



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*

License Information

Type: *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *03/15/2018* **Expiration Date:** *06/13/2018*

Capacity

Over Age 2: *10* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *10*
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: *06/07/2018* **Time In:** *9:45 AM* **Time Out:** *1:00 PM* **Purpose:** *Follow-up*

Licensure

8.16.2.11 A Types of Licenses

Non-compliance

The child care facility failed to submit a new application to the licensing authority before modifying information required to be stated on the license as follows: capacity. Program removed a wall from one of the classrooms,

Corrective Action Plan

A notarized renewal application will be completed and submitted with the required fee prior to any changes being made to the current license. Director will submit an application for an amended license by today.

Regulation: 8.16.2.11.A.3.

Date to be Completed: 06/07/2018

8.16.2.11 B Renewal of License

Not Inspected

8.16.2.11 D Non-transferable Restrictions of License

Not Inspected

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals

Not Inspected

8.16.2.17 E, F Surveys for Child Care Facilities

Compliance

8.16.2.18 D Complaints

Not Inspected

8.16.2.21 A Licensing Requirements

Not Inspected

8.16.2.21 B Capacity of Centers

Non-compliance

The center exceeded the allowable number of children stated on the license by either total or age as evidenced by 2 children present over the licensed capacity.

Corrective Action Plan

The center will limit the number of children in care to the authorized capacity. Director called parent to pick up 2 children.

Regulation: 8.16.2.21.B.1.

Date to be Completed: 07/07/2018

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 most recent licensing survey. Corrected on site.

Corrective Action Plan

The center will post the missing item. Corrected on site.

(continued)

Regulation: 8.16.2.22.A.

Date to be Completed: 06/07/2018

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 17 children's records reviewed, 8 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

Corrective Action Plan

The first attendance date will be added and the center will review all children's records to ensure complete information is on file.

Regulation: 8.16.2.22.E.1.d.

Date to be Completed: 07/07/2018

Of the 17 children's records reviewed, 2 is/are missing complete information as follows: the names of parents or guardians, parents or guardians current places of employment, addresses, pager, cellular and/or work telephone numbers. 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 complete information is on file.

Regulation: 8.16.2.22.E.1.b.

Date to be Completed: 07/07/2018

Of the 17 children's records reviewed, 6 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: 07/07/2018

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

Of the 17 children's records reviewed, 8 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: 07/07/2018

Of the 17 children's records reviewed, 5 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: 07/07/2018

Of the 17 children's records reviewed, 11 is/are missing a document giving the center permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. 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 emergency medical transportation and treatment authorization is on file.

Regulation: 8.16.2.22.E.2.d.

Date to be Completed: 07/07/2018

Of the 17 children's records reviewed, 2 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: 07/07/2018

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

Of the 17 children's records reviewed, 3 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: 07/07/2018

There was no record of each child's arrival and/or departure time and dates of attendance initialed by a parent, guardian, or person authorized to pick up the child. Of the 2 children present 12 were signed in. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization. Corrected on site.

Corrective Action Plan

Parents will be advised to sign in and out each child daily and staff will monitor for completion. Corrected on site.

Regulation: 8.16.2.22.E.1.j.

Date to be Completed: 06/07/2018

8.16.2.22 F Personnel Records**Non-compliance**

From the review of staff records, it was determined that 3 out of 5 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: 07/07/2018

From the review of staff records, it was determined that 4 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: 07/07/2018

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

From the review of staff records, it was determined that 2 out of 5 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: 07/07/2018

From the review of staff records, it was determined that 5 out of 5 staff records does/do not include a dated weekly work schedule that includes the time of arrival and departure and breaks and lunch. See Staff Records 8.16.2.22 form for staff who need to have a work schedule.

Corrective Action Plan

The center will add the work schedule and maintain dated weekly work schedules for the director, all staff, all care givers and volunteers.

Regulation: 8.16.2.22.F.2.

Date to be Completed: 07/07/2018

8.16.2.22 G Personnel Handbook*Not Inspected***Personnel & Staffing****8.16.2.23 A Personnel and Staffing Requirements***Compliance***8.16.2.23 B Staff Qualifications and Training****Non-compliance**

The center failed to keep a training log on file with Employee's name, Date of hire, Position, Date of training, Source of training for 3 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: 07/07/2018

From the review of staff records, it was determined that 4 out of 5 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: 07/07/2018

8.16.2.23 B Staff Qualifications and Training (continued)**Non-compliance**

Educators did not complete the following training within 3-months: Health and Safety Training 2 educators need to complete within 30 days.

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:

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 07/07/2018

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 17 children's records reviewed, 3 is/are missing a signed parent or 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: 07/07/2018

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, Wadding 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

06/07/2018

<https://cyfd.org/>

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Food Service (continued)

8.16.2.25 D Kitchens	N/A
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	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: 07/07/2018

8.16.2.26 C Medication	Not Inspected
8.16.2.27 A-D Illness Requirements for Centers	Compliance
8.16.2.28 A-H Transportation Requirements for Centers	N/A

Buildings, Grounds & Safety

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	Not Inspected
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	Non-compliance

The center failed to conduct a fire drill for the month(s) of May.

Regulation: 8.16.2.29.H.2.

Date to be Completed: 07/07/2018

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	Compliance
8.16.2.29 J Pets	N/A

Additional Comments

This is a follow up survey to the initial conducted on 2/28/18. Center was given a provisional license on 3/15/18.

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: *Kia Kennedy*



Facility Representative: *Melissa Scott*