



Facility

Name: Sage Cottage OPK Inc. **License Number:** 90297
Address: 142 Meadow Lane, Los Alamos, NM 87544
Phone: 5056720534 **Fax:** **E-mail:** sagecottagedirector@gmail.com

License Information

Type: 2 Star + Child Care Center **Status:** Licensed **Issue Date:** 06/18/2018 **Expiration Date:** 06/17/2019

Capacity

Over Age 2: 25 **Under Age 2:** 24 **Night Care:** **Playground:** 49
Square Footage: 0

Census

Over 2: 21 **Under 2:** 2

Classrooms

Number of Classrooms: 4

Days and Hours of Operation

Monday 7:30 AM - 5:30 PM	Tuesday 7:30 AM - 5:30 PM	Wednesday 7:30 AM - 5:30 PM	Thursday 7:30 AM - 5:30 PM	Friday 7:30 AM - 5:30 PM
Saturday Closed	Sunday Closed			

Inspection

Date: 04/15/2019 **Time In:** 10:35 AM **Time Out:** 12:10 PM **Purpose:** Annual

Licensing:

- 8.16.2.11 A Types of Licenses Compliance
- 8.16.2.11 B Renewal of License Compliance
- 8.16.2.11 D Non-transferable Restrictions of License Compliance

Licensing Actions and Administrative Appeals:

- 8.16.2.12 A, K, M Licensing Actions and Administrative Appeals Compliance

Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities

Compliance

Complaints:

8.16.2.18 D Complaints

Not Inspected

Licensure Requirements for Centers:

8.16.2.21 A Licensing Requirements

Compliance

8.16.2.21 B Capacity of Centers

Compliance

8.16.2.21 B (3)c Capacity of Centers

Compliance

8.16.2.21 C Incident Reporting Requirements

Compliance

Administrative Requirements for Centers:

8.16.2.22 A Administrative Records

Non-compliance**Admin/Licensure**

8.16.2.22.A.:Administrative Records: A licensee will display in a prominent place that is readily visible to parents, staff and visitors:

Finding**Deadline: 05/15/2019**

The center failed to display in a prominent place that is readily visible to parents, staff and visitors the current list of notifiable diseases and communicable diseases published by the office of epidemiology of the New Mexico department of health, guidance policy.

Was corrected on site.

Corrective Action Plan

The center will post the missing item.

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

8.16.2.22 F Personnel Records

Non-compliance**Personnel**

8.16.2.22.F.1.f.:an annual signed statement that the staff member would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC;

Personnel (continued)

Finding**Deadline:** 05/15/2019

The center failed to have 1 out of 12 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. Was corrected on site.

Corrective Action Plan

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

8.16.2.22.F.1.h.:documentation of all appropriate training by date, time, hours and area of competency;

Finding**Deadline:** 05/15/2019

From the review of staff records, it was determined that 1 out of 12 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation. Heath & Safety Certificate missing.

Corrective Action Plan

The center will obtain verification of all training and retain on file.

8.16.2.22 G Personnel Handbook

Compliance

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

Compliance

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

Compliance

8.16.2.24 D Diapering and Toileting

Compliance

8.16.2.24 E Additional Requirements for Children with Special Needs

N/A

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

Services and Care of Children in Centers: *(continued)*

8.16.2.24 I Equipment and Program Compliance

8.16.2.24 J Outdoor Play Areas **Non-compliance**

Outdoor Play

8.16.2.24.J.4.: *Playground equipment shall be inspected and inspections documented weekly.*

Finding

Deadline: 05/15/2019

The weekly playground equipment inspections are not documented correctly.

Corrective Action Plan

The facility will document their weekly playground inspections.

8.16.2.24 K Swimming, Wading and Water N/A

8.16.2.24 L Field Trips Compliance

Food Service Requirements for Centers:

8.16.2.25 A Meal Pattern Requirements Compliance

8.16.2.25 B Meals and Snacks Compliance

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 Compliance

Health and Safety Requirements for Centers:

8.16.2.26 A Hygiene Compliance

8.16.2.26 B First Aid Requirements Compliance

8.16.2.26 C Medication N/A

Illness Requirements for Centers:

8.16.2.27 A-D Illness Requirements for Centers Compliance

Transportation Requirements for Centers:

8.16.2.28 A-H Transportation Requirements for Centers N/A

Building, Ground and Safety Requirements for Centers:

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 H3(f)(i)(k) 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

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: *Diana Martinez*



Facility Representative: *Osiris Roberts*