



Facility

Name: *Steps Ahead Learning Center LLC* **License Number:** *156493*
Address: *3500 Indian School NE, Albuquerque, NM 87106*
Phone: *5052662290* **Fax:** *N/A* **E-mail:** *N/A*

License Information

Type: *2 Star + Child Care Center* **Status:** *Licensed* **Issue Date:** *01/18/2018* **Expiration Date:** *01/17/2019*

Capacity

Over Age 2: *48* **Under Age 2:** *37* **Night Care:** *0* **Playground:** *43*
Square Footage: *N/A*

Census

Over 2: *29* **Under 2:** *10*

Classrooms

Number of Classrooms: *4*

Days and Hours of Operation

Monday <i>7:00 AM - 5:30 PM</i>	Tuesday <i>7:00 AM - 5:30 PM</i>	Wednesday <i>7:00 AM - 5:30 PM</i>	Thursday <i>7:00 AM - 5:30 PM</i>	Friday <i>7:00 AM - 5:30 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *11/14/2018* **Time In:** *11:30 AM* **Time Out:** *3:20 PM* **Purpose:** *Annual*

Licensing:

8.16.2.11 A Types of Licenses *Compliance*
 8.16.2.11 B Renewal of License *Compliance*

Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities *Compliance*

Licensure Requirements for Centers:

8.16.2.21 A Licensing Requirements *Compliance*
 8.16.2.21 B Capacity of Centers *Compliance*

Administrative Requirements for Centers: (continued)

8.16.2.21 B (3)c Capacity of Centers

Compliance

Administrative Requirements for Centers:

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

8.16.2.22 D Family Handbook

8.16.2.22 E Children's Records

Non-compliance**Admin/Licensure**8.16.2.22.E.1.d.:*date the child first attended the center and the date of the child's last day at the center;***Finding****Deadline: 12/14/2018**

Of the 20 children's records reviewed, 2 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.

8.16.2.22.E.1.e.:*a copy of the child's up-to-date immunization record or a public health division approved exemption from the requirement, a grace period of a maximum of 30 days will be granted for children in foster care or homeless children and youth;***Finding****Deadline: 12/14/2018**

Of the 20 children's records reviewed, 10 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.

8.16.2.22.E.2.b.:*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. Emergency contact numbers must be kept up to date at all times.*

Admin/Licensure (continued)

Finding**Deadline: 12/14/2018**

Of the 20 children's records reviewed, 2 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.

8.16.2.22.E.2.a.: *Information on any allergies or medical conditions suffered by the child.*

Finding**Deadline: 12/14/2018**

Of the 20 children's records reviewed, 5 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.

8.16.2.22 F Personnel Records**Non-compliance**

Personnel

8.16.2.22.F.1.c.: *current and past duties and responsibilities;*

Finding**Deadline: 12/14/2018**

From the review of staff records, it was determined that 1 out of 11 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.

Corrective Action Plan

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

8.16.2.22.F.1.e.: *documentation of a background check and employment history verification; if background check is in process then documentation showing that it is in process, such as a submission receipt, shall be placed in file. A background check must be conducted at least once every five (5) years on all required individuals;*

Finding**Deadline: 12/14/2018**

From the review of staff records, it was determined that 2 out of 11 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information. Over 5 years.

Corrective Action Plan

The center will obtain documentation of a background check.

(continued)

8.16.2.22.F.1.n.:written plan for ongoing professional development for each educator, including the director, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals; and

Finding

Deadline: 12/14/2018

From the review of staff records, it was determined that 9 out of 11 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.

8.16.2.22 G Personnel Handbook

Not Inspected

Personnel and Staffing Requirements for Centers:

8.16.2.23 A Personnel and Staffing Requirements

Compliance

8.16.2.23 B Staff Qualifications and Training

Non-compliance

Personnel

8.16.2.23.B.2.a.:The director will develop and document an orientation and training plan for new staff members and volunteers and will provide information on training opportunities. The director will have on file a signed acknowledgment of completion of orientation by employees, volunteers and substitutes as well as the director. New staff members will participate in an orientation before working with children. Initial orientation will include training on the following:

Finding

Deadline: 12/14/2018

From the review of staff records, it was determined that 5 out of 11 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.

8.16.2.23.B.2.c.:New staff members working directly with children regardless of the number of hours per week will complete the 45-hour entry level course or approved three-credit early care and education course or an equivalent approved by the department prior to or within six months of employment. Substitutes are exempt from this requirement.

Personnel (*continued*)**Finding****Deadline:** 12/14/2018

From the review of staff records, it was determined that 2 out of 11 staff does/do not have documentation of the 45-hour entry level course or an approved equivalent prior to or within six months of employment.

Corrective Action Plan

Training will be completed for staff as required and documentation retained on file.

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

Services and Care of Children in Centers:

8.16.2.24 A Guidance

Compliance

8.16.2.24 A1 Guidance

Compliance

8.16.2.24 B Naps or Rest Period

Preschool Classroom

8.16.2.24.B.5.:Cots or mats will have a nonabsorbent, cleanable surface. Mats will be at least three-fourths of an inch thick. Mats and cots shall be cleaned and linens will be laundered before being used by another child.

Finding**Deadline:** 12/14/2018

The napping mats being used do not have a nonabsorbent, cleanable surface.

Corrective Action Plan

The center will provide non absorbent cleanable surface.

School Age Classroom

8.16.2.24.B.5.:Cots or mats will have a nonabsorbent, cleanable surface. Mats will be at least three-fourths of an inch thick. Mats and cots shall be cleaned and linens will be laundered before being used by another child.

Finding**Deadline:** 12/14/2018

The napping matsbeing used do not have a nonabsorbent, cleanable surface.

Corrective Action Plan

The center will provide mats with nonabsorbent cleanable surface.

8.16.2.24 C Additional Requirements for Infants and Toddlers

I/T Classroom

8.16.2.24.C.2.:Cribs will meet federal standards and be kept in good repair. The center will not use plastic bags or lightweight plastic sheeting to cover a mattress and will not use pillows in cribs. Stacking cribs is prohibited.

I/T Classroom (continued)

Finding

Deadline: 12/14/2018

Pillows are used in cribs. Pillows were observed in 3 cribs

Corrective Action Plan

Staff will be instructed to not place any pillows in cribs.

8.16.2.24 D Diapering and Toileting

I/T Classroom #2

8.16.2.24.D.4.:An educator will change a child's diaper on a clean, safe, waterproof surface and discard any disposable cover and disinfect the surface after each diaper change.

Finding

Deadline: 12/14/2018

The diaper changing surface in the Toddler - (12 - 24 mo.) class room(s) is not waterproof.

Corrective Action Plan

An educator will change a child's diaper on a clean, safe, waterproof surface and discard any disposable cover and disinfect the surface after each diaper change.

2 Year Old Classroom

8.16.2.24.D.4.:An educator will change a child's diaper on a clean, safe, waterproof surface and discard any disposable cover and disinfect the surface after each diaper change.

Finding

Deadline: 12/14/2018

The diaper changing surface in the 2 yr. old class room(s) is not waterproof.

Corrective Action Plan

An educator will change a child's diaper on a clean, safe, waterproof surface and discard any disposable cover and disinfect the surface after each diaper change.

8.16.2.24 E Additional Requirements for Children with Special Needs

Compliance

8.16.2.24 G Physical Environment

Compliance

8.16.2.24 H Social-Emotional Responsive Environment

8.16.2.24 I Equipment and Program

Compliance

8.16.2.24 J Outdoor Play Areas

Compliance

Food Service Requirements for Centers:

8.16.2.25 A Meal Pattern Requirements

Compliance

8.16.2.25 B Meals and Snacks

Compliance

Food Service Requirements for Centers: (continued)

8.16.2.25 B3 Meals and Snacks	Compliance
8.16.2.25 C Menus	Compliance
8.16.2.25 D Kitchens	Compliance
8.16.2.25 E Meal Times	

Health and Safety Requirements for Centers:

8.16.2.26 A Hygiene	Compliance
8.16.2.26 B First Aid Requirements	Non-compliance

Admin/Licensure

8.16.2.26.B.1.:All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

Finding**Deadline: 12/14/2018**

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).

Building, Ground and Safety Requirements for Centers:**8.16.2.29 A Housekeeping****I/T Classroom**

8.16.2.29.A.1.:A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.

Finding**Deadline: 12/14/2018**

The premises in the infant room are not safe in that frame of mirror is not secured.

Corrective Action Plan

The safety violation will be corrected and a system for routine safety inspection developed.

8.16.2.29.A.1.:A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.

I/T Classroom (continued)

Finding**Deadline: 12/14/2018**

The equipment in the infant room are not clean as evidenced by interior of refrigerator has spills.

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The premises in the infant room are not safe in that bottles and cups are stored next to diaper changing mat.

Corrective Action Plan

The safety violation will be corrected and a system for routine safety inspection developed.

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The Equipment are not in good repair as evidenced by crib next to exit is missing a wheel and is used for storage.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

I/T Classroom #2

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The premises in the ones room are not clean as evidenced by there are stored items in the toilet area.

Corrective Action Plan

Cleaning will be completed and a schedule for routine cleaning will be established.

Preschool Classroom

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Preschool Classroom (continued)

Finding**Deadline: 12/14/2018**

The Ceiling tiles are not in good repair as evidenced by ceiling tiles are stained.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Bathroom

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The Premises are not in good repair as evidenced by surface of wall in hall restroom is peeling.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Outdoor Play

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The Equipment are not in good repair as evidenced by bottom of swings are cracked

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The Furniture are not in good repair as evidenced by blue benches and tables are peeling paint.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Outdoor Play (continued)

Finding**Deadline: 12/14/2018**

The Equipment are not in good repair as evidenced by window frame on wooden playhouse is not secured

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

8.16.2.29.A.3.:*All garbage and refuse receptacles in kitchens and in outdoor areas will be durable, constructed of materials that will not absorb liquids and have tight fitting lids.*

Finding**Deadline: 12/14/2018**

The garbage/refuse receptacle being used in the playground does not have a tight fitting lid.

Corrective Action Plan

The garbage can(s) will be replaced.

Food Service

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding**Deadline: 12/14/2018**

The Ceiling tiles are not in good repair as evidenced by tiles are stained.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

8.16.2.29 B Pest Control*Compliance***8.16.2.29 C Mechanical Systems***Compliance***8.16.2.29 D Water and Waste****8.16.2.29 E Lighting, Lighting Fixtures and Electrical**

Bathroom

8.16.2.29.E.1.:*All areas will have sufficient glare-free lighting with shatterproof or shielded bulbs.*

Finding**Deadline: 12/14/2018**

Lighting in the hall restroom is not sufficient.

Corrective Action Plan

The area will have additional lighting provided.

Building, Ground and Safety Requirements for Centers: (continued)**8.16.2.29 F Exits and Windows****2 Year Old Classroom**

8.16.2.29.F.3.: *Exit ways must be kept free from obstructions at all times.*

Finding**Deadline: 12/14/2018**

Exit ways are obstructed and do not permit free egress from inside the center to the outside in the 2 yr. old class room(s).

Corrective Action Plan

Exit ways will be kept free from obstructions at all times.

8.16.2.29 G Toilet and Bathing Facilities**I/T Classroom**

8.16.2.29.G.1.: *A center shall have one sink in any room for infants, toddlers, and combination thereof. Centers licensed after November 30, 2012 shall have one sink and one toilet in any room that has children ages 24 – 35 months, which shall be used exclusively by the children in this room. All sinks referred to in this paragraph shall have permanent plumbing, hot and cold running water, and shall not be used for food preparation.*

Finding**Deadline: 12/14/2018**

The center had a sink that was used for bathroom purposes as well as for food preparation.

Corrective Action Plan

The center's toilet facility will have sinks dedicated to use for bathroom related functions.

8.16.2.29 H Safety Compliance**Admin/Licensure**

8.16.2.29.H.2.: *A center will conduct at least one fire drill each month.*

Finding**Deadline: 12/14/2018**

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

8.16.2.29 H3(f)(i)(k) Safety Compliance**School Age Classroom**

8.16.2.29.H.3.k.: *fire extinguishers must be tagged noting the date of inspection; see Paragraph (2) of Subsection E of 8.16.2.29 NMAC for emergency lighting requirements.*

School Age Classroom (continued)

Finding

Deadline: 12/14/2018

The center's fire extinguishers is not properly maintained. Inspection date July 2017

Corrective Action Plan

Equipment will be maintained and inspected yearly.

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances

Compliance

Additional Comments

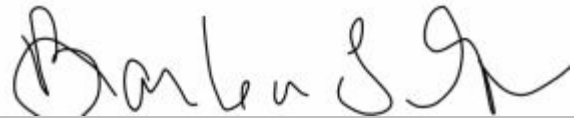
None

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: Helen Waldorf



Facility Representative: Barbara L Garcia