

Center Name: Sweetheart Daycare LLC		Address: 613 Amherst Dr NE Albuquerque, NM 87106			Phone: (505)255-7340		
License Number: 167069	Issue Date: 05/23/2017	Expiration Date: 05/22/2018	Type: 2 Star Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	33	Under Age 2:	0	Night Care:	0	Playground:	33
		Over 2:	29	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:	06:30 AM	06:30 AM	06:30 AM	06:30 AM	06:30 AM	Closed	Closed
Closing Times:	05:30 PM	05:30 PM	05:30 PM	05:30 PM	05:30 PM		
# of Classrooms: 2	Purpose: Follow-up		Date: 07/06/2017		Time: 09:00 AM		
Comments Follow-up to initial survey conducted on 5-23-17							

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	Compliance
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	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES <u>Deficiencies</u> The program does not have an up to date emergency evacuation and disaster preparedness plan approved by the department, which shall include, individual plans for children with special needs and children with chronic medical conditions, accommodations of infants and toddlers and continuity of operations Regulation: 8.16.2.22C(8) <u>Corrective Action Plan</u> An emergency evacuation and disaster preparedness plan will be developed. Date to be Completed: 08/06/2017	Non-compliance
8.16.2.22 D FAMILY HANDBOOK	Non-compliance

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Administrative Requirements

Deficiencies

The center did not have a parent handbook that included general information; parent handbook that included policies and procedures. The following general information needs to be included: program information (**location, license information, days and hours of operation**, services offered). The center's policies and procedures regarding the following need to be included: **fee payment procedures, including penalties for tardiness; fee credits**, if any (e.g. for vacations, absences, etc).

Regulation: 8.16.2.22D(1)(2)

Corrective Action Plan

A parent handbook with required general information and center policies and procedures will be completed and distributed.

Date to be Completed: 08/06/2017

8.16.2.22 E CHILDREN'S RECORDS	Compliance
8.16.2.22 F PERSONNEL RECORDS <u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 10 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) <u>Corrective Action Plan</u> 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: 08/06/2017	Non-compliance
8.16.2.22 G PERSONNEL HANDBOOK <u>Deficiencies</u> The center did not have a complete personnel handbook. The following information needs to be included: organizational chart; job descriptions of all employees by title; grievance procedures; copy of licensing regulations. Regulation: 8.16.2.22G <u>Corrective Action Plan</u> A personnel handbook with required information will be completed and distributed to each employee. Date to be Completed: 08/06/2017	Non-compliance

Personnel & Staffing

8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING	Non-compliance

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Personnel & Staffing

Deficiencies

Educators did not complete the following training within 3-months: first aid and cardiopulmonary resuscitation (CPR) certification; Health and Safety Training. 2 of 10 staff need 1st aid/CPR and 1 of 10 staff need the health and safety class

Regulation: 8.16.2.23B(2)(b)

Corrective Action Plan

All educators, regardless of the number of hours per week, will complete the above listed training.

The following staff members need to complete the required training:

Date to be Completed: 08/06/2017

Deficiencies

From the review of staff records, it was determined that 1 out of 10 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.

Regulation: 8.16.2.23B(2)(c)

Corrective Action Plan

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

Date to be Completed: 08/06/2017

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
8.16.2.24 D DIAPERING AND TOILETING	Compliance
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Not Inspected
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	Compliance
8.16.2.24 K SWIMMING, WADING 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	Compliance
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

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Health & Safety Requirements		
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		Not Inspected
Buildings, Grounds & Safety		
8.16.2.29 A HOUSEKEEPING		Compliance
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		Compliance
8.16.2.29 G TOILET AND BATHING FACILITIES		Compliance
8.16.2.29 H SAFETY COMPLIANCE		Compliance
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Compliance
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.

MP 1/30

07/06/2017

Lauren M

07/06/2017

Surveyor: Mark Prizzi

Date

Facility Rep: Madonna Rodriguez

Date