



Facility

Name: *PB & J Family Services Inc.*

License Number: *90433*

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

Phone: *5058672356*

Fax:

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License Information

Type: *5 Star FOCUS Child Care Center*

Status: *Licensed*

Issue Date: *12/17/2017*

Expiration Date:
12/16/2018

Capacity

Over Age 2: *34*

Under Age 2: *10*

Night Care: *0*

Playground: *44*

Square Footage: *0*

Census

Over 2: *0*

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: *10/24/2018*

Time In: *9:50 AM*

Time Out: *11:56 AM*

Purpose: *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>

Licensure (*continued*)

8.16.2.21 B Capacity of Centers	Compliance
8.16.2.21 C Incident Reporting Requirements	Not Inspected

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 5 children's records reviewed, 2 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.

Regulation: 8.16.2.22.E.2.b.

Date to be Completed: 11/23/2018

8.16.2.22 F Personnel Records	Non-compliance
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The center failed to have 1 out of 10 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.

Regulation: 8.16.2.22.F.1.f.

Date to be Completed: 11/23/2018

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	Compliance
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	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	Compliance
8.16.2.24 H Social-Emotional Responsive Environment	Not Inspected
8.16.2.24 I Equipment and Program	Compliance
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	Non-compliance

The center's first aid kit does not contain Soap. Corrected on site. Soap added to the first aid kit in the Jelly room.

Corrective Action Plan

Missing items will be added to the first-aid kit; staff will be reminded to replace any item used. Corrected on site. Soap added to the first aid kit in the Jelly Room.

Regulation: 8.16.2.26.B.2.

Date to be Completed: 10/24/2018

8.16.2.26 C Medication	Compliance
8.16.2.27 A-D Illness Requirements for Centers	Compliance

Health & Safety Requirements (*continued*)**8.16.2.28 A-H Transportation Requirements for Centers***Compliance***Buildings, Grounds & Safety****8.16.2.29 A Housekeeping*****Non-compliance***

The Fixtures are not in good repair as evidenced by one ballast light out above the library area in the Peanut room.

Corrective Action Plan

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

Regulation: 8.16.2.29.A.1.

Date to be Completed: 11/23/2018

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*****Non-compliance***

The center does not have emergency lighting that turns on automatically when electrical service is disrupted. The emergency lights in the hallway of the peanut room was not operable.

Corrective Action Plan

Emergency lighting will be installed.

Regulation: 8.16.2.29.E.2.

Date to be Completed: 11/23/2018

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***

The center does not have verification of an annual fire inspection from the fire authority having jurisdiction. Last dated inspection 5/18/17

Corrective Action Plan

An annual fire inspection will be requested from the fire authority having jurisdiction over the center.

Regulation: 8.16.2.29.H.3.e.

Date to be Completed: 11/23/2018

8.16.2.29 H Safety Compliance (continued)**Non-compliance**

The center does not have documentation that a request for fire inspection had been made to the fire authority whose policy does not provide for an annual inspection of the center.

Corrective Action Plan

The center will document the request date and to whom the request was made.

Regulation: 8.16.2.29.H.3.e.

Date to be Completed: 11/23/2018

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**

Licensing will return to conduct the social/emotional interactions when children are present. At the time of the visit children were not present.

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