

Center Name: Sage Cottage OPK Inc.		Address: 142 Meadow Lane Los Alamos, NM 87544			Phone: (505)672-0534		
License Number: 90297	Issue Date: 06/18/2016	Expiration Date: 06/17/2017	Type: 4 Star Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	25	Under Age 2:	24	Night Care:	0	Playground:	49
		Over 2:	20	Under 2:	5		
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:	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	Closed	Closed
Closing Times:	05:30 PM	05:30 PM	05:30 PM	05:30 PM	05:30 PM		
# of Classrooms: 5	Purpose: Annual		Date: 04/19/2017		Time: 02:00 PM		
Comments Went over new regs. Facility looks great. Good Job!							

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	Compliance
8.16.2.11 B RENEWAL OF LICENSE	Compliance
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Compliance
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Compliance
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	Compliance
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	Compliance
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 center did not have available for review written policies and procedures covering expulsion of children. Regulation: 8.16.2.22C(1)-(8) <u>Corrective Action Plan</u> The center will complete written policies and procedures for the missing area(s). Date to be Completed: 05/19/2017	Non-compliance
8.16.2.22 D FAMILY HANDBOOK	Compliance
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

Center Name: Sage Cottege OPK Inc.	License Number: 90297	Date: 04/19/2017
Administrative Requirements		
<p><u>Deficiencies</u> Of the 11 children's records reviewed, 1 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. Regulation: 8.16.2.22E(1)(e)</p> <p><u>Corrective Action Plan</u> 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. Date to be Completed: 05/18/2017</p>		
8.16.2.22 F PERSONNEL RECORDS		Non-compliance
<p><u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 8 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information. Regulation: 8.16.2.22F(1)(e)</p> <p><u>Corrective Action Plan</u> The center will obtain documentation of a background check. Date to be Completed: 05/18/2017</p>		
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		Compliance
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		Compliance
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS		Compliance
8.16.2.24 D DIAPERING AND TOILETING		Non-compliance
<p><u>Deficiencies</u> The diaper changing surface in the Infant - (6 wk. - 12 mo.) room(s) has a disposable cover that is reused; is not disinfected after use. Regulation: 8.16.2.24D(4)</p> <p><u>Corrective Action Plan</u> 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. Date to be Completed: 05/18/2017</p>		
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS		Compliance
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE		Compliance
8.16.2.24 G PHYSICAL ENVIRONMENT		Compliance

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Services & Care of Children		
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		Compliance
8.16.2.24 L FIELD TRIPS		Compliance
Food Service		
8.16.2.25 B MEALS AND SNACKS		Compliance
8.16.2.25 C MENUS		Compliance
8.16.2.25 D KITCHENS <u>Deficiencies</u> The freezer in the kitchendoes not have a working internal thermometer. Regulation: 8.16.2.25D(6) <u>Corrective Action Plan</u> The center will obtain and place a working thermometer in freezer. Date to be Completed: 05/18/2017		Non-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		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		Non-compliance

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Buildings, Grounds & Safety

Deficiencies

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

Regulation: 8.16.2.29H(1)

Corrective Action Plan

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

Date to be Completed: 05/18/2017

8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Compliance
8.16.2.29 J PETS	Not Inspected

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.

Dion Ortega 4:00 PM

OR

04/19/2017

04/19/2017

Surveyor: Dion Ortega	Date	Facility Rep: Osiris Roberts	Date
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