



Facility

Name: *My Little World LLC*

License Number: *168786*

Address: *515 Old Coors Dr. SW, Albuquerque, NM 87121*

Phone: *5058311441*

Fax: *N/A*

E-mail: *N/A*

License Information

Type: *2 Star Child Care Center*

Status: *Licensed*

Issue Date: *03/23/2018*

Expiration Date: *06/21/2018*

Capacity

Over Age 2: *29*

Under Age 2: *24*

Night Care: *0*

Playground: *30*

Square Footage: *N/A*

Census

Over 2: *7*

Under 2: *2*

Classrooms

Number of Classrooms: *6*

Days and Hours of Operation

Monday

6:30 AM - 6:30 PM

Tuesday

6:30 AM - 6:30 PM

Wednesday

6:30 AM - 6:30 PM

Thursday

6:30 AM - 6:30 PM

Friday

6:30 AM - 6:30 PM

Saturday

Closed

Sunday

Closed

Inspection

Date: *05/21/2018*

Time In: *10:00 AM*

Time Out: *11:30 AM*

Purpose: *Follow-up*

Licensure

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>N/A</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

Administrative Requirements (continued)**8.16.2.21 C Incident Reporting Requirements**

N/A

Administrative Requirements**8.16.2.22 A Administrative Records**

Compliance

8.16.2.22 B Mission, Philosophy and Curriculum Statement

Compliance

8.16.2.22 C Policy and Procedures**Non-compliance**

The center did not have available for review written policies and procedures covering actions to be taken in case a child is found missing from the center.

Corrective Action Plan

The center will complete written policies and procedures for the missing area(s).

Regulation: 8.16.2.22.C.

Date to be Completed: 06/21/2018

8.16.2.22 D Family Handbook

Compliance

8.16.2.22 E Children's Records**Non-compliance**

Of the 11 children's records reviewed, 1 is/are missing information on allergies or medical conditions. 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 records to ensure information regarding allergies and medical conditions is on file.

Regulation: 8.16.2.22.E.2.a.

Date to be Completed: 06/21/2018

Of the 11 children's records reviewed, 1 is/are missing a signed parent or guardian acknowledgement that the parent handbook 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

Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file.

Regulation: 8.16.2.22.E.1.l.

Date to be Completed: 06/21/2018

Administrative Requirements (continued)**8.16.2.22 F Personnel Records****Non-compliance**

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

Regulation: 8.16.2.22.F.1.c.

Date to be Completed: 06/21/2018

From the review of staff records, it was determined that 2 out of 2 staff records does/do not include dates of hire and termination. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will add dates of hire and termination to the record.

Regulation: 8.16.2.22.F.1.d.

Date to be Completed: 06/21/2018

From the review of staff records, it was determined that 2 out of 2 staff records does/do not include employment history verification. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will complete employment history verification and retain on file.

Regulation: 8.16.2.22.F.1.e.

Date to be Completed: 06/21/2018

The center failed to have 2 out of 2 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.

Regulation: 8.16.2.22.F.1.f.

Date to be Completed: 06/21/2018

8.16.2.22 F Personnel Records (continued)**Non-compliance**

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

Regulation: 8.16.2.22.F.1.n.

Date to be Completed: 06/21/2018

From the review of staff records, it was determined that 2 out of 2 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form.

Corrective Action Plan

The center will obtain Form I-9s from all staff and maintain them in their personnel files.

Regulation: 8.16.2.22.F.1.q.

Date to be Completed: 06/21/2018

8.16.2.22 G Personnel Handbook**Non-compliance**

The center did not have a complete personnel handbook. The following information needs to be included: code of conduct.

Corrective Action Plan

A personnel handbook with required information will be completed and distributed to each employee.

Regulation: 8.16.2.22.G.

Date to be Completed: 06/21/2018

Personnel & Staffing**8.16.2.23 A Personnel and Staffing Requirements***Compliance***8.16.2.23 B Staff Qualifications and Training****Non-compliance**

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

Regulation: 8.16.2.23.B.2.a.

Date to be Completed: 06/21/2018

Services & Care of Children *(continued)*

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

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

Compliance

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, Wadding and Water

N/A

8.16.2.24 L Field Trips

N/A

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

Non-compliance

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

Corrective Action Plan

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

Regulation: 8.16.2.26.B.1.

Date to be Completed: 06/21/2018

8.16.2.26 C Medication

N/A

Health & Safety Requirements (*continued*)

8.16.2.27 A-D Illness Requirements for Centers	N/A
8.16.2.28 A-H Transportation Requirements for Centers	N/A

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Not Inspected</i>
8.16.2.29 B Pest Control	<i>Not Inspected</i>
8.16.2.29 C Mechanical Systems	<i>Not Inspected</i>
8.16.2.29 D Water and Waste	<i>Not Inspected</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.29 F Exits and Windows	<i>Not Inspected</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Not Inspected</i>
8.16.2.29 H Safety Compliance	<i>Not Inspected</i>
8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	<i>Not Inspected</i>
8.16.2.29 J Pets	N/A

Additional Comments

Follow up to Initial Conducted on 3/22/18

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: Helen Waldorf



Facility Representative: Maria A Flores Claudia Monge