETS		N/A

<b>Center Name:</b> Little Steps Learning Center	<b>License Number:</b> 155317	<b>Date:</b> 08/21/2017
---	----------------------------------	----------------------------

**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.**



08/21/2017



08/21/2017

Surveyor: Nicholas Conde	Date	Facility Rep: Felicia Juarez	Date
--------------------------	------	------------------------------	------