

Center Name: Paradise Hills Community Preschool		Address: 5976 Avenida La Barranca N.W. Albuquerque, NM 87114			Phone: (505)898-3122		
License Number: 94674	Issue Date: 05/29/2017	Expiration Date: 05/28/2018	Type: 5 Star FOCUS Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	23	Under Age 2:	0	Night Care:	0	Playground:	23
		Over 2:	23	Under 2:	0		
Days and Hours of Operation							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	08:30 AM	08:30 AM	08:30 AM	08:30 AM	08:30 AM	Closed	Closed
Closing Times:	03:30 PM	03:30 PM	03:30 PM	03:30 PM	03:30 PM		
# of Classrooms: 1	Purpose: Follow-up		Date: 01/10/2018		Time: 12:35 PM		
Comments This is an onsite follow up to the semi-annual inspection conducted on 10/16/17.0							

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

Licensure	
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
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 <u>Deficiencies</u> A person who is knowledgeable in the daily operations, has access to all records and locked areas was not present. Person in charge did not have a key that allows access to files. Regulation: 8.16.2.17F <u>Corrective Action Plan</u> A person who is knowledgeable in the daily operations, has access to all records and locked areas, and can represent the licensee or director for survey purposes will be present in the child care facility. Date to be Completed: 01/10/2018	Non-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	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Non-compliance

Center Name: Paradise Hills Community Preschool	License Number: 94674	Date: 01/10/2018
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Administrative Requirements

Deficiencies

The center failed to display in a prominent place that is readily visible to parents, staff and visitors the most recent licensing survey.

Regulation: 8.16.2.22A

Corrective Action Plan

The center will post the missing item.

Date to be Completed: 01/17/2018

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	Compliance

8.16.2.22 F PERSONNEL RECORDS

Non-compliance

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file.

Regulation: 8.16.2.22F(1)

Corrective Action Plan

The program will complete a file for each staff including substitutes and volunteers.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff does/do not have complete information required in 8.16.2.22F.(1)(a) as follows: the staff name, address and telephone number. See Staff Records 8.16.2.22 form for staff with missing information.

Regulation: 8.16.2.22F(1)(a)

Corrective Action Plan

The center will have staff complete required information.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(b)

Corrective Action Plan

The center will add the position to the record.

Date to be Completed: 01/15/2018

Center Name:

Paradise Hills Community Preschool

License Number:

94674

Date:

01/10/2018

Administrative Requirements**Deficiencies**

From the review of staff records, it was determined that 1 out of 4 staff records do/does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(c)

Corrective Action Plan

The center will add staff's current and past duties and responsibilities to the record.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 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.

Regulation: 8.16.2.22F(1)(d)

Corrective Action Plan

The center will add dates of hire and termination to the record.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include employment history verification. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(e)

Corrective Action Plan

The center will complete employment history verification and retain on file.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include an emergency contact number. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(i)

Corrective Action Plan

The center will have staff complete required information.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a signed universal precaution acknowledgement form. See Staff Records 8.16.2.22 form for staff with missing documentation.

Regulation: 8.16.2.22F(1)(j)

Corrective Action Plan

The center will have staff complete and sign the universal precaution acknowledgement form and will retain on file.

Date to be Completed: 01/15/2018

Center Name:

Paradise Hills Community Preschool

License Number:

94674

Date:

01/10/2018

Administrative Requirements**Deficiencies**

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a signed confidentiality form. See Staff Records 8.16.2.22 form for staff who need to complete a signed confidentiality form.

Regulation: 8.16.2.22F(1)(k)

Corrective Action Plan

The center will have staff complete a signed confidentiality form and will retain on file .

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 4 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.

Regulation: 8.16.2.22F(1)(n)

Corrective Action Plan

The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form.

Regulation: 8.16.2.22F(1)(q)

Corrective Action Plan

The center will obtain Form I-9s from all staff and maintain them in their personnel files .

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include signed acknowledgement that the personnel handbook had been read and understood. See Staff Records 8.16.2.22 form for staff who need to complete the acknowledgement.

Regulation: 8.16.2.22F(1)(o)

Corrective Action Plan

The center will have staff complete the required acknowledgement and will retain on file .

Date to be Completed: 01/15/2018

Deficiencies

From the review of staff records, it was determined that 4 out of 4 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation.

Regulation: 8.16.2.22F(1)(h)

Corrective Action Plan

The center will obtain verification of all training and retain on file.

Date to be Completed: 01/15/2018

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Administrative Requirements		
Deficiencies From the review of staff records, it was determined that 1 out of 4 staff does/do not have complete information required in 8.16.2.22F.(1)(a) as follows: the staff name, address and telephone number. See Staff Records 8.16.2.22 form for staff with missing information. Regulation: 8.16.2.22F(1)(a)		
Corrective Action Plan The center will have staff complete required information. Date to be Completed: 01/15/2018		
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 Deficiencies From the review of staff records, it was determined that 1 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. Regulation: 8.16.2.23B(2)(a) 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. Date to be Completed: 01/15/2018		Non-compliance
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
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, WADING 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

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Food Service		
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 <u>Deficiencies</u> The center does not have on duty all educators currently certified in first aid and cardiopulmonary resuscitation (CPR). Regulation: 8.16.2.26B(1) <u>Corrective Action Plan</u> All educators must be certified in first aid and cardiopulmonary resuscitation (CPR). Two educators scheduled to complete FA/CPR on 1/27/18. Date to be Completed: 01/27/2018	Non-compliance	
8.16.2.26 C MEDICATION	Not Inspected	
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS	Not Inspected	
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS	Not Inspected	
Buildings, Grounds & Safety		
8.16.2.29 A HOUSEKEEPING	Not Inspected	
8.16.2.29 B PEST CONTROL	Not Inspected	
8.16.2.29 C MECHANICAL SYSTEMS	Not Inspected	
8.16.2.29 D WATER AND WASTE	Not Inspected	
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL	Not Inspected	
8.16.2.29 F EXITS AND WINDOWS	Not Inspected	
8.16.2.29 G TOILET AND BATHING FACILITIES	Not Inspected	
8.16.2.29 H SAFETY COMPLIANCE <u>Deficiencies</u> The center failed to conduct an emergency preparedness practice drills for at least once a quarter. Regulation: 8.16.2.29H(1) <u>Corrective Action Plan</u> A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year. Date to be Completed: 01/15/2018	Non-compliance	
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Not Inspected	
8.16.2.29 J PETS	Not Inspected	

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Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the licensee.

Kia Kennedy
01/10

01/10/2018

Barbara Lindsey

01/10/2018

Surveyor: Kia Kennedy	Date	Facility Rep: Barbara Lindsey	Date
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