

<b>Center Name:</b> Charlotte's Place Preschool		<b>Address:</b> 3100 Oak St. Las Cruces, NM 88005			<b>Phone:</b> (575)644-7178		
<b>License Number:</b> 157952	<b>Issue Date:</b> 10/23/2017	<b>Expiration Date:</b> 08/4/2018	<b>Type:</b> 2 Star + Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	36	Under Age 2:	28	Night Care:	0	Playground:	45
		Over 2:	0	Under 2:	0		
<b>Days and Hours of Operation</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	07:00 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM	Closed	Closed
Closing Times:	05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM		
<b># of Classrooms:</b> 7	<b>Purpose:</b> Incident Investigation			<b>Date:</b> 12/21/2017	<b>Time:</b> 08:45 AM		
<b>Comments</b>							
Survey is a result of a Substantiated Incident Investigation							
Facility is required to provide corrective action within 30 days of the date of Survey							
Areas marked as "N/A" are not applicable to the survey							

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

### Licensure

<b>8.16.2.11 A TYPES OF LICENSES</b>	N/A
<b>8.16.2.11 B RENEWAL OF LICENSE</b>	N/A
<b>8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE</b>	N/A
<b>8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS</b>	N/A
<b>8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES</b>	N/A
<b>8.16.2.18 D COMPLAINTS</b>	N/A
<b>8.16.2.21 A LICENSING REQUIREMENTS</b>	N/A
<b>8.16.2.21 B CAPACITY OF CENTERS</b>	N/A
<b>8.16.2.21 C INCIDENT REPORTING REQUIREMENTS</b>  <u><b>Deficiencies</b></u> The center failed to notify parents or guardians in writing of an incident regarding child being bitten by another child in the facility.  Regulation: 8.16.2.21C(2)  <u><b>Corrective Action Plan</b></u> Parents or guardians will be notified in writing of an incident that threatened or could have threatened the health or safety of children in the center.  Date to be Completed: 01/19/2018	Non-compliance

### Administrative Requirements

<b>8.16.2.22 A ADMINISTRATION RECORDS</b>	N/A
<b>8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	N/A
<b>8.16.2.22 C POLICY AND PROCEDURES</b>	N/A

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<b>Administrative Requirements</b>		
8.16.2.22 D FAMILY HANDBOOK		N/A
8.16.2.22 E CHILDREN'S RECORDS		N/A
8.16.2.22 F PERSONNEL RECORDS		N/A
8.16.2.22 G PERSONNEL HANDBOOK		N/A
<b>Personnel &amp; Staffing</b>		
8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS		N/A
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING		N/A
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES		N/A
<b>Services &amp; Care of Children</b>		
8.16.2.24 A GUIDANCE		Compliance
8.16.2.24 B NAPS OR REST PERIOD		N/A
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS		N/A
8.16.2.24 D DIAPERING AND TOILETING		N/A
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		N/A
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT <b>Deficiencies</b> Educator(s) in the 4 yr. old class room failed to make appropriate physical contact to comfort and support children in daily routines and interactions when children were distressed. The following was observed: children became disruptive when primary educator left classroom for the day. Failed to respond to children's needs. <b>Regulation:</b> 8.16.2.24H(4) <b>Corrective Action Plan</b> Educators will make appropriate physical contact to comfort and support children in daily routines and interactions. When children are distressed, Educators will comfort them. <b>Date to be Completed:</b> 01/19/2018		Non-compliance
8.16.2.24 I EQUIPMENT AND PROGRAM		N/A
8.16.2.24 J OUTDOOR PLAY AREAS		N/A
8.16.2.24 K SWIMMING, WADING AND WATER		N/A
8.16.2.24 L FIELD TRIPS		N/A
<b>Food Service</b>		
8.16.2.25 B MEALS AND SNACKS		N/A
8.16.2.25 C MENUS		N/A
8.16.2.25 D KITCHENS		N/A
8.16.2.25 E MEAL TIMES		N/A

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<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE		N/A
8.16.2.26 B FIRST AID REQUIREMENTS		N/A
8.16.2.26 C MEDICATION		N/A
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS		N/A
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS		N/A
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 A HOUSEKEEPING		N/A
8.16.2.29 B PEST CONTROL		N/A
8.16.2.29 C MECHANICAL SYSTEMS		N/A
8.16.2.29 D WATER AND WASTE		N/A
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		N/A
8.16.2.29 F EXITS AND WINDOWS		N/A
8.16.2.29 G TOILET AND BATHING FACILITIES		N/A
8.16.2.29 H SAFETY COMPLIANCE		N/A
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		N/A
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.

*Sandra Connolly*

12/21/2017

*Signature on file*

12/21/2017

Surveyor: Sandra Connolly

Date

Facility Rep: Melanie Waller

Date