



## Facility

Name: *HELP New Mexico - Columbus*

License Number: *73968*

Address: *500 Taft, Columbus, NM 88029*

Phone: *5755312599*

Fax:

E-mail: *ycontreras@helpnm.com*

## License Information

Type: *2 Star Child Care Center*

Status: *Licensed*

Issue Date: *01/10/2018*

Expiration Date: *01/09/2019*

## Capacity

Over Age 2: *18*

Under Age 2: *0*

Night Care: *0*

Playground: *18*

Square Footage: *0*

## Census

Over 2: *10*

Under 2: *0*

## Classrooms

Number of Classrooms: *1*

## Days and Hours of Operation

Monday

*8:00 AM - 2:00 PM*

Tuesday

*8:00 AM - 2:00 PM*

Wednesday

*8:00 AM - 2:00 PM*

Thursday

*8:00 AM - 2:00 PM*

Friday

*8:00 AM - 2:00 PM*

Saturday

*Closed*

Sunday

*Closed*

## Inspection

Date: *11/29/2018*

Time In: *10:30 AM*

Time Out: *12:18 PM*

Purpose: *Annual*

## Licensure

8.16.2.11 A Types of Licenses	Compliance
8.16.2.11 B Renewal of License	N/A
8.16.2.11 D Non-transferable Restrictions of License	N/A
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.*

*One staff member needs to undergo a new background check.*

**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: 12/29/2018

**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****Not Inspected****8.16.2.22 E Children's Records****Compliance****8.16.2.22 F Personnel Records****Compliance****8.16.2.22 G Personnel Handbook****Not Inspected****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 6 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: 12/29/2018

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

*Educators did not complete the following training within 3-months: Health and Safety Training.*

*For two staff.*

*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: 12/29/2018

**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	Not Inspected
8.16.2.24 C Additional Requirements for Infants and Toddlers	N/A
8.16.2.24 D Diapering and Toileting	N/A
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, Wading 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	N/A
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	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 H3(f)(i)(k) Safety Compliance	Compliance
8.16.2.29 J Pets	N/A

### Additional Comments

Annual Inspection  
 Naps not observed at the inspection.  
 Fire Drill conducted, all staff, children and visitors accounted for under 3 minutes.

### 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: Jose Morales



Facility Representative: Yaneth Contreras