



**Facility**

**Name:** *Grads Child Development Center* **License Number:** *74435*  
**Address:** *325 Marguerite St, Gallup, NM 87301*  
**Phone:** *5057212408* **Fax:**  **E-mail:** *tjarami1@gmcs.k12.nm.us*

**License Information**

**Type:** *2 Star + Child Care Center* **Status:** *Licensed* **Issue Date:** *10/10/2017* **Expiration Date:** *10/09/2018*

**Capacity**

**Over Age 2:** *6* **Under Age 2:** *12* **Night Care:** *0* **Playground:** *25*  
**Square Footage:** *0*

**Census**

**Over 2:** *0* **Under 2:** *8*

**Classrooms**

**Number of Classrooms:** *2*

**Days and Hours of Operation**

<b>Monday</b> <i>7:30 AM - 4:30 PM</i>	<b>Tuesday</b> <i>7:30 AM - 4:30 PM</i>	<b>Wednesday</b> <i>7:30 AM - 4:30 PM</i>	<b>Thursday</b> <i>7:30 AM - 4:30 PM</i>	<b>Friday</b> <i>7:30 AM - 4:30 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *08/20/2018* **Time In:** *11:04 AM* **Time Out:** *3:15 PM* **Purpose:** *Annual*

**Licensure**

8.16.2.11 A Types of Licenses	<i>Compliance</i>
8.16.2.11 B Renewal of License	<i>Compliance</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>N/A</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>N/A</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>N/A</i>

**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.*

**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: 09/19/2018

**8.16.2.21 B Capacity of Centers**

Compliance

**8.16.2.21 C Incident Reporting Requirements**

N/A

**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****Non-compliance**

*Of the 10 children's records reviewed, 10 are missing a list of people authorized to pick up the child and an authorization form signed by the parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.*

**Corrective Action Plan**

*Parents will be advised to review and add missing information. The center will review all children's records to ensure complete information and authorization is on file.*

Regulation: 8.16.2.22.E.1.c.

Date to be Completed: 09/19/2018

*Of the 10 children's records reviewed, 4 are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption.*

**Corrective Action Plan**

*Parents will be advised to submit a complete and up-to-date immunization record or exemption. The center will review all children's records to ensure complete information is on file.*

*(continued)*

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 09/19/2018

*Of the 10 children's records reviewed, 1 is missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. See Children's Records 8.16.2.22 form for the child(ren) with missing information.*

*Corrective Action Plan*

*Parents will be advised to review and add missing information. The center will review all children's records to ensure up-to-date emergency contact information is on file.*

Regulation: 8.16.2.22.E.2.b.

Date to be Completed: 09/19/2018

**8.16.2.22 F Personnel Records****Non-compliance**

*From the review of staff records, it was determined that 2 out of 4 staff records does not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information.*

*Corrective Action Plan*

*The center will obtain documentation of a background check.*

Regulation: 8.16.2.22.F.1.e.

Date to be Completed: 09/19/2018

*From the review of staff records, it was determined that 3 out of 4 staff records does not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation.*

*Corrective Action Plan*

*The center will obtain verification of all training and retain on file.*

Regulation: 8.16.2.22.F.1.h.

Date to be Completed: 09/19/2018

*From the review of staff records, it was determined that 1 out of 4 staff having direct contact with the children, does 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.*

*Corrective Action Plan*

*The program will complete a file for each staff including substitutes and volunteers.*

Regulation: 8.16.2.22.F.1.

Date to be Completed: 09/19/2018

**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	Compliance
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	<b>Non-compliance</b>

*Cribs do not meet federal standards.*

*Corrective Action Plan*

*Cribs will be replaced/repared to meet the federal standards.*

Regulation: 8.16.2.24.C.2.

Date to be Completed: 09/19/2018

8.16.2.24 D Diapering and Toileting	Compliance
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	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, Wadding and Water	N/A
8.16.2.24 L Field Trips	N/A

## 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	Compliance

**Health & Safety Requirements (*continued*)**

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

**Buildings, Grounds & Safety**

8.16.2.29 A Housekeeping	<b>Non-compliance</b>
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*The garbage/refuse receptacle being used in the kitchen does not have a lid.*

*Corrective Action Plan*

*The garbage can(s) will be replaced.*

Regulation: 8.16.2.29.A.3.

Date to be Completed: 09/19/2018

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

**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: Nicole Denney



Facility Representative: Tomi Jaramillo Campos