

Center Name: Little Steps Learning Center			Address: 111 E. Reed Roswell, NM 88203			Phone: (575)623-6402					
License Number: 155317	Issue Date: 08/9/2017	Expiration Date: 08/8/2018	Type: 2 Star + Child Care Center			Status: Licensed					
Capacity						Census					
Over Age 2:	76	Under Age 2:	13	Night Care:	0	Playground:	97	Over 2:	44	Under 2:	8
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:	06:30 A	06:30 A	06:30 A	06:30 A	06:30 A	Closed	Closed				
Closing Times:	06:00 P	06:00 P	06:00 P	06:00 P	06:00 P						
# of Classrooms: 5	Purpose: Follow-up			Date: 09/26/2017			Time: 03:00 PM				
Comments											
<p>2nd follow up to Annual Survey dated 07/12/2017.</p> <p>All deficiencies from the original survey dated 07/12/17 were corrected.</p> <p>At first follow up dated 08/21/2017, the staff files which were not available for review at the annual survey were reviewed.</p> <p>First deficiency in staff files from first follow up survey, which was not having proof that a background clearance request was submitted or clearance letter on file. Center was able to provide proof the request was submitted on 08/22/2017.</p> <p>All other deficiencies marked under incomplete file were corrected.</p>											

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	Not Inspected
8.16.2.22 F PERSONNEL RECORDS	Non-compliance

Center Name: Little Steps Learning Center	License Number: 155317	Date: 09/26/2017
---	----------------------------------	----------------------------

Administrative Requirements

Deficiencies

From the review of staff records, it was determined that 1 out of 14 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.

Regulation: 8.16.2.22F(1)(g)

Corrective Action Plan

The center will obtain documentation of first-aid and CPR training and retain on file.

Date to be Completed: 10/26/2017

Deficiencies

From the review of staff records, it was determined that 1 out of 14 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: 10/26/2017

8.16.2.22 G PERSONNEL HANDBOOK	Not Inspected
---------------------------------------	---------------

Personnel & Staffing

8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Not Inspected
--	---------------

<p>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</p> <p><u>Deficiencies</u></p> <p>Educators did not complete the following training within 3-months: Health and Safety Training</p> <p>Regulation: 8.16.2.23B(2)(b)</p> <p><u>Corrective Action Plan</u></p> <p>All educators, regardless of the number of hours per week, will complete the above listed training.</p> <p>The following staff members need to complete the required training:</p> <p>Date to be Completed: 10/26/2017</p>	Non-compliance
--	----------------

8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES	Not Inspected
---	---------------

Services & Care of Children

8.16.2.24 A GUIDANCE	Not Inspected
8.16.2.24 B NAPS OR REST PERIOD	Not Inspected
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	Not Inspected

Center Name: Little Steps Learning Center	License Number: 155317	Date: 09/26/2017
Services & Care of Children		
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
Food Service		
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
Health & Safety Requirements		
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		Not Inspected
Buildings, Grounds & Safety		
8.16.2.29 A HOUSEKEEPING		Not Inspected
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		Not Inspected

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.

*Nicholas Conde 4.50
pc*

09/26/2017

Felicia Juarez

09/26/2017

Surveyor: Nicholas Conde

Date

Facility Rep: Felicia Juarez

Date