



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:** 0 **Playground:** 49
Square Footage: 0

Census

Over 2: 20 **Under 2:** 12

Classrooms

Number of Classrooms: 5

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: 11/28/2018 **Time In:** 10:35 AM **Time Out:** 12:10 PM **Purpose:** Semi-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

Compliance

8.16.2.22 B Mission, Philosophy and Curriculum Statement

Not Inspected

8.16.2.22 C Policy and Procedures

Not Inspected

8.16.2.22 D Family Handbook

Not Inspected

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;

Finding**Deadline: 12/28/2018**

The center failed to have 3 out of 4 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 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

Compliance

8.16.2.23 C Staff/Child Ratios and Group Sizes

Non-compliance

Infants

8.16.2.23.C.2.b.:each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC;

Finding

Deadline: 12/28/2018

The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area.

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

Toddler Room

8.16.2.23.C.2.b.:each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC;

Finding

Deadline: 12/28/2018

The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area.

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

2-3 year old room

8.16.2.23.C.2.b.:each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC;

2-3 year old room (continued)

Finding**Deadline: 12/28/2018**

The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area.

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

3-5 year old room

8.16.2.23.C.2.b.:*each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC;*

Finding**Deadline: 12/28/2018**

The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area.

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

4-5 year old room

8.16.2.23.C.2.b.:*each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC;*

Finding**Deadline: 12/28/2018**

The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area.

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

Services and Care of Children in Centers:

8.16.2.24 A Guidance

Compliance

8.16.2.24 A1 Guidance

Compliance

11/28/2018

<https://cyfd.org/>

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

| | |
|---|-------------------|
| 8.16.2.24 B Naps or Rest Period | <i>Compliance</i> |
| 8.16.2.24 C Additional Requirements for Infants and Toddlers | <i>Compliance</i> |
| 8.16.2.24 D Diapering and Toileting | <i>Compliance</i> |
| 8.16.2.24 E Additional Requirements for Children with Special Needs | <i>N/A</i> |
| 8.16.2.24 F Additional Requirements for Night Care | <i>N/A</i> |
| 8.16.2.24 G Physical Environment | <i>Compliance</i> |
| 8.16.2.24 H Social-Emotional Responsive Environment | <i>Compliance</i> |
| 8.16.2.24 I Equipment and Program | <i>Compliance</i> |
| 8.16.2.24 J Outdoor Play Areas | <i>Compliance</i> |
| 8.16.2.24 K Swimming, Wading and Water | <i>N/A</i> |
| 8.16.2.24 L Field Trips | <i>Compliance</i> |

Food Service Requirements for Centers:

| | |
|---------------------------------------|-------------------|
| 8.16.2.25 A Meal Pattern Requirements | <i>Compliance</i> |
| 8.16.2.25 B Meals and Snacks | <i>Compliance</i> |
| 8.16.2.25 B3 Meals and Snacks | <i>Compliance</i> |
| 8.16.2.25 C Menus | <i>N/A</i> |
| 8.16.2.25 D Kitchens | <i>Compliance</i> |
| 8.16.2.25 E Meal Times | <i>Compliance</i> |

Health and Safety Requirements for Centers:

| | |
|------------------------------------|----------------------|
| 8.16.2.26 A Hygiene | <i>Compliance</i> |
| 8.16.2.26 B First Aid Requirements | <i>Not Inspected</i> |
| 8.16.2.26 C Medication | <i>Not Inspected</i> |

Illness Requirements for Centers:

| | |
|--|-------------------|
| 8.16.2.27 A-D Illness Requirements for Centers | <i>Compliance</i> |
|--|-------------------|

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 Not Inspected

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 **Non-compliance**

Admin/Licensure

8.16.2.29.H.1.: *A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.*

Finding

Deadline: 12/28/2018

The center failed to conduct an emergency preparedness practice drills for at least once a quarter.

Corrective Action Plan

A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.

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*