



Facility

Name: *PB & J Family Services Inc.*

License Number: *90433*

Address: *255A Camino Del Pueblo, Bernalillo, NM 87004*

Phone: *5058672356*

Fax:

E-mail: *alixandria@pbjfamilyservices.org*

License Information

Type: *5 Star FOCUS Child
Care Center*

Status: *Licensed*

Issue Date: *12/17/2018*

Expiration Date:
12/16/2019

Capacity

Over Age 2: *34*

Under Age 2: *10*

Night Care:

Playground: *44*

Square Footage: *0*

Census

Over 2: *2*

Under 2: *0*

Classrooms

Number of Classrooms: *2*

Days and Hours of Operation

Monday
Closed

Tuesday
9:00 AM - 1:00 PM

Wednesday
9:00 AM - 1:00 PM

Thursday
9:00 AM - 1:00 PM

Friday
Closed

Saturday
Closed

Sunday
Closed

Inspection

Date: *04/25/2019*

Time In: *9:30 AM*

Time Out: *10:52 AM*

Purpose: *Semi-annual*

Licensing:

8.16.2.11 A Types of Licenses

Not Inspected

8.16.2.11 B Renewal of License

Not Inspected

8.16.2.11 D Non-transferable Restrictions of License

Not Inspected

Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals

Not Inspected

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

Compliance

8.16.2.21 C Incident Reporting Requirements

*Not Inspected***Administrative Requirements for Centers:**

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**Admin/Licensure**8.16.2.22.E.2.a.: *Information on any allergies or medical conditions suffered by the child.***Finding****Deadline: 04/25/2019**

Of the 2 children's records reviewed, 1 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. Corrected on site.

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.E.2.c.: *The name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency.*

Admin/Licensure (*continued*)**Finding****Deadline:** 04/25/2019

Of the 2 children's records reviewed, 1 is/are missing the name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency. See Children's Records 8.16.2.22 form for the child(ren) with missing information. Corrected on site.

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all children's records to ensure contact information for a physician or medical center is on file. Corrected on site.

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

8.16.2.22.F.1.h.:documentation of all appropriate training by date, time, hours and area of competency;

Finding**Deadline:** 05/25/2019

From the review of staff records, it was determined that 1 out of 8 staff records does/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.

8.16.2.22.F.1.n.:written plan for ongoing professional development for each educator, including the director, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals; and

Finding**Deadline:** 05/25/2019

From the review of staff records, it was determined that 1 out of 8 staff records does/do not include a professional development plan based on seven areas of competency. See Staff Records 8.16.2.22 form for staff who need a current plan.

Corrective Action Plan

The center will have staff complete a professional development plan and sign the plan . The plan will be maintained 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****Compliance**

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

8.16.2.23 C Staff/Child Ratios and Group Sizes	Compliance
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Services and Care of Children in Centers:

8.16.2.24 A Guidance	Compliance
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8.16.2.24 A1 Guidance	Compliance
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8.16.2.24 B Naps or Rest Period	Compliance
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8.16.2.24 C Additional Requirements for Infants and Toddlers	Compliance
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8.16.2.24 D Diapering and Toileting	Compliance
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8.16.2.24 E Additional Requirements for Children with Special Needs	Compliance
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8.16.2.24 F Additional Requirements for Night Care	N/A
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8.16.2.24 G Physical Environment	Not Inspected
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8.16.2.24 H Social-Emotional Responsive Environment	Compliance
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8.16.2.24 I Equipment and Program	Not Inspected
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8.16.2.24 L Field Trips	Not Inspected
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Food Service Requirements for Centers:

8.16.2.25 B3 Meals and Snacks	Compliance
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8.16.2.25 C Menus	Compliance
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8.16.2.25 E Meal Times	Compliance
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Health and Safety Requirements for Centers:

8.16.2.26 A Hygiene	Compliance
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8.16.2.26 B First Aid Requirements	Non-compliance
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Admin/Licensure

8.16.2.26.B.1.:All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

Finding

Deadline: 05/25/2019

The center does not have on duty all educators currently certified in first aid and cardiopulmonary resuscitation (CPR). 4 educators have not received FA/CPR cards for course taken on 1/25/19.

Corrective Action Plan

All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

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

8.16.2.26 C Medication

*Not Inspected***Illness Requirements for Centers:**

8.16.2.27 A-D Illness Requirements for Centers

*Compliance***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**Peanut 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: 05/25/2019**

The Fixtures are not in good repair as evidenced by the casing for the ballast is partially detached.

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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

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 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: *Alixandria Lucero*