

<b>Center Name:</b> Ft. Sumner Head Start Program		<b>Address:</b> 1001 Sumner Blvd Fort Sumner, NM 88119			<b>Phone:</b> (575)355-2445		
<b>License Number:</b> 124105	<b>Issue Date:</b> 09/29/2016	<b>Expiration Date:</b> 09/28/2017	<b>Type:</b> 3 Star Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	22	Under Age 2:	0	Night Care:	0	Playground:	
						Over 2:	
						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:	08:00	08:00	08:00	08:00	08:00	Closed	Closed
Closing Times:	12:00	12:00 P	12:00 P	12:00 P	12:00 P		
<b># of Classrooms:</b> 1	<b>Purpose:</b> Semi-Annual		<b>Date:</b> 04/05/2017		<b>Time:</b> 10:05 AM		
<b>Comments</b> Paper Survey for Semi-Annual done on 04/05/2017 . Left lap top behind.							



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	Not Inspected
8.16.2.11 B RENEWAL OF LICENSE	Not Inspected
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Not Inspected
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Not Inspected
8.16.2.18 D COMPLAINTS	Not Inspected
8.16.2.21 A LICENSING REQUIREMENTS	Not Inspected
8.16.2.21 B CAPACITY OF CENTERS	Compliance
<p><b>Deficiencies</b></p> <p>The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors.</p> <p><b>Regulation:</b> 8.16.2.21B(3)(c)</p> <p><b>Corrective Action Plan</b></p> <p>The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors.</p> <p><b>Date to be Completed:</b> 05/05/2017</p>	
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Not Inspected
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

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<b>Administrative Requirements</b>		
8.16.2.22 F PERSONNEL RECORDS		Compliance
8.16.2.22 G PERSONNEL HANDBOOK		Not Inspected
<b>Personnel &amp; Staffing</b>		
8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS		Compliance
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING <u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 4 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. <b>Regulation:</b> 8.16.2.23B(2)(c) <u>Corrective Action Plan</u> Training will be completed for staff as required and documentation retained on file . <b>Date to be Completed:</b> 05/05/2017		Non-compliance
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES		Compliance
<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		Compliance
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS		Not Inspected
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE		N/A
8.16.2.24 G PHYSICAL ENVIRONMENT		Compliance
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		Not Inspected
8.16.2.24 L FIELD TRIPS		Not Inspected
<b>Food Service</b>		
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
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE		Compliance
8.16.2.26 B FIRST AID REQUIREMENTS		Not Inspected
8.16.2.26 C MEDICATION		Not Inspected

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<b>Health &amp; Safety Requirements</b>		
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS		Not Inspected
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS		Not Inspected
<b>Buildings, Grounds &amp; Safety</b>		
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		Not Inspected
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

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.

	04/05/2017		04/05/2017
Surveyor: Susie Aragon	Date	Facility Rep: Anna Hernandez	Date