



Facility

Name: *Clovis Head Start* License Number: *112349*
 Address: *901 N. MLK Blvd., Clovis, NM 88101*
 Phone: *5757636443* Fax: E-mail:

License Information

Type: *2 Star Child Care Center* Status: *Licensed* Issue Date: *03/01/2018* Expiration Date: *02/28/2019*

Capacity

Over Age 2: *111* Under Age 2: *35* Night Care: *0* Playground: *85*
 Square Footage: *5110*

Census

Over 2: *37* Under 2: *15*

Classrooms

Number of Classrooms: *8*

Days and Hours of Operation

Monday <i>7:45 AM - 5:15 PM</i>	Tuesday <i>7:45 AM - 5:15 AM</i>	Wednesday <i>7:45 AM - 5:15 PM</i>	Thursday <i>7:45 AM - 5:15 PM</i>	Friday <i>7:45 AM - 5:15 AM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *08/23/2018* Time In: *12:00 PM* Time Out: *3:15 PM* Purpose: *Semi-Annual*

Licensure

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Compliance</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Compliance</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>Compliance</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

Administrative Requirements *(continued)*

8.16.2.21 C Incident Reporting Requirements Compliance

Administrative Requirements

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 Compliance

8.16.2.22 G Personnel Handbook Not Inspected

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements Compliance

8.16.2.23 B Staff Qualifications and Training **Non-compliance**

5 Educators did not complete the following training within 3-months: first aid and cardiopulmonary resuscitation (CPR) certification

The educators were substitutes. The center was under the impression the subs did not need to complete the training.

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:

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 09/22/2018

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 Compliance

8.16.2.24 E Additional Requirements for Children with Special Needs Compliance

8.16.2.24 F Additional Requirements for Night Care N/A

8.16.2.24 G Physical Environment Compliance

Services & Care of Children *(continued)*

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, Wadding and Water	N/A
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	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	Not Inspected
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	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	Non-compliance

An emergency lighting unit does not turn on automatically when electrical service is disrupted.

An emergency light in classroom 4 does not work.

Corrective Action Plan

Emergency lighting will be installed, or unit will be repaired

Regulation: 8.16.2.29.E.2.

Date to be Completed: 09/22/2018

8.16.2.29 F Exits and Windows	Compliance
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Buildings, Grounds & Safety (continued)

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

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: *Nicholas Conde*



Facility Representative: *Linsey Wallace*