



### Facility

**Name:** *Pando Little School LLC* **License Number:** *168764*  
**Address:** *3538 Anderson Ave SE, Albuquerque, NM 87106*  
**Phone:** *5055851259* **Fax:**  **E-mail:** *melissa@pandoschool.com;*  
*michaela.f.pando@gmail.com*

### License Information

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *06/14/2018* **Expiration Date:** *03/13/2019*

### Capacity

**Over Age 2:** *12* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *12*  
**Square Footage:** *0*

### Census

**Over 2:** *12* **Under 2:** *0*

### Classrooms

**Number of Classrooms:** *2*

### Days and Hours of Operation

<b>Monday</b> <i>8:00 AM - 4:00 PM</i>	<b>Tuesday</b> <i>8:00 AM - 4:00 PM</i>	<b>Wednesday</b> <i>8:00 AM - 4:00 PM</i>	<b>Thursday</b> <i>8:00 AM - 4:00 PM</i>	<b>Friday</b> <i>8:00 AM - 4:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

**Date:** *01/14/2019* **Time In:** *10:00 AM* **Time Out:** *11:18 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>Not Inspected</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

**Licensure (continued)**

8.16.2.21 C Incident Reporting Requirements *Not Inspected*

**Administrative Requirements**

8.16.2.22 A Administrative Records *Not Inspected*

8.16.2.22 B Mission, Philosophy and Curriculum Statement *Not Inspected*

8.16.2.22 C Policy and Procedures *Not Inspected*

8.16.2.22 D Family Handbook *Not Inspected*

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

*Of the 3 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.*

*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.*

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 01/18/2019

8.16.2.22 F Personnel Records *Compliance*

8.16.2.22 G Personnel Handbook *Not Inspected*

**Personnel & Staffing**

8.16.2.23 A Personnel and Staffing Requirements *Not Inspected*

8.16.2.23 B Staff Qualifications and Training **Non-compliance**

*From the review of staff records, it was determined that 1 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.*

*Corrective Action Plan*

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

Regulation: 8.16.2.23.B.2.c.

Date to be Completed: 02/13/2019

8.16.2.23 C Staff/Child Ratios and Group Sizes *Not Inspected*

**Services & Care of Children**

8.16.2.24 A Guidance *Not Inspected*

### Services & Care of Children *(continued)*

8.16.2.24 B Naps or Rest Period	<i>Not Inspected</i>
8.16.2.24 C Additional Requirements for Infants and Toddlers	<i>Not Inspected</i>
8.16.2.24 D Diapering and Toileting	<i>Not Inspected</i>
8.16.2.24 E Additional Requirements for Children with Special Needs	<i>Not Inspected</i>
8.16.2.24 F Additional Requirements for Night Care	<i>Not Inspected</i>
8.16.2.24 G Physical Environment	<i>Not Inspected</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Not Inspected</i>
8.16.2.24 I Equipment and Program	<i>Not Inspected</i>
8.16.2.24 J Outdoor Play Areas	<i>Not Inspected</i>
8.16.2.24 K Swimming, Wading and Water	<i>Not Inspected</i>
8.16.2.24 L Field Trips	<i>Not Inspected</i>

### Food Service

8.16.2.25 B Meals and Snacks	<i>Not Inspected</i>
8.16.2.25 C Menus	<i>Not Inspected</i>
8.16.2.25 D Kitchens	<i>Not Inspected</i>
8.16.2.25 E Meal Times	<i>Not Inspected</i>

### Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Not Inspected</i>
8.16.2.26 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.26 C Medication	<i>Not Inspected</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Not Inspected</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>Not Inspected</i>

### Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Compliance</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>

**Buildings, Grounds & Safety (continued)**

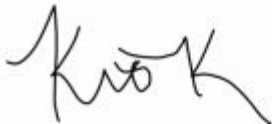
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.29 F Exits and Windows	<i>Not Inspected</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Not Inspected</i>
8.16.2.29 H Safety Compliance	<i>Compliance</i>
8.16.2.29 H3(f)(i)(k) Safety Compliance	<i>Not Inspected</i>
8.16.2.29 J Pets	<i>Not Inspected</i>

**Additional Comments**

*This is an onsite follow up to the semi-annual inspection conducted on 9/27/18. The following remain.*

**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: *Michaela Fournier*