



Facility

Name: *NAPPR Early Head Start* **License Number:** *156306*
Address: *801 Girard Blvd NE, Albuquerque, NM 87106*
Phone: *5058140694* **Fax:** **E-mail:** *jwilletto@nappr.org*

License Information

Type: *2 Star + Child Care Center* **Status:** *Licensed* **Issue Date:** *04/26/2018* **Expiration Date:** *01/07/2019*

Capacity

Over Age 2: *30* **Under Age 2:** *10* **Night Care:** *0* **Playground:** *40*
Square Footage: *0*

Census

Over 2: *11* **Under 2:** *6*

Classrooms

Number of Classrooms: *3*

Days and Hours of Operation

Monday <i>8:30 AM - 2:30 PM</i>	Tuesday <i>8:30 AM - 2:30 PM</i>	Wednesday <i>8:30 AM - 2:30 PM</i>	Thursday <i>8:30 AM - 2:30 PM</i>	Friday <i>8:30 AM - 2:30 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *11/05/2018* **Time In:** *10:00 AM* **Time Out:** *12:05 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

Not Inspected

8.16.2.21 B Capacity of Centers

Compliance

8.16.2.21 B (3)c Capacity of Centers

Non-compliance

Toddlers Sandia Room

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Finding

Deadline: 11/05/2018

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. Group size needs to be posted. Corrected on site.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors. Corrected on site.

2 Year Old Jemez Classroom

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Finding

Deadline: 11/05/2018

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. Group size not posted for the classroom. Corrected on site.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors. Corrected on site.

2 year old Pecos classroom

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

2 year old Pecos classroom (continued)

Finding

Deadline: 11/05/2018

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. Group size not posted. Corrected on site.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors. Corrected on site.

8.16.2.21 C Incident Reporting Requirements

Not Inspected

Administrative Requirements for Centers:

8.16.2.22 A Administrative Records

Compliance

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.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: 12/05/2018

Of the 10 children's records reviewed, 3 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.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*

Personnel (continued)

Finding

Deadline: 12/05/2018

From the review of staff records, it was determined that 3 out of 7 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.b.:position;

Finding

Deadline: 12/05/2018

From the review of staff records, it was determined that 1 out of 7 staff records does/do not include the staffs 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: 12/05/2018

From the review of staff records, it was determined that 1 out of 7 staff records do/does not include the staffs 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 staffs current and past duties and responsibilities to the record.

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

Not Inspected

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

Services and Care of Children in Centers:

8.16.2.24 A Guidance

Compliance

8.16.2.24 A1 Guidance

Compliance

8.16.2.24 B Naps or Rest Period

Compliance

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

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 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 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	Non-compliance

Food Service

8.16.2.25.D.4.: *A center will protect food and drink by properly storing items in an airtight container or by tightly wrapping them. A center will label and date all leftover food.*

Finding

Deadline: 12/05/2018

A food is not properly stored; the item is not labeled and dated. (Cereal & pretzels were not dated in the pantry and frozen vegetable were not dated in the freezer.

Corrective Action Plan

The person responsible for food service will be instructed in proper food storage.

8.16.2.25 E Meal Times	Compliance
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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

Admin/Licensure (continued)

8.16.2.26.B.2.:A center will keep a first-aid kit and a first-aid manual together in the center in a location inaccessible to children and easily accessible to adults. The first aid kit will contain, at a minimum, band aids, gauze pads, adhesive tape, scissors, soap, nonporous gloves, and a thermometer.

Finding

Deadline: 12/05/2018

The center's first aid kit does not contain Soap in the Jemez classroom FA kit.

Corrective Action Plan

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

8.16.2.26 C Medication

Compliance

Illness Requirements for Centers:

8.16.2.27 A-D Illness Requirements for Centers

Compliance

Building, Ground and Safety Requirements for Centers:

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

Admin/Licensure

8.16.2.29.H.3.e.:a center shall request an annual fire inspection from the fire authority having jurisdiction over the center; if the policy of the fire authority having jurisdiction does not provide for an annual inspection of the center, the center must document the date the request was made and to whom; a copy of the latest inspection must be posted in the center;

Finding

Deadline: 12/05/2018

The center does not have verification of an annual fire inspection from the fire authority having jurisdiction. Fire inspected last inspected 7/18/17.

Corrective Action Plan

An annual fire inspection will be requested from the fire authority having jurisdiction over the center.

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

Compliance

Building, Ground and Safety Requirements for Centers: *(continued)*

8.16.2.29 J Pets

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: *Jodie Willetto*