

<b>Center Name:</b> St. Mark's Montessori School		<b>Address:</b> 431 Richmond Place NE Albuquerque, NM 87106			<b>Phone:</b> (505)262-2484		
<b>License Number:</b> 158170	<b>Issue Date:</b> 09/3/2016	<b>Expiration Date:</b> 09/2/2017	<b>Type:</b> 2 Star Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	41	Under Age 2:	12	Night Care:	0	Playground:	30
		Over 2:	30	Under 2:	8		
<b>Days and Hours of Operation</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	Closed	Closed
Closing Times:	05:30 PM	05:30 PM	05:30 PM	05:30 PM	05:30 PM		
<b># of Classrooms:</b> 3	<b>Purpose:</b> Follow-up		<b>Date:</b> 08/15/2017		<b>Time:</b> 09:30 AM		
<b>Comments</b> On site follow up to summer closure annual visit							

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	Not Inspected
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	Not Inspected
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Not Inspected
8.16.2.22 C POLICY AND PROCEDURES	Compliance
8.16.2.22 D FAMILY HANDBOOK	Not Inspected
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

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**Administrative Requirements**

**Deficiencies**

Of the 10 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.

**Regulation:** 8.16.2.22E(1)(e)

**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.

**Date to be Completed:** 09/23/2017

**Deficiencies**

Of the 10 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.

**Regulation:** 8.16.2.22E(1)(l)

**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.

**Date to be Completed:** 09/23/2017

**Deficiencies**

Of the 10 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.

**Regulation:** 8.16.2.22E(2)(b)

**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.

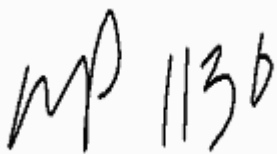
**Date to be Completed:** 09/23/2017

<p><b>8.16.2.22 F PERSONNEL RECORDS</b></p> <p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 8 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.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(n)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.</p> <p><b>Date to be Completed:</b> 09/23/2017</p>	<p>Non-compliance</p>
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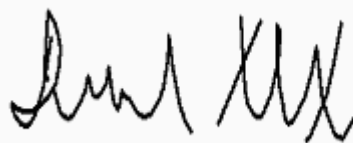
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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> The center failed to have 8 out of 8 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information. <b>Regulation:</b> 8.16.2.22F(1)(f)</p> <p><b><u>Corrective Action Plan</u></b> The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction. <b>Date to be Completed:</b> 09/23/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Not Inspected
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Not Inspected
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>		Compliance
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>		Not Inspected
<b>Services &amp; Care of Children</b>		
<p><b>8.16.2.24 A GUIDANCE</b> <b><u>Deficiencies</u></b> Of the 10 children's records reviewed, 1 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. <b>Regulation:</b> 8.16.2.24A(1)</p> <p><b><u>Corrective Action Plan</u></b> The center will review all children's records to ensure a signed parent or guardian acknowledgement is on file. <b>Date to be Completed:</b> 09/23/2017</p>		Non-compliance
<b>8.16.2.24 B NAPS OR REST PERIOD</b>		Not Inspected
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>		Not Inspected
<b>8.16.2.24 D DIAPERING AND TOILETING</b>		Not Inspected
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>		Not Inspected
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>		N/A
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>		Not Inspected
<b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>		Not Inspected
<b>8.16.2.24 I EQUIPMENT AND PROGRAM</b>		Not Inspected
<b>8.16.2.24 J OUTDOOR PLAY AREAS</b>		Not Inspected
<b>8.16.2.24 K SWIMMING, WADING AND WATER</b>		N/A
<b>8.16.2.24 L FIELD TRIPS</b>		Not Inspected
<b>Food Service</b>		
<b>8.16.2.25 B MEALS AND SNACKS</b>		Not Inspected

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<b>Food Service</b>		
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
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE		Not Inspected
8.16.2.26 B FIRST AID REQUIREMENTS		Not Inspected
8.16.2.26 C MEDICATION		Compliance
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS		Not Inspected
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS		N/A
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 A HOUSEKEEPING		Compliance
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		Compliance
8.16.2.29 G TOILET AND BATHING FACILITIES		Not Inspected
8.16.2.29 H SAFETY COMPLIANCE		Compliance
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Not Inspected
8.16.2.29 J PETS		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.



08/15/2017



08/15/2017

Surveyor: Mark Prizzi

Date

Facility Rep: Laura Garrett Denise Talamante

Date