



## Facility

Name: *Monte Vista Day Nursery*

License Number: *10377*

Address: *3208 Monte Vista Blvd. NE, Albuquerque, NM 87106*

Phone: *5052553655*

Fax:

E-mail: *mvdnkids@qwestoffice.net*

## License Information

Type: *2 Star Child Care Center*

Status: *Licensed*

Issue Date: *01/17/2018*

Expiration Date: *01/16/2019*

## Capacity

Over Age 2: *45*  
Square Footage: *0*

Under Age 2: *5*

Night Care: *0*

Playground: *50*

## Census

Over 2: *14*

Under 2: *4*

## Classrooms

Number of Classrooms: *4*

## Days and Hours of Operation

Monday

*7:00 AM - 5:30 PM*

Tuesday

*7:00 AM - 5:30 PM*

Wednesday

*7:00 AM - 5:30 PM*

Thursday

*7:00 AM - 5:30 PM*

Friday

*7:00 AM - 5:30 PM*

Saturday

*Closed*

Sunday

*Closed*

## Inspection

Date: *11/07/2018*

Time In: *9:15 AM*

Time Out: *12:07 PM*

Purpose: *Annual*

## Licensing:

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*

## Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals

*Not Inspected*

## Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities

Compliance

## Complaints:

8.16.2.18 D Complaints

Not Inspected

## Licensure Requirements for Centers:

8.16.2.21 A Licensing Requirements

Compliance

8.16.2.21 B Capacity of Centers

Compliance

8.16.2.21 B (3)c Capacity of Centers

Compliance

8.16.2.21 C Incident Reporting Requirements

Compliance

## Administrative Requirements for Centers:

8.16.2.22 A Administrative Records

**Non-compliance**

### Admin/Licensure

*8.16.2.22.A.:Administrative Records: A licensee will display in a prominent place that is readily visible to parents, staff and visitors:*

#### Finding

**Deadline: 12/07/2018**

*The center failed to display in a prominent place that is readily visible to parents, staff and visitors the current child care regulations.*

#### Corrective Action Plan

*The center will post the missing item.*

8.16.2.22 B Mission, Philosophy and Curriculum Statement

Not Inspected

8.16.2.22 C Policy and Procedures

Compliance

8.16.2.22 D Family Handbook

Not Inspected

8.16.2.22 E Children's Records

**Non-compliance**

### Admin/Licensure

*8.16.2.22.E.1.e.:a copy of the child's up-to-date immunization record or a public health division approved exemption from the requirement, a grace period of a maximum of 30 days will be granted for children in foster care or homeless children and youth;*

## Admin/Licensure (continued)

## Finding

Deadline: 12/07/2018

*Of the 9 children's records reviewed, 2 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.*

## 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.*

**8.16.2.22.E.2.b.:** *The name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. Emergency contact numbers must be kept up to date at all times.*

## Finding

Deadline: 12/07/2018

*Of the 9 children's records reviewed, 1 is/are missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. See Children's Records 8.16.2.22 form for the child(ren) with missing information.*

## Corrective Action Plan

*Parents will be advised to review and add missing information. The center will review all children's records to ensure up-to-date emergency contact information is on file.*

## 8.16.2.22 F Personnel Records

**Non-compliance**

## Personnel

**8.16.2.22.F.1.b.:** *position;*

## Finding

Deadline: 12/07/2018

*From the review of staff records, it was determined that 2 out of 6 staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.*

## Corrective Action Plan

*The center will add the position to the record.*

**8.16.2.22.F.1.c.:** *current and past duties and responsibilities;*

## Finding

Deadline: 12/07/2018

*From the review of staff records, it was determined that 2 out of 6 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.*

## Corrective Action Plan

*The center will add staff's current and past duties and responsibilities to the record.*

(continued)

**8.16.2.22.F.1.i.:emergency contact number;**

**Finding**

**Deadline: 12/07/2018**

*From the review of staff records, it was determined that 2 out of 6 staff records does/do not include an emergency contact number. See Staff Records 8.16.2.22 form for staff with this missing information.*

**Corrective Action Plan**

*The center will have staff complete required information.*

**8.16.2.22.F.1.n.:written plan for ongoing professional development for each educator, including the director, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals; and**

**Finding**

**Deadline: 12/07/2018**

*From the review of staff records, it was determined that 6 out of 6 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.*

**Corrective Action Plan**

*The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.*

**8.16.2.22.F.1.p.:signed acknowledgement that all staff have reviewed and are aware of the center's disaster preparedness plan and evacuation plan.**

**Finding**

**Deadline: 12/07/2018**

*From the review of staff records, it was determined that 2 out of 6 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.*

**Corrective Action Plan**

*The center will have staff complete the required acknowledgement and will retain on file.*

**8.16.2.22.F.1.h.:documentation of all appropriate training by date, time, hours and area of competency;**

**Finding**

**Deadline: 12/07/2018**

*From the review of staff records, it was determined that 6 out of 6 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation.*

**Corrective Action Plan**

*The center will obtain verification of all training and retain on file.*

**8.16.2.22.F.1.o.:signed acknowledgment that the staff have read and understand the personnel handbook;**

## Personnel (continued)

## Finding

Deadline: 12/07/2018

*From the review of staff records, it was determined that [ ] out of [ ] 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.*

## Corrective Action Plan

*The center will have staff complete the required acknowledgement and will retain on file.*

## 8.16.2.22 G Personnel Handbook

Not Inspected

## Personnel and Staffing Requirements for Centers:

## 8.16.2.23 A Personnel and Staffing Requirements

Not Inspected

## 8.16.2.23 B Staff Qualifications and Training

Non-compliance

## Personnel

**8.16.2.23.B.2.a.:** *The director will develop and document an orientation and training plan for new staff members and volunteers and will provide information on training opportunities. The director will have on file a signed acknowledgment of completion of orientation by employees, volunteers and substitutes as well as the director. New staff members will participate in an orientation before working with children. Initial orientation will include training on the following:*

## Finding

Deadline: 12/07/2018

*From the review of staff records, it was determined that 2 out of 6 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation.*

## Corrective Action Plan

*Orientation will be completed and documented for staff noted; in the future, orientation will be completed prior to time staff begin working with children.*

**8.16.2.23.B.2.b.:** *All new educators regardless of the number of hours per week will complete the following training within three (3) months of their date of hire. All current educators will have three months to comply with the following training from the date these regulations are promulgated:*

## Finding

Deadline: 12/07/2018

*Educators did not complete the following training within 3-months: Health and Safety Training one educator needs to provide certificate.*

## Corrective Action Plan

*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:*

*(continued)*

**8.16.2.23.B.2.c.:** *New staff members working directly with children regardless of the number of hours per week will complete the 45-hour entry level course or approved three-credit early care and education course or an equivalent approved by the department prior to or within six months of employment. Substitutes are exempt from this requirement.*

**Finding****Deadline:** 12/07/2018

*From the review of staff records, it was determined that 2 out of 6 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.*

**Corrective Action Plan**

*Training will be completed for staff as required and documentation retained on file.*

**8.16.2.23 C Staff/Child Ratios and Group Sizes****Services and Care of Children in Centers:****8.16.2.24 A Guidance***Compliance***8.16.2.24 A1 Guidance****Non-compliance****Admin/Licensure**

**8.16.2.24.A.1.:** *A center will have written policies and procedures clearly outlining guidance practices. Centers will give this information to all parents and staff who will sign a form to acknowledge that they have read and understand these policies and procedures.*

**Finding****Deadline:** 12/07/2018

*Of the 2 staffs records reviewed, 6 is/are missing a signed staff acknowledgement that the center's guidance policy had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.*

**Corrective Action Plan**

*The center will review all staffs records to ensure a signed staff acknowledgement is on file.*

**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***Compliance***8.16.2.24 F Additional Requirements for Night Care***Not Inspected***8.16.2.24 G Physical Environment***Compliance***8.16.2.24 H Social-Emotional Responsive Environment***Compliance*

**Services and Care of Children in Centers: (continued)**

8.16.2.24 I Equipment and Program

Compliance

8.16.2.24 J Outdoor Play Areas

**Non-compliance****Outdoor Play**

8.16.2.24.J.4.:Playground equipment shall be inspected and inspections documented weekly.

**Finding****Deadline: 12/07/2018**

The weekly playground equipment inspections are not documented correctly. Toddler and Preschool Playground checklist was not available for review.

**Corrective Action Plan**

The facility will document their weekly playground inspections.

8.16.2.24 K Swimming, Wadding and Water

Not Inspected

8.16.2.24 L Field Trips

Not Inspected

**Food Service Requirements for Centers:**

8.16.2.25 A Meal Pattern Requirements

Compliance

8.16.2.25 B Meals and Snacks

Compliance

8.16.2.25 B3 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 and Safety Requirements for Centers:**

8.16.2.26 A Hygiene

Compliance

8.16.2.26 B First Aid Requirements

**Non-compliance****Admin/Licensure**

8.16.2.26.B.1.:All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

**Finding****Deadline: 12/07/2018**

The center does not have on duty all educators currently certified in first aid and cardiopulmonary resuscitation (CPR). 2 educators need certification.

**Corrective Action Plan**

All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

**Health and Safety Requirements for Centers: (continued)****8.16.2.26 C Medication****Admin/Licensure**

**8.16.2.26.C.2.:***Facilities will give medication only with written permission from a parent or guardian, to be administered according to written directions from the prescribing physician. In the case of non-prescription medication, written instructions must be provided by the parent or guardian. For the purpose of this requirement (Paragraph (2) of Subsection C of 8.16.2.26 NMAC) only, non-prescription medications include sunscreen, insect repellent and diaper creams or other over the counter medications. With written authorization from the child's parent or guardian, sunscreen and insect repellent may be shared. Diaper cream shall not be shared.*

**Finding****Deadline: 12/07/2018**

*The center does not have written instructions from the parent or guardian for a non-prescription medication that is being given. No authorization for Eczema cream.*

**Corrective Action Plan**

*Staff responsible for receiving medication will ensure parents provide complete written instructions.*

**Illness Requirements for Centers:****8.16.2.27 A-D Illness Requirements for Centers***Compliance***Transportation Requirements for Centers:****8.16.2.28 A-H Transportation Requirements for Centers***Not Inspected***Building, Ground and Safety Requirements for Centers:****8.16.2.29 A Housekeeping****I/T Classroom**

**8.16.2.29.A.3.:***All garbage and refuse receptacles in kitchens and in outdoor areas will be durable, constructed of materials that will not absorb liquids and have tight fitting lids.*

**Finding****Deadline: 12/07/2018**

*The garbage/refuse receptacle being used in the toddler playground does not have a tight fitting lid.*

**Corrective Action Plan**

*The garbage can(s) will be replaced.*

**8.16.2.29.A.1.:***A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*



I/T Classroom (continued)

Finding

Deadline: 12/07/2018

*The freezer has a heavy accumulation of frost.*

*Corrective Action Plan*

*A routine will be established to assess all areas of the premises for cleanliness, safety and potential hazards.*

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

Compliance

8.16.2.29 H3(f)(i)(k) Safety Compliance

Compliance

Additional Comments

None

Signatures

Please Note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans noted above, may result in further action taken against the licensee.



Surveyor: Kia Kennedy



Facility Representative: Barbara Gauna Trujillo