



## Facility

**Name:** *PMS Cuba Head Start* **License Number:** *110250*  
**Address:** *50 County Road 13, Cuba, NM 87013*  
**Phone:** *5052282209* **Fax:**  **E-mail:** *jennifer.gonzales@pmsnm.org*

## License Information

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *08/28/2017* **Expiration Date:** *08/27/2018*

## Capacity

**Over Age 2:** *20* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *20*  
**Square Footage:** *0*

## Census

**Over 2:** *0* **Under 2:** *0*

## Classrooms

**Number of Classrooms:** *1*

## Days and Hours of Operation

<b>Monday</b> <i>9:00 AM - 1:00 PM</i>	<b>Tuesday</b> <i>9:00 AM - 1:00 PM</i>	<b>Wednesday</b> <i>9:00 AM - 1:00 PM</i>	<b>Thursday</b> <i>9:00 AM - 1:00 PM</i>	<b>Friday</b> <i>9:00 AM - 1:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

## Inspection

**Date:** *05/11/2018* **Time In:** *8:52 AM* **Time Out:** *10:20 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>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

**Licensure (*continued*)**

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 14 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: 06/10/2018*

*Of the 14 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.*

*Date to be Completed: 06/10/2018*

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

*Compliance*

8.16.2.23 C Staff/Child Ratios and Group Sizes

*Compliance*

## Services & Care of Children

8.16.2.24 A Guidance	<i>Not Inspected</i>
8.16.2.24 B Naps or Rest Period	<i>Compliance</i>
8.16.2.24 C Additional Requirements for Infants and Toddlers	<i>N/A</i>
8.16.2.24 D Diapering and Toileting	<i>Compliance</i>
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>Compliance</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Not Inspected</i>
8.16.2.24 I Equipment and Program	<i>Compliance</i>
8.16.2.24 J Outdoor Play Areas	<i>Compliance</i>
8.16.2.24 K Swimming, Wadding and Water	<i>Not Inspected</i>
8.16.2.24 L Field Trips	<i>Not Inspected</i>

## Food Service

8.16.2.25 B Meals and Snacks	<i>Compliance</i>
8.16.2.25 C Menus	<i>Compliance</i>
8.16.2.25 D Kitchens	<i>Compliance</i>
8.16.2.25 E Meal Times	<i>Compliance</i>

## Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Compliance</i>
8.16.2.26 B First Aid Requirements	<i>Compliance</i>
8.16.2.26 C Medication	<i>N/A</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Compliance</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>N/A</i>

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

*The Fixtures are not in good repair as evidenced by the water faucet handle comes off when the water is turned on..*

*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: 06/10/2018

**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****Non-compliance**

*Exits are not marked with signs having letters at least six inches high and 3/4 inch wide in the Combination Class 3-5 years room(s).*

*Corrective Action Plan*

*Exit signs that meet requirements will be placed at all exits.*

Date to be Completed: 06/10/2018

**8.16.2.29 G Toilet and Bathing Facilities****Compliance****8.16.2.29 H Safety Compliance****Non-compliance**

*The center failed to conduct an emergency preparedness practice drills for at least once a quarter. Documentation of emergency preparedness drills were not available for verification.*

*Corrective Action Plan*

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

Date to be Completed: 06/10/2018

**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**

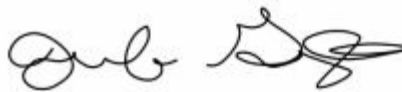
*Program does not have children on Fridays. Surveyor will inspection social/emotional interactions when school resumes in the fall. Program closes for the summer.*

**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.

Handwritten signature of Kia Kennedy, consisting of a stylized 'K' followed by 'ia' and the date '11:48'.

Surveyor: *Kia Kennedy*

Handwritten signature of Jennifer Gonzales, featuring a cursive 'J' and 'G'.

Facility Representative: *Jennifer Gonzales*