

<b>Center Name:</b> Miss Kelly's Academy		<b>Address:</b> 2329 Wisconsin St. NE Suite A Albuquerque, NM 87110			<b>Phone:</b> (505)235-8883		
<b>License Number:</b> 164738	<b>Issue Date:</b> 12/5/2016	<b>Expiration Date:</b> 06/4/2017	<b>Type:</b> 2 Star Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	25	Under Age 2:	0	Night Care:	0	Playground:	25
		Over 2:	16	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> 2	<b>Purpose:</b> Annual		<b>Date:</b> 05/01/2017		<b>Time:</b> 01:30 PM		
<b>Comments</b>							

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 <u><b>Deficiencies</b></u> The center failed to post the maximum capacity of the playground on the doors to the playground. <b>Regulation:</b> 8.16.2.21B(3)(b)  <u><b>Corrective Action Plan</b></u> The center will post the maximum capacity of the playground on the doors to the playground. <b>Date to be Completed:</b> 06/01/2017  <u><b>Deficiencies</b></u> The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors. <b>Regulation:</b> 8.16.2.21B(3)(c)  <u><b>Corrective Action Plan</b></u> The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors. <b>Date to be Completed:</b> 06/01/2017	Non-compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected

<b>Center Name:</b> Miss Kelly's Academy	<b>License Number:</b> 164738	<b>Date:</b> 05/01/2017
<b>Administrative Requirements</b>		
<b>8.16.2.22 A ADMINISTRATION RECORDS</b>	Compliance	
<b>8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	Compliance	
<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; expulsion of children. Both lack componenets. <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> 06/01/2017	Non-compliance	
<b>8.16.2.22 D FAMILY HANDBOOK</b>	Compliance	
<b>8.16.2.22 E CHILDREN'S RECORDS</b> <u><b>Deficiencies</b></u> Of the 4children's records reviewed, 1is/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. <b>Regulation:</b> 8.16.2.22E(1)(e)  <u><b>Corrective Action Plan</b></u> 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. <b>Corrected on site.</b> <b>Date to be Completed:</b> 06/01/2017	Non-compliance	
<b>8.16.2.22 F PERSONNEL RECORDS</b> <u><b>Deficiencies</b></u> From the review of staff records, it was determined that 1 out of 4 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. <b>Regulation:</b> 8.16.2.22F(1)(c)  <u><b>Corrective Action Plan</b></u> The center will add staff's current and past duties and responsibilities to the record. <b>Date to be Completed:</b> 06/01/2017  <u><b>Deficiencies</b></u> From the review of staff records, it was determined that 2 out of 4 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. <b>Regulation:</b> 8.16.2.22F(1)(g)  <u><b>Corrective Action Plan</b></u> The center will obtain documentation of first-aid and CPR training and retain on file. <b>Date to be Completed:</b> 06/01/2017	Non-compliance	

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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 4 out of 4 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> 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> 06/01/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>	Compliance	
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Non-compliance	
<p><b><u>Deficiencies</u></b> The child(ren) in thePreschool both room(s) was/were left unattended when educators walked in an out of the classrooms.</p> <p><b>Regulation:</b> 8.16.2.23A(9)</p> <p><b><u>Corrective Action Plan</u></b> Requirements for supervision of children whether inside or outside the facility will be reviewed with staff.</p> <p><b>Date to be Completed:</b> 06/01/2017</p>		
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>	Non-compliance	
<p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 2 out of 1 staff does/do not have documentation of the 45-hour entry level course or an approved equivalent prior to or within six months of employment.</p> <p><b>Regulation:</b> 8.16.2.23B(2)(c)</p> <p><b><u>Corrective Action Plan</u></b> Training will be completed for staff as required and documentation retained on file .</p> <p><b>Date to be Completed:</b> 06/01/2017</p> <p><b><u>Deficiencies</u></b> Educators did not complete the following training within 3-months: Health and Safety Training.</p> <p><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.</p> <p>The following staff members need to complete the required training:</p> <p><b>Date to be Completed:</b> 06/01/2017</p>		
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>	Compliance	
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>	Compliance	
<b>8.16.2.24 B NAPS OR REST PERIOD</b>	Compliance	
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>	N/A	

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<b>Services &amp; Care of Children</b>		
<p><b><u>Deficiencies</u></b> Feeding practices are inappropriate as evidenced by children carry bottles and <b>sipper cups</b> throughout the day. This was evident by a child laying on his cot with a sipper cup and a child being permitted to eat his lunch and have his drink on his cot during nap time.</p> <p><b>Regulation:</b> 8.16.2.24C(13)</p> <p><b><u>Corrective Action Plan</u></b> Staff will be instructed on proper feeding practices .</p> <p><b>Date to be Completed:</b> 06/01/2017</p>		
8.16.2.24 D DIAPERING AND TOILETING		Compliance
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		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		Non-compliance
<p><b><u>Deficiencies</u></b> The playground equipment isn't inspected weekly.</p> <p><b>Regulation:</b> 8.16.2.24J(4)</p> <p><b><u>Corrective Action Plan</u></b> The facility will hold weekly inspections of their playground equipment.</p> <p><b>Date to be Completed:</b> 06/01/2017</p>		
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		Compliance
8.16.2.25 C MENUS		Compliance
8.16.2.25 D KITCHENS		Non-compliance
<p><b><u>Deficiencies</u></b> A food is not properly stored; the item is not wrapped; labeled and dated. (Strawberries and apple sauce).</p> <p><b>Regulation:</b> 8.16.2.25D(4)</p> <p><b><u>Corrective Action Plan</u></b> The person responsible for food service will be instructed in proper food storage.</p> <p><b>Date to be Completed:</b> 06/01/2017</p>		
8.16.2.25 E MEAL TIMES		Compliance
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE		Compliance
8.16.2.26 B FIRST AID REQUIREMENTS		Non-compliance

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**Health & Safety Requirements**

**Deficiencies**

The center's first aid kit does not contain Soap.

Regulation: 8.16.2.26B(2)

**Corrective Action Plan**

Missing items will be added to the first-aid kit; staff will be reminded to replace any item used.

Date to be Completed: 06/01/2017

<b>8.16.2.26 C MEDICATION</b>	N/A
<b>8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS</b>	Not Inspected
<b>8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS</b>	N/A

**Buildings, Grounds & Safety**

**8.16.2.29 A HOUSEKEEPING**

Non-compliance

**Deficiencies**

The Ceiling tiles are not in good repair as evidenced by a stained ceiling tile in the dramatic play 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: 06/01/2017

**Deficiencies**

The premises in the playground are not safe in that there is a tree stump creating a tripping hazard.

Regulation: 8.16.2.29A(1)

**Corrective Action Plan**

The safety violation will be corrected and a system for routine safety inspection developed.

Date to be Completed: 06/01/2017

**Deficiencies**

The Premises are not in good repair as evidenced by the blue panel to the cabinet is detached and has a nail protruding.

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: 06/01/2017

**Deficiencies**

The premises in the playground are not safe in that there is a screw protruding from the fence (west side)..

Regulation: 8.16.2.29A(1)

**Corrective Action Plan**

The safety violation will be corrected and a system for routine safety inspection developed.

Date to be Completed: 06/01/2017

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<b>Buildings, Grounds &amp; Safety</b>		
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	
<p><b>8.16.2.29 H SAFETY COMPLIANCE</b></p> <p><b><u>Deficiencies</u></b> The center failed to conduct a fire drill for the month(s) of January; February; March; April; May; June. <b>Regulation:</b> 8.16.2.29H(2)</p> <p><b><u>Corrective Action Plan</u></b> A monthly fire drill will be held and recorded. <b>Date to be Completed:</b> 06/01/2017</p> <p><b><u>Deficiencies</u></b> The center does not have verification of an annual fire inspection from the fire authority having jurisdiction. <b>Regulation:</b> 8.16.2.29H(3)(e)</p> <p><b><u>Corrective Action Plan</u></b> An annual fire inspection will be requested from the fire authority having jurisdiction over the center. <b>Date to be Completed:</b> 06/01/2017</p> <p><b><u>Deficiencies</u></b> The center does not have documentation that a request for fire inspection had been made to the fire authority whose policy does not provide for an annual inspection of the center. <b>Regulation:</b> 8.16.2.29H(3)(e)</p> <p><b><u>Corrective Action Plan</u></b> The center will document the request date and to whom the request was made. <b>Date to be Completed:</b> 06/01/2017</p> <p><b><u>Deficiencies</u></b> The center failed to conduct an emergency preparedness practice drills for at least once a quarter. <b>Regulation:</b> 8.16.2.29H(1)</p> <p><b><u>Corrective Action Plan</u></b> A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year. <b>Date to be Completed:</b> 06/01/2017</p>	Non-compliance	

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**Buildings, Grounds & Safety**

**Deficiencies**

An evacuation plan is not posted in the Preschool class room(s) used by children. In both classrooms.

**Regulation:** 8.16.2.29H(3)(f)

**Corrective Action Plan**

An evacuation plan will be posted in each room used by children.

**Date to be Completed:** 06/01/2017

<b>8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES</b>	Compliance
<b>8.16.2.29 J PETS</b>	Compliance

**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.**

*DM 4:46 PM*

05/01/2017



05/01/2017

Surveyor: Darlene Montoya	Date	Facility Rep: Kelly Watson	Date
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