

<b>Center Name:</b> Good Shepherd Preschool & Learning Center		<b>Address:</b> 2900 N. Fowler Hobbs, NM 88240			<b>Phone:</b> (575)392-8059			
<b>License Number:</b> 153668	<b>Issue Date:</b> 01/1/2017	<b>Expiration Date:</b> 12/31/2017	<b>Type:</b> 2 Star Child Care Center		<b>Status:</b> Licensed			
<b>Capacity</b>					<b>Census</b>			
Over Age 2:	21	Under Age 2:	0	Night Care:	0	Playground:	94	
					Over 2:	10	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:	07:30 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			
<b># of Classrooms:</b> 2	<b>Purpose:</b> Annual		<b>Date:</b> 10/17/2017		<b>Time:</b> 10:30 AM			
<b>Comments</b>								

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 <u>Deficiencies</u> The center failed to post classroom capacities, group sizes in an area of the room that is easily visible to parents, staff and visitors. <b>Regulation:</b> 8.16.2.21B(3)(c)  <u>Corrective Action Plan</u> The center will post the group size in an area of the room that is easily visible to parents, staff and visitors. <b>Date to be Completed:</b> 11/17/2017	Non-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	Compliance
8.16.2.22 D FAMILY HANDBOOK	Compliance
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

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**Administrative Requirements**

**Deficiencies**

Of the 4 children's records reviewed, 3 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

**Regulation:** 8.16.2.22E(1)(d)

**Corrective Action Plan**

The first attendance date will be added and the center will review all children's records to ensure complete information is on file.

**Date to be Completed:** 11/17/2017

**Deficiencies**

Of the 4 children's records reviewed, 2 is/are missing an enrollment agreement form signed by the parent or guardian with an outline of services and costs. See the Children's Records 8.16.2.22 form for the child(ren) with missing information.

**Regulation:** 8.16.2.22E(1)(k)

**Corrective Action Plan**

Parents will be advised to sign the enrollment agreement. The center will review all children's records to ensure an enrollment agreement form is on file.

**Date to be Completed:** 11/17/2017

**Deficiencies**

Of the 4 children's records reviewed, 2 is/are missing a signed parent or guardian acknowledgement that the parent handbook had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.

**Regulation:** 8.16.2.22E(1)(l)

**Corrective Action Plan**

Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file.

**Date to be Completed:** 11/17/2017

**Deficiencies**

Of the 4 children's records reviewed, 1 is/are missing the name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

**Regulation:** 8.16.2.22E(2)(c)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The center will review all children's records to ensure contact information for a physician or medical center is on file.

**Date to be Completed:** 11/17/2017

<b>8.16.2.22 F PERSONNEL RECORDS</b>	Non-compliance
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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 3 out of 4 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file.</p> <p><b>Regulation:</b> 8.16.2.22F(1)</p> <p><b><u>Corrective Action Plan</u></b> The program will complete a file for each staff including substitutes and volunteers .</p> <p><b>Date to be Completed:</b> 11/17/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>	Compliance	
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Compliance	
<p><b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b></p> <p><b><u>Deficiencies</u></b> The center failed to keep a training log on file with Employee's name; Date of hire; Position; Date of training; Clock hours; Competency area; Source of training; Training certificate for 3 out of 4 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log.</p> <p><b>Regulation:</b> 8.16.2.23B(2)(l)</p> <p><b><u>Corrective Action Plan</u></b> A training log will be completed for each staff that includes the employee 's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate.</p> <p><b>Date to be Completed:</b> 11/17/2017</p>	Non-compliance	
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>	Compliance	
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>	Compliance	
<b>8.16.2.24 B NAPS OR REST PERIOD</b>	Compliance	
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>	N/A	
<b>8.16.2.24 D DIAPERING AND TOILETING</b>	Compliance	
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>	Compliance	
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>	N/A	
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>	Compliance	
<b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>	Compliance	
<b>8.16.2.24 I EQUIPMENT AND PROGRAM</b>	Compliance	
<b>8.16.2.24 J OUTDOOR PLAY AREAS</b>	Compliance	
<b>8.16.2.24 K SWIMMING, WADING AND WATER</b>	N/A	
<b>8.16.2.24 L FIELD TRIPS</b>	Compliance	
<b>Food Service</b>		

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<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		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		N/A
<b>Buildings, Grounds &amp; Safety</b>		
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		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.

 12:00 AM

10/17/2017



10/17/2017

Surveyor: Rosalyn Gonzalez

Date

Facility Rep: Joycelyn Dart

Date