

<b>Center Name:</b> RGEC @ Mark Twain Elementary		<b>Address:</b> 6316 Constitution Ave NE Albuquerque, NM 87110			<b>Phone:</b> (505)315-3712		
<b>License Number:</b> 159078	<b>Issue Date:</b> 01/8/2017	<b>Expiration Date:</b> 01/7/2018	<b>Type:</b> 2 Star Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	48	Under Age 2:	0	Night Care:	0	Playground:	48
		Over 2:	11	Under 2:	0		
<b>Days and Hours of Operation</b>							
<b>Morning</b>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	6:45	6:45	6:45	6:45	6:45	Closed	Closed
Closing Times:	8:55	8:55	8:55	8:55	8:55		
<b>Afternoon</b>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	02:00 PM	02:00 PM	02:00 PM	02:00 PM	02:00 PM		
Closing Times:	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		
<b># of Classrooms:</b> 1	<b>Purpose:</b> Annual		<b>Date:</b> 11/08/2017		<b>Time:</b> 01:30 PM		
<b>Comments</b>							

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

### Licensure

<b>8.16.2.40 A LICENSING REQUIREMENTS</b>	N/A
<b>8.16.2.40 B CAPACITY OF A PROGRAM</b>	Compliance
<b>8.16.2.40 C, D INCIDENT REPORTING REQUIREMENTS</b>	N/A

### Administrative Requirements

<b>8.16.2.41 A ADMINISTRATION RECORDS</b>  <u>Deficiencies</u> The program failed to display in a prominent place the last inspection/survey. <b>Regulation:</b> 8.16.2.41A  <u>Corrective Action Plan</u> The program will post the missing item(s). <b>Date to be Completed:</b> 12/15/2017	Non-compliance
<b>8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	Not Inspected
<b>8.16.2.41 C PARENT HANDBOOK</b>	Not Inspected
<b>8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS</b>	Non-compliance

<b>Center Name:</b> RGEC @ Mark Twain Elementary	<b>License Number:</b> 159078	<b>Date:</b> 11/08/2017
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**Administrative Requirements**

**Deficiencies**

Of the 12 children's records reviewed, 3 is/are missing the date the child first attended the program. See Children's Records 8.16.2.41form for the child(ren) with missing information.

**Regulation:** 8.16.2.41D(1)(d)

**Corrective Action Plan**

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

**Date to be Completed:** 12/15/2017

**Deficiencies**

Of the 12 children's records reviewed, 3 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 8.16.2.41form for the child(ren) with missing information.

**Regulation:** 8.16.2.41D(2)(b)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The program will review all children's records to ensure contact information for a physician or medical center is on file.

**Date to be Completed:** 12/15/2017

<b>8.16.2.41 E PERSONNEL RECORDS</b>	Non-compliance
<p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 2 out of 2 staff records does/do not include a current work schedule and daily sign in sheet that includes the time of arrival and departure and breaks and lunch. See Staff Records 8.16.2.41form for staff who need to have a work schedule.</p> <p><b>Regulation:</b> 8.16.2.41E(2)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The program will add the work schedule and maintain dated weekly work schedules for the director, all staff, all care givers and volunteers.</p> <p><b>Date to be Completed:</b> 12/15/2017</p>	
<b>8.16.2.41 F PERSONNEL HANDBOOK</b>	Not Inspected
<b>Personnel &amp; Staffing</b>	
<b>8.16.2.42 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Compliance
<b>8.16.2.42 B STAFF QUALIFICATIONS</b>	Not Inspected
<b>8.16.2.42 C TRAINING</b>	Not Inspected
<b>Services &amp; Care of Children</b>	
<b>8.16.2.43 A GUIDANCE</b>	Compliance
<b>8.16.2.43 B PHYSICAL ENVIRONMENT</b>	Compliance
<b>8.16.2.43 C SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>	Compliance
<b>8.16.2.43 D EQUIPMENT AND PROGRAM</b>	Compliance
<b>8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>	Compliance

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<b>Services &amp; Care of Children</b>		
8.16.2.43 G SWIMMING, WADING AND WATER		N/A
8.16.2.43 H FIELD TRIPS		N/A
8.16.2.43 F OUTDOOR PLAY AREAS		Compliance
<b>Food Service</b>		
8.16.2.44 B MEALS AND SNACKS		Compliance
8.16.2.44 C KITCHENS		N/A
<b>Health &amp; Safety Requirements</b>		
8.16.2.45 A HYGIENE		Compliance
8.16.2.45 B FIRST AID REQUIREMENTS <u>Deficiencies</u> The program's first aid kit does not contain soap. Regulation: 8.16.2.45B(2) <u>Corrective Action Plan</u> Missing items will be added to the first-aid kit; staff will be reminded to replace any item used. Date to be Completed: 12/15/2017		Non-compliance
8.16.2.45 C MEDICATION		N/A
8.16.2.45 D ILLNESSES		N/A
8.16.2.46 A-H TRANSPORTATION REQUIREMENTS		N/A
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.47 A HOUSEKEEPING		Compliance
8.16.2.47 B PEST CONTROL		Compliance
8.16.2.47 C MECHANICAL SYSTEMS		Compliance
8.16.2.47 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Compliance
8.16.2.47 E EXITS AND WINDOWS		Compliance
8.16.2.47 F TOILET AND BATHING FACILITIES		Compliance
8.16.2.47 G SAFETY COMPLIANCE <u>Deficiencies</u> The program failed to conduct a fire drill for the month(s) of October. Regulation: 8.16.2.47G(2) <u>Corrective Action Plan</u> A monthly fire drill will be held and recorded. Date to be Completed: 12/15/2017		Non-compliance

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**Buildings, Grounds & Safety**

**Deficiencies**

The program does not have verification of an annual fire inspection from the fire authority having jurisdiction.

**Regulation:** 8.16.2.47G(3)


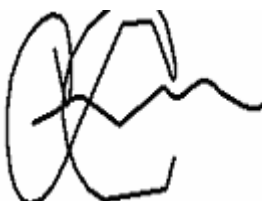
**Corrective Action Plan**

An annual fire inspection will be requested from the fire authority having jurisdiction over the program.

**Date to be Completed:** 12/15/2017

<b>8.16.2.47 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES</b>	Compliance
<b>8.16.2.47 G, I PETS</b>	N/A

**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.**

 Surveyor: Helen Waldorf	11/08/2017 Date	 Facility Rep: Cassandra C de Baca	11/08/2017 Date
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