



Facility

Name: *Memorable Moments* **License Number:** *100407*
Address: *4848 Huron Dr. NE, Rio Rancho, NM 87144*
Phone: *5058911456* **Fax:** **E-mail:** *memorablemoments2016@gmail.com*

License Information

Type: *4 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *12/01/2017* **Expiration Date:** *11/20/2018*

Capacity

Over Age 2: *68* **Under Age 2:** *18* **Night Care:** *0* **Playground:** *25*
Square Footage: *0*

Census

Over 2: *25* **Under 2:** *10*

Classrooms

Number of Classrooms: *6*

Days and Hours of Operation

Monday <i>6:00 AM - 6:30 PM</i>	Tuesday <i>6:00 AM - 6:30 PM</i>	Wednesday <i>6:00 AM - 6:30 PM</i>	Thursday <i>6:00 AM - 6:30 PM</i>	Friday <i>6:00 AM - 6:30 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *04/13/2018* **Time In:** *10:30 AM* **Time Out:** *12:40 PM* **Purpose:** *Semi-Annual*

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>Compliance</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>
8.16.2.21 C Incident Reporting Requirements	<i>Not Inspected</i>

Administrative Requirements

8.16.2.22 A Administrative Records	Compliance
8.16.2.22 B Mission, Philosophy and Curriculum Statement	Not Inspected
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	Non-compliance

Of the 8 children's records reviewed, 1 is/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.

Date to be Completed: 05/13/2018

8.16.2.22 F Personnel Records	Non-compliance
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From the review of staff records, it was determined that 2 out of 10 staff records does/do not include an emergency contact number. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will have staff complete required information.

Date to be Completed: 05/13/2018

8.16.2.22 G Personnel Handbook	Not Inspected
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Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements	Compliance
8.16.2.23 B Staff Qualifications and Training	Non-compliance

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

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: 4 educators need to complete Health & Safety.

Date to be Completed: 05/13/2018

8.16.2.23 C Staff/Child Ratios and Group Sizes	Compliance
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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	Compliance
8.16.2.24 D Diapering and Toileting	Compliance
8.16.2.24 E Additional Requirements for Children with Special Needs	Compliance
8.16.2.24 F Additional Requirements for Night Care	N/A
8.16.2.24 G Physical Environment	Not Inspected
8.16.2.24 H Social-Emotional Responsive Environment	Compliance
8.16.2.24 I Equipment and Program	Non-compliance

Play equipment and materials in the 18 mo. - 35 mo. Butterfly room/area are not accessible to children, including those with disabilities, as evidenced by a storage closet that children are not permitted to enter. Slide was placed in the restroom

Corrective Action Plan

Staff will be instructed to reorganize storage so children, including those with disabilities, can select and replace materials by themselves or with minimal assistance.

Date to be Completed: 05/13/2018

8.16.2.24 J Outdoor Play Areas	Compliance
8.16.2.24 K Swimming, Wadding and Water	Not Inspected
8.16.2.24 L Field Trips	Not Inspected

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	Not Inspected
8.16.2.26 C Medication	Not Inspected
8.16.2.27 A-D Illness Requirements for Centers	Compliance
8.16.2.28 A-H Transportation Requirements for Centers	Not Inspected

Buildings, Grounds & Safety**8.16.2.29 A Housekeeping****Non-compliance**

*The premises in the Owl Room
are not safe in that the radio cord is not secured*

Corrective Action Plan

The safety violation will be corrected and a system for routine safety inspection developed.

Date to be Completed: 05/13/2018

The equipment are not in good repair as evidenced by a tear in the diaper changing mat in the infant room

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Date to be Completed: 05/13/2018

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: Kia Kennedy



Facility Representative: Sierra Garner

