

Center Name: Little Folks Day Care		Address: Route 12 Walnut Ave Navajo, NM 87328			Phone: (505)777-2752		
License Number: 14076	Issue Date: 05/11/2017	Expiration Date: 01/16/2018	Type: 2 Star + Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	100	Under Age 2:	20	Night Care:	0	Playground:	100
		Over 2:	18	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 AM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		
# of Classrooms: 4	Purpose: Semi-Annual		Date: 07/25/2017		Time: 12:10 PM		
Comments							
<p>Mail Finger print forms. Fire Extinguishers are due to be serviced this month. The Extended classroom is not being completely used. Recommendation: Have the NM Pre K - 4 class and the Extended Care class share a room . Then State Pre K - 3 and 3 year old children can share the Pre k classroom. There is plenty of space for the all four classrooms. The capacity for each classroom is 40. The staff have licensing questions, recommendation to have a informal training with staff. The Director will submit expulsion to be reviewed.</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	N/A
8.16.2.11 B RENEWAL OF LICENSE	N/A
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	N/A
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	N/A
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	N/A
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	N/A
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES	Compliance
8.16.2.22 D FAMILY HANDBOOK	Compliance
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

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Administrative Requirements

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: 08/25/2017

8.16.2.22 F PERSONNEL RECORDS	Non-compliance
<p><u>Deficiencies</u></p> <p>From the review of staff records, it was determined that 13 out of 16 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information. Note: Three of the staff are part time workers. Ten current have expired Clearance letters as of July 20th.</p> <p>Regulation: 8.16.2.22F(1)(e)</p> <p><u>Corrective Action Plan</u></p> <p>The center will obtain documentation of a background check.</p> <p>Date to be Completed: 08/25/2017</p> <p><u>Deficiencies</u></p> <p>From the review of staff records, it was determined that 13 out of 16 staff records does/do not include results of the performance evaluation. See Staff Records 8.16.2.22 form for staff who need documentation of a performance evaluation.</p> <p>Regulation: 8.16.2.22F(1)(l)</p> <p><u>Corrective Action Plan</u></p> <p>The performance evaluation will be completed and documentation retained on file.</p> <p>Date to be Completed: 08/25/2017</p> <p><u>Deficiencies</u></p> <p>From the review of staff records, it was determined that 10 out of 16 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></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>Date to be Completed: 08/25/2017</p>	
8.16.2.22 G PERSONNEL HANDBOOK	Compliance

Personnel & Staffing

8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING	Non-compliance

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Personnel & Staffing		
<p><u>Deficiencies</u> Educators did not complete the following training within 3-months: Health and Safety Training Note: Ten staff have taken the training but no certificate is in file. Five staff need to take training. One part time staff will no longer be at the center. Regulation: 8.16.2.23B(2)(b)</p> <p><u>Corrective Action Plan</u> 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: Date to be Completed: 08/25/2017</p>		
<p>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</p> <p><u>Deficiencies</u> The center failed to post the capacity for each activity/interest area. 4 out of 5 classrooms failed to post the capacity for each activity/interest area. Regulation: 8.16.2.23 C (2)(b)</p> <p><u>Corrective Action Plan</u> Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC Date to be Completed: 08/25/2017</p>	Non-compliance	
Services & Care of Children		
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	N/A	
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	N/A	
8.16.2.24 L FIELD TRIPS	Compliance	
Food Service		
8.16.2.25 B MEALS AND SNACKS	Compliance	
8.16.2.25 C MENUS	Compliance	
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	

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Health & Safety Requirements		
8.16.2.26 B FIRST AID REQUIREMENTS		Compliance
8.16.2.26 C MEDICATION		Compliance
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS		Compliance
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS		Not Inspected
Buildings, Grounds & Safety		
8.16.2.29 A HOUSEKEEPING		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 <u>Deficiencies</u> The center does not have verification of an annual fire inspection from the fire authority having jurisdiction. Regulation: 8.16.2.29H(3)(e) <u>Corrective Action Plan</u> An annual fire inspection will be requested from the fire authority having jurisdiction over the center. Date to be Completed: 08/25/2017		Non-compliance
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Compliance
8.16.2.29 J PETS		N/A

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.

 504 PM

07/25/2017



07/25/2017

Surveyor: Peggy Waconda

Date

Facility Rep: Marsha Smith

Date