



### Facility

**Name:** *Grads Child Development Center* **License Number:** *74435*  
**Address:** *325 Marguerite St, Gallup, NM 87301*  
**Phone:** *5057212408* **Fax:**  **E-mail:** *tjarami1@gmcs.k12nm.us*

### License Information

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *10/10/2018* **Expiration Date:** *10/09/2019*

### Capacity

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

### Census

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

### 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:** *12/06/2018* **Time In:** *2:20 PM* **Time Out:** *3:02 PM* **Purpose:** *Follow-up*

### 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>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Not Inspected</i>
8.16.2.18 D Complaints	<i>Not Inspected</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: 01/05/2019

**8.16.2.21 B Capacity of Centers***Not Inspected***8.16.2.21 C Incident Reporting Requirements***Not Inspected***Administrative Requirements****8.16.2.22 A Administrative 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****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: 01/05/2019

**8.16.2.22 E Children's Records (continued)****Non-compliance**

*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.*

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 01/05/2019

*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: 01/05/2019

**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 do 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: 01/05/2019

*From the review of staff records, it was determined that 3 out of 4 staff records do 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: 01/05/2019

8.16.2.22 F Personnel Records (*continued*)**Non-compliance**

*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: 01/05/2019

## 8.16.2.22 G Personnel Handbook

*Not Inspected***Personnel & Staffing**

## 8.16.2.23 A Personnel and Staffing Requirements

*Not Inspected*

## 8.16.2.23 B Staff Qualifications and Training

*Not Inspected*

## 8.16.2.23 C Staff/Child Ratios and Group Sizes

*Not Inspected***Services & Care of Children**

## 8.16.2.24 A Guidance

*Not Inspected*

## 8.16.2.24 B Naps or Rest Period

*Not Inspected*

## 8.16.2.24 C Additional Requirements for Infants and Toddlers

**Non-compliance**

*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: 01/05/2019

## 8.16.2.24 D Diapering and Toileting

*Not Inspected*

## 8.16.2.24 E Additional Requirements for Children with Special Needs

*Not Inspected*

## 8.16.2.24 F Additional Requirements for Night Care

*Not Inspected*

## 8.16.2.24 G Physical Environment

*Not Inspected*

## 8.16.2.24 H Social-Emotional Responsive Environment

*Not Inspected*

## 8.16.2.24 I Equipment and Program

*Not Inspected*

## 8.16.2.24 J Outdoor Play Areas

*Not Inspected*

## 8.16.2.24 K Swimming, Wading and Water

*Not Inspected*

**Food Service (continued)**

8.16.2.24 L Field Trips	Not Inspected
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**Food Service**

8.16.2.25 B Meals and Snacks	Not Inspected
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8.16.2.25 C Menus	Not Inspected
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8.16.2.25 D Kitchens	Not Inspected
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8.16.2.25 E Meal Times	Not Inspected
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**Health & Safety Requirements**

8.16.2.26 A Hygiene	Not Inspected
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8.16.2.26 B First Aid Requirements	Not Inspected
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8.16.2.26 C Medication	Not Inspected
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8.16.2.27 A-D Illness Requirements for Centers	Not Inspected
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8.16.2.28 A-H Transportation Requirements for Centers	Not Inspected
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**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: 01/05/2019

8.16.2.29 B Pest Control	Not Inspected
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8.16.2.29 C Mechanical Systems	Not Inspected
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8.16.2.29 D Water and Waste	Not Inspected
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8.16.2.29 E Lighting, Lighting Fixtures and Electrical	Not Inspected
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8.16.2.29 F Exits and Windows	Not Inspected
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8.16.2.29 G Toilet and Bathing Facilities	Not Inspected
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8.16.2.29 H Safety Compliance	Not Inspected
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8.16.2.29 H3(f)(i)(k) Safety Compliance	Not Inspected
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8.16.2.29 J Pets	Not Inspected
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## Additional Comments

*Follow up survey for annual completed on 08/20/2018. Center did not complete any of the corrective action plans.*

## 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*