



### Facility

**Name:** *Sunset Mesa-South Campus* **License Number:** *109028*  
**Address:** *2900 Morris N.E., Albuquerque, NM 87112*  
**Phone:** *5052987626* **Fax:**  **E-mail:** *n/a*

### License Information

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *08/29/2017* **Expiration Date:** *08/28/2018*

### Capacity

**Over Age 2:** *145* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *145*  
**Square Footage:** *0*

### Census

**Over 2:** *43* **Under 2:** *0*

### Classrooms

**Number of Classrooms:** *8*

### Days and Hours of Operation

<b>Monday</b> <i>7:30 AM - 3:30 PM</i>	<b>Tuesday</b> <i>7:30 AM - 3:30 AM</i>	<b>Wednesday</b> <i>7:30 AM - 3:30 PM</i>	<b>Thursday</b> <i>7:30 AM - 3:30 PM</i>	<b>Friday</b> <i>7:30 AM - 3:30 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

**Date:** *06/20/2018* **Time In:** *9:00 AM* **Time Out:** *1:00 PM* **Purpose:** *Annual*

### 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>

**Licensure (continued)****8.16.2.21 A Licensing Requirements****Non-compliance**

*The licensee did not obtain background checks on all staff members, educators, volunteers, and prospective staff as per the requirements outlined in the department's most current version of the Background Check and Employment History Verification provisions. 1 of 16 staff were not background checked prior to employment. Educator hired on 3-27-18, not background checked till 4-3-18. Background checks must be done prior to employment.*

**Corrective Action Plan**

*The licensee will obtain background checks on all staff members, volunteers, and prospective staff. A request for a background check must be submitted prior to a staff member's employment. A background check must be conducted in accordance with 8.8.3 NMAC at least once every five years on all required individuals.*

Regulation: 8.16.2.21.A.2.

Date to be Completed: 07/20/2018

**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 Administrative Records****Non-compliance**

*The center failed to display in a prominent place that is readily visible to parents, staff and visitors the most recent environmental health inspection report. Rhubarb & Elliott LLC catering license is expired, 5-2018*

**Corrective Action Plan**

*The center will post the missing item.*

Regulation: 8.16.2.22.A.

Date to be Completed: 07/20/2018

**8.16.2.22 B Mission, Philosophy and Curriculum Statement**

Compliance

**8.16.2.22 C Policy and Procedures**

Compliance

**8.16.2.22 D Family Handbook**

Compliance

**8.16.2.22 E Children's Records**

Compliance

## Administrative Requirements *(continued)*

### 8.16.2.22 F Personnel Records

**Non-compliance**

*The center failed to have 1 out of 16 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.*

*Corrective Action Plan*

*The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.*

Regulation: 8.16.2.22.F.1.f.

Date to be Completed: 07/20/2018

*From the review of staff records, it was determined that 1 out of 16 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form.*

*Corrective Action Plan*

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

Regulation: 8.16.2.22.F.1.q.

Date to be Completed: 07/20/2018

### 8.16.2.22 G Personnel Handbook

**Compliance**

## Personnel & Staffing

### 8.16.2.23 A Personnel and Staffing Requirements

**Compliance**

### 8.16.2.23 B Staff Qualifications and Training

**Non-compliance**

*From the review of staff records, it was determined that 1 out of 16 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation. Form was in staff file, was just left blank.*

*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: 07/20/2018

### 8.16.2.23 C Staff/Child Ratios and Group Sizes

**Compliance**

## 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

**N/A**

06/20/2018

<https://cyfd.org/>

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## Services & Care of Children *(continued)*

8.16.2.24 D Diapering and Toileting	Compliance
8.16.2.24 E Additional Requirements for Children with Special Needs	Compliance
8.16.2.24 F Additional Requirements for Night Care	N/A
8.16.2.24 G Physical Environment	Compliance
8.16.2.24 H Social-Emotional Responsive Environment	Compliance
8.16.2.24 I Equipment and Program	Compliance
8.16.2.24 J Outdoor Play Areas	<b>Non-compliance</b>

*The playground equipment isn't inspected weekly.*

*Corrective Action Plan*

*The facility will hold weekly inspections of their playground equipment.*

Regulation: 8.16.2.24.J.4.

Date to be Completed: 07/20/2018

8.16.2.24 K Swimming, Wadding and Water	N/A
8.16.2.24 L Field Trips	Not Inspected

## Food Service

8.16.2.25 B Meals and Snacks	Compliance
8.16.2.25 C Menus	N/A
8.16.2.25 D Kitchens	Compliance
8.16.2.25 E Meal Times	Compliance

## Health & Safety Requirements

8.16.2.26 A Hygiene	Compliance
8.16.2.26 B First Aid Requirements	Compliance
8.16.2.26 C Medication	Compliance
8.16.2.27 A-D Illness Requirements for Centers	Compliance
8.16.2.28 A-H Transportation Requirements for Centers	N/A

## Buildings, Grounds &amp; Safety

## 8.16.2.29 A Housekeeping

**Non-compliance**

*The premises in the classroom #135 are not safe in that an educators purse/bag was on the ground and accessible to children.*

*Corrective Action Plan*

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

Regulation: 8.16.2.29.A.1.

Date to be Completed: 07/20/2018

*The playground has a heavy accumulation of weeds.*

*Corrective Action Plan*

*A routine will be established to assess all areas of the premises for cleanliness, safety and potential hazards.*

Regulation: 8.16.2.29.A.1.

Date to be Completed: 07/20/2018

## 8.16.2.29 B Pest Control

Compliance

## 8.16.2.29 C Mechanical Systems

Compliance

## 8.16.2.29 D Water and Waste

Compliance

## 8.16.2.29 E Lighting, Lighting Fixtures and Electrical

Compliance

## 8.16.2.29 F Exits and Windows

**Non-compliance**

*Exit ways are obstructed and do not permit free egress from inside the center to the outside in the daycare classroom(s). One exit was blocked by toys/equipment.*

*Corrective Action Plan*

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

Regulation: 8.16.2.29.F.3.

Date to be Completed: 07/20/2018

## 8.16.2.29 G Toilet and Bathing Facilities

Compliance

## 8.16.2.29 H Safety Compliance

**Non-compliance**

*The center failed to conduct a **fire drill** for the month(s) of January, April, 2018. Emergency drills were done instead of fire drills on those months. Fire drills will be done monthly and emergency drills will be done quarterly. So four times a year center will conduct two separate drills (fire and emergency)*

Regulation: 8.16.2.29.H.2.

Date to be Completed: 07/20/2018

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

Compliance

## 8.16.2.29 J Pets

Compliance

**Additional Comments**

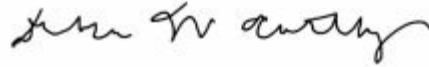
*None*

**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.



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Surveyor: *Mark Prizzi*



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Facility Representative: *Mary Helen Jordan*