



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:** *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: *07/26/2018* **Time In:** *12:00 PM* **Time Out:** *1:35 PM* **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>

Licensure (continued)**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 8 children were in a room licensed for 5. This was corrected on site as children were moved and educator were instructed not to exceed the room license capacity.

Corrective Action Plan

The center will limit the number of children in care to the authorized capacity. Corrected on site, children were moved and educators were instructed not to exceed the licensed capacity.

Regulation: 8.16.2.21.B.1.

Date to be Completed: 08/25/2018

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 8 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.

Regulation: 8.16.2.22.E.2.b.

Date to be Completed: 08/25/2018

Of the 5 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: 08/25/2018

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

Of the 11 children's records reviewed, 2 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: 08/25/2018

8.16.2.22 F Personnel Records**Non-compliance**

From the review of staff records, it was determined that 3 out of 4 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: 08/25/2018

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 2 out of 4 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: 08/25/2018

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 3 educators need to complete

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: 08/25/2018

8.16.2.23 C Staff/Child Ratios and Group Sizes

*Not Inspected***Services & Care of Children**

8.16.2.24 A Guidance

Compliance

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

Not Inspected

8.16.2.24 F Additional Requirements for Night Care

Not Inspected

8.16.2.24 G Physical Environment

Not Inspected

8.16.2.24 H Social-Emotional Responsive Environment

Not Inspected

8.16.2.24 I Equipment and Program

Not Inspected

8.16.2.24 J Outdoor Play Areas

Not Inspected

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

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

Compliance

Health & Safety Requirements *(continued)*

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>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>Compliance</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	<i>Not Inspected</i>

Additional Comments

This is a second onsite follow up to initial conducted on 2/28/18. Provisional was issued 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*