



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

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

Inspection

Date: *01/14/2019* **Time In:** *10:00 AM* **Time Out:** *11:21 AM* **Purpose:** *Annual*

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>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

Non-compliance

The center failed to display in a prominent place that is readily visible to parents, staff and visitors the current child care regulations, current list of notifiable diseases and communicable diseases published by the office of epidemiology of the New Mexico department of health.

Corrective Action Plan

The center will post the missing item.

Regulation: 8.16.2.22.A.

Date to be Completed: 02/13/2019

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 11 children's records reviewed, 1 is/are missing a list of people authorized to pick up the child and an authorization form signed by the parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all children's records to ensure complete information and authorization is on file.

Regulation: 8.16.2.22.E.1.c.

Date to be Completed: 02/13/2019

Of the 11 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.

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 02/13/2019

8.16.2.22 E Children's Records (continued)**Non-compliance**

Of the 11 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.

Regulation: 8.16.2.22.E.2.b.

Date to be Completed: 02/13/2019

Of the 11 children's records reviewed, 1 is/are missing the name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency. 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 contact information for a physician or medical center is on file.

Regulation: 8.16.2.22.E.2.c.

Date to be Completed: 02/13/2019

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: 02/13/2019

8.16.2.22 F Personnel Records**Non-compliance**

From the review of staff records, it was determined that 1 out of 5 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: 02/13/2019

Personnel & Staffing (continued)

8.16.2.22 G Personnel Handbook

Not Inspected

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements

Non-compliance

In the absence of the director, the center does not have a notice posted naming the person designated to be in charge. Need to update.

Corrective Action Plan

In the director's absence, a person will be assigned to be in charge and a notice to that effect will be posted.

Regulation: 8.16.2.23.A.8.

Date to be Completed: 02/13/2019

8.16.2.23 B Staff Qualifications and Training

Non-compliance

From the review of staff records, it was determined that 1 out of 5 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

The center failed to keep a training log on file with Employee's name, Position, Clock hours, Competency area, Source of training for 1 out of 5 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log.

Corrective Action Plan

A training log will be completed for each staff that includes the employee's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate.

Regulation: 8.16.2.23.B.2.l.

Date to be Completed: 02/13/2019

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

Services & Care of Children

8.16.2.24 A Guidance

Non-compliance

Of the 11 children's records reviewed, 1 is/are missing a signed parent/guardian 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 children's records to ensure a signed parent or guardian acknowledgement is on file.

Regulation: 8.16.2.24.A.1.

Date to be Completed: 02/13/2019

8.16.2.24 B Naps or Rest Period

Compliance

8.16.2.24 C Additional Requirements for Infants and Toddlers

N/A

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

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, Wading and Water

Not Inspected

8.16.2.24 L Field Trips

Not Inspected

Food Service

8.16.2.25 B Meals and Snacks

Compliance

8.16.2.25 C Menus

N/A

8.16.2.25 D Kitchens

Compliance

8.16.2.25 E Meal Times

Compliance

Health & Safety Requirements

8.16.2.26 A Hygiene

Compliance

8.16.2.26 B First Aid Requirements

Compliance

8.16.2.26 C Medication

N/A

8.16.2.27 A-D Illness Requirements for Centers

Compliance

Health & Safety Requirements (continued)

8.16.2.28 A-H Transportation Requirements for Centers

N/A

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping

Non-compliance

The Premises are not in good repair as evidenced by the hand washing sink in the Rainbow room is clogged..

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Regulation: 8.16.2.29.A.1.

Date to be Completed: 02/13/2019

The premises in the bathroom are not safe in that unsecured cord.

Corrective Action Plan

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

Regulation: 8.16.2.29.A.1.

Date to be Completed: 02/13/2019

8.16.2.29 B Pest Control

Compliance

8.16.2.29 C Mechanical Systems

Non-compliance

The center uses a portable heater in the studio room that is a safety hazard.

Corrective Action Plan

The portable heater will be removed.

Regulation: 8.16.2.29.C.1.

Date to be Completed: 02/13/2019

8.16.2.29 D Water and Waste

Compliance

8.16.2.29 E Lighting, Lighting Fixtures and Electrical

Non-compliance

Electrical outlets within reach of children in the studio room are not safety outlets and they do not have protective covers.

Corrective Action Plan

Protective covers will be added.

Regulation: 8.16.2.29.E.3.b.

Date to be Completed: 02/13/2019

8.16.2.29 F Exits and Windows

Compliance

Buildings, Grounds & Safety (continued)

8.16.2.29 G Toilet and Bathing Facilities

Compliance

8.16.2.29 H Safety Compliance

Non-compliance

The center failed to conduct an emergency preparedness practice drills for at least once a quarter.

Corrective Action Plan

A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.

Regulation: 8.16.2.29.H.1.

Date to be Completed: 02/13/2019

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

Compliance

8.16.2.29 J Pets

N/A

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: *Michaela Fournier*