



Facility

Name: *Memorable Moments Inc* **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:** *11/21/2018* **Expiration Date:** *11/20/2019*

Capacity

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

Census

Over 2: *22* **Under 2:** *15*

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: *03/20/2019* **Time In:** *9:45 AM* **Time Out:** *12:21 PM* **Purpose:** *Semi-annual*

Licensing:

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>

Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
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Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities

Compliance

Complaints:

8.16.2.18 D Complaints

Not Inspected

Licensure Requirements for Centers:

8.16.2.21 A Licensing Requirements

Not Inspected

8.16.2.21 B Capacity of Centers

Compliance

8.16.2.21 B (3)c Capacity of Centers

Not Inspected

8.16.2.21 C Incident Reporting Requirements

Not Inspected

Administrative Requirements for Centers:

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

Compliance

8.16.2.22 D Family Handbook

Not Inspected

8.16.2.22 E Children's Records

Non-compliance**Admin/Licensure**

8.16.2.22.E.1.c.:a list of people authorized to pick up the child and an authorization form signed by parent or guardian; identification of person authorized by the parent or guardian to pick up the child shall be verified at pick up;

Finding**Deadline: 04/19/2019**

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

8.16.2.22.E.2.b.: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. Emergency contact numbers must be kept up to date at all times.

Admin/Licensure (continued)

Finding

Deadline: 04/19/2019

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

8.16.2.22.E.2.a.: *Information on any allergies or medical conditions suffered by the child.*

Finding

Deadline: 04/19/2019

Of the 8 children's records reviewed, 2 is/are missing information on allergies or medical conditions. 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 records to ensure information regarding allergies and medical conditions is on file.

8.16.2.22 F Personnel Records

Non-compliance

Personnel

8.16.2.22.F.1.c.: *current and past duties and responsibilities;*

Finding

Deadline: 04/19/2019

From the review of staff records, it was determined that 1 out of 9 staff records do/does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will add staff's current and past duties and responsibilities to the record.

8.16.2.22.F.1.f.: *an annual signed statement that the staff member would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC;*

Personnel (continued)

Finding**Deadline:** 04/19/2019

The center failed to have 2 out of 9 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.

8.16.2.22.F.1.i.:*emergency contact number;*

Finding**Deadline:** 04/19/2019

From the review of staff records, it was determined that 2 out of 9 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.

8.16.2.22.F.1.p.:*signed acknowledgement that all staff have reviewed and are aware of the center's disaster preparedness plan and evacuation plan.*

Finding**Deadline:** 04/19/2019

From the review of staff records, it was determined that 1 out of 9 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.

Corrective Action Plan

The center will have staff complete the required acknowledgement and will retain on file.

8.16.2.22 G Personnel Handbook

Not Inspected

Personnel and Staffing Requirements for Centers:

8.16.2.23 A Personnel and Staffing Requirements

Compliance

8.16.2.23 B Staff Qualifications and Training

Non-compliance

Personnel

8.16.2.23.B.2.b.:*All new educators regardless of the number of hours per week will complete the following training within three (3) months of their date of hire. All current educators will have three months to comply with the following training from the date these regulations are promulgated:*

Personnel (continued)

Finding

Deadline: 04/19/2019

Educators did not complete the following training within 3-months: Health and Safety Training 2 educators need to provide certificates.

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:

8.16.2.23.B.2.c.: *New staff members working directly with children regardless of the number of hours per week will complete the 45-hour entry level course or approved three-credit early care and education course or an equivalent approved by the department prior to or within six months of employment. Substitutes are exempt from this requirement.*

Finding

Deadline: 04/19/2019

From the review of staff records, it was determined that 1 out of 9 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.

8.16.2.23 C Staff/Child Ratios and Group Sizes

Not Inspected

Services and Care of Children in Centers:

8.16.2.24 A Guidance

Not Inspected

8.16.2.24 A1 Guidance

Non-compliance

Admin/Licensure

8.16.2.24.A.1.: *A center will have written policies and procedures clearly outlining guidance practices. Centers will give this information to all parents and staff who will sign a form to acknowledge that they have read and understand these policies and procedures.*

Finding

Deadline: 04/19/2019

Of the 9 staff records reviewed, 1 is/are missing a signed staff acknowledgement that the center's guidance policy had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.

Corrective Action Plan

The center will review all staff's records to ensure a signed staff acknowledgement is on file.

8.16.2.24 B Naps or Rest Period

Not Inspected

8.16.2.24 D Diapering and Toileting

Compliance

Services and Care of Children in Centers: *(continued)*

8.16.2.24 E Additional Requirements for Children with Special Needs	<i>Compliance</i>
8.16.2.24 F Additional Requirements for Night Care	<i>Compliance</i>
8.16.2.24 G Physical Environment	<i>Not Inspected</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>N/A</i>
8.16.2.24 I Equipment and Program	<i>Compliance</i>
8.16.2.24 J Outdoor Play Areas	<i>Non-compliance</i>

Outdoor Play

8.16.2.24.J.1.: *Outdoor play equipment used in child care centers shall be:*

Finding

Deadline: 04/19/2019

Playground blue triple steering wheel toy equipment is not safe as evidenced by the following: swing seats that are missing, damaged, or loose. (Toy is not secured)

Corrective Action Plan

Equipment will be removed or made inaccessible until repairs can be made. A schedule for routine inspection and maintenance will be devised.

8.16.2.24 K Swimming, Wading and Water	<i>Not Inspected</i>
8.16.2.24 L Field Trips	<i>Not Inspected</i>

Food Service Requirements for Centers:

8.16.2.25 A Meal Pattern Requirements	<i>Compliance</i>
8.16.2.25 B Meals and Snacks	<i>Compliance</i>
8.16.2.25 B3 Meals and Snacks	<i>Not Inspected</i>
8.16.2.25 C Menus	<i>Non-compliance</i>

Food Service

8.16.2.25.C.3.: *Dated weekly menus shall be posted at least one week in advance, in a conspicuous place, for review by parents, educators and children.*

Food Service (continued)

Finding

Deadline: 03/20/2019

Menu was not posted for review by parents, caregivers and children. Menus were not current. Corrected on site.

Corrective Action Plan

The facility will post their menus for the next week at the beginning of the current week where it can be viewed by parents, care givers and children. Corrected on site.

8.16.2.25 D Kitchens

Non-compliance

Food Service

8.16.2.25.D.4.:A center will protect food and drink by properly storing items in an airtight container or by tightly wrapping them. A center will label and date all leftover food.

Finding

Deadline: 04/19/2019

A food is not properly stored; the item is not dated. Animal crackers in the infant room was not dated.

Corrective Action Plan

The person responsible for food service will be instructed in proper food storage.

8.16.2.25.D.6.:A center's refrigerators and separate freezers will have working internal thermometers and keep food requiring refrigeration, including formula, at 41 degrees (Fahrenheit) or below, and frozen food at 0 degrees (Fahrenheit) or below.

Finding

Deadline: 03/20/2019

The freezer in the infant room does not have a working internal thermometer. Corrected on site.

Corrective action Plan

The center will obtain and place a working thermometer in freezer. Corrected on site.

8.16.2.25.D.6.:A center's refrigerators and separate freezers will have working internal thermometers and keep food requiring refrigeration, including formula, at 41 degrees (Fahrenheit) or below, and frozen food at 0 degrees (Fahrenheit) or below.

Finding

Deadline: 04/19/2019

The refrigerator in the Owl room does not keep frozen food at 41degrees (Fahrenheit) or below. The refrigerator temperature was adjusted.

Corrective Action Plan

The center will obtain a working thermometer. The refrigerator temperature was adjusted.

Health and Safety Requirements for Centers: *(continued)*

8.16.2.25 E Meal Times *Not Inspected*

Health and Safety Requirements for Centers:

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*

Illness Requirements for Centers:

8.16.2.27 A-D Illness Requirements for Centers *Not Inspected*

Transportation Requirements for Centers:

8.16.2.28 A-H Transportation Requirements for Centers *Not Inspected*

Building, Ground and Safety Requirements for Centers:

8.16.2.29 A Housekeeping ***Non-compliance***

School Age Classroom

8.16.2.29.A.1.:*A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.*

Finding

Deadline: 04/19/2019

The Premises are not in good repair as evidenced by a face plate is missing in the school aged room.

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Corrective Action Plan

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

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 ***Non-compliance***

School Age Classroom

8.16.2.29.E.2.:*A center will have emergency lighting that turns on automatically when electrical service is disrupted.*

School Age Classroom (continued)

Finding**Deadline:** 04/19/2019

*The center does not have emergency lighting that turns on automatically when electrical service is disrupted.
The south exit door in the school age room.*

Corrective Action Plan

Emergency lighting will be installed.

8.16.2.29.E.3.b.: *All electrical outlets within reach of children will be safety outlets or will have protective covers.*

Finding**Deadline:** 04/19/2019

*Electrical outlets within reach of children in the school age room
are not safety outlets and they do not have protective covers.*

Corrective Action Plan

Protective covers will be added.

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

Non-compliance

Admin/Licensure

8.16.2.29.H.2.: *A center will conduct at least one fire drill each month.*

Finding**Deadline:** 04/19/2019

The center failed to conduct a fire drill for the month(s) of February 2019.

8.16.2.29.H.1.: *A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.*

Finding**Deadline:** 04/19/2019

The center failed to conduct an emergency preparedness practice drills for at least once a quarter.

Corrective Action Plan

A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.

8.16.2.29 H3(f)(i)(k) Safety Compliance

Non-compliance

School Age Classroom

8.16.2.29.H.3.k.: *fire extinguishers must be tagged noting the date of inspection; see Paragraph (2) of Subsection E of 8.16.2.29 NMAC for emergency lighting requirements.*

School Age Classroom (continued)

Finding

Deadline: 04/19/2019

The center's fire extinguishers is not tagged with the date of inspection. (The fire extinguisher in the School aged room is expired)

Corrective Action Plan

Equipment will be maintained and inspected yearly.

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