



## Facility

Name: *First United Methodist Church*

License Number: *155984*

Address: *1501 Sycamore, Clovis, NM 88101*

Phone: *5757638969*

Fax:

E-mail:

## License Information

Type: *2 Star Child Care Center*

Status: *Licensed*

Issue Date: *05/05/2018*

Expiration Date: *11/14/2018*

## Capacity

Over Age 2: *77*

Under Age 2: *17*

Night Care: *0*

Playground: *77*

Square Footage: *1309*

## Census

Over 2: *20*

Under 2: *6*

## Classrooms

Number of Classrooms: *8*

## Days and Hours of Operation

Monday

*3:00 PM - 5:30 PM*

Tuesday

*7:30 AM - 5:30 PM*

Wednesday

*3:00 PM - 5:30 PM*

Thursday

*7:30 PM - 5:30 PM*

Friday

*3:00 PM - 5:30 PM*

Saturday

*Closed*

Sunday

*Closed*

## Inspection

Date: *09/13/2018*

Time In: *2:45 PM*

Time Out: *3:20 PM*

Purpose: *Annual*

## 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*

**Licensure (continued)****8.16.2.21 A Licensing Requirements****Non-compliance**

*The licensee did not obtain background checks on all staff members, educators, volunteers, and prospective staff as per the requirements outlined in the department's most current version of the Background Check and Employment History Verification provisions before working with children.*

*The center started two staff members without first applying for their background clearance.*

**Corrective Action Plan**

*The licensee will obtain background checks on all staff members, volunteers, and prospective staff. A request for a background check must be submitted prior to a staff member's employment. A background check must be conducted in accordance with 8.8.3 NMAC at least once every five years on all required individuals.*

Regulation: 8.16.2.21.A.2.

Date to be Completed: 09/17/2018

**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 Administrative Records****Compliance****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****Compliance****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****Non-compliance**

*From the review of staff records, it was determined that 1 out of 19 staff does/do not have documentation of the 45-hour entry level course or an approved equivalent prior to or within six months of employment.*

**Corrective Action Plan**

*Training will be completed for staff as required and documentation retained on file.*

Regulation: 8.16.2.23.B.2.c.

Date to be Completed: 10/13/2018

**8.16.2.23 B Staff Qualifications and Training (continued)****Non-compliance**

*Two educators did not complete the following training within 3-months: first aid and cardiopulmonary resuscitation (CPR) certification,*

*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: 10/13/2018

*Educators did not complete the following training within 3-months: Health and Safety 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: 10/13/2018

**8.16.2.23 C Staff/Child Ratios and Group Sizes***Compliance***Services & Care of Children**

|   |                   |
|---|-------------------|
| 8.16.2.24 A Guidance  | <i>Compliance</i> |
| 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>Compliance</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, Wadding and Water                             | <i>N/A</i>        |
| 8.16.2.24 L Field Trips   | <i>Compliance</i> |

**Food Service**

|                              |                   |
|------------------------------|-------------------|
| 8.16.2.25 B Meals and Snacks | <i>Compliance</i> |
| 8.16.2.25 C Menus            | <i>Compliance</i> |

**Food Service (continued)**

|                        |            |
|------------------------|------------|
| 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                    | 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 | <b>Non-compliance</b> |

*A vehicle used for transporting children is not equipped with an operable fire extinguisher.*

*Corrective Action Plan*

*The vehicle will be equipped with required items.*

Regulation: 8.16.2.28.A.

Date to be Completed: 10/13/2018

**Buildings, Grounds & Safety**

|   |            |
|---|------------|
| 8.16.2.29 A Housekeeping  | Compliance |
| 8.16.2.29 B Pest Control  | N/A        |
| 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 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances | Compliance |
| 8.16.2.29 J Pets  | N/A        |

**Additional Comments**

*The center was previously told by a licensing surveyor that they do not have to collect immunization records for the school age children. They were advised they will need to collect the immunizations records.*

*The center was advised that they can not substitute the quarterly emergency preparedness drills for the monthly fire drills.*

## 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: *Melissa Siliceo*