



## Facility

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

## License Information

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *08/28/2018* **Expiration Date:** *08/27/2019*

## Capacity

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

## Census

**Over 2:** *7* **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>Closed</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

## Inspection

**Date:** *12/03/2018* **Time In:** *10:09 AM* **Time Out:** *12:00 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

Compliance

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

**Non-compliance**

#### Admin/Licensure

8.16.2.22.A.:Administrative Records: A licensee will display in a prominent place that is readily visible to parents, staff and visitors:

#### Finding

Deadline: 01/02/2019

The center failed to display in a prominent place that is readily visible to parents, staff and visitors the most recent licensing survey, most recent fire inspection report.

#### Corrective Action Plan

The center will post the missing item.

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.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: 01/02/2019

Of the 15 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.

## 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.

## 8.16.2.22 F Personnel Records

Non-compliance

## Personnel

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: 01/02/2019

From the review of staff records, it was determined that 1 out of 4 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

Non-compliance

## Personnel

8.16.2.23.A.8.:During any absence, the director will assign a person to be in charge and will post a notice stating the assignment.

## Finding

Deadline: 01/02/2019

In the absence of the director, the center does not have a notice posted naming the person designated to be in charge.

## Corrective Action Plan

In the director's absence, a person will be assigned to be in charge and a notice to that affect will be posted.

## Personnel and Staffing Requirements for Centers: *(continued)*

### 8.16.2.23 B Staff Qualifications and Training

**Non-compliance**

#### Personnel

8.16.2.23.B.2.I.: A center will keep a training log on file with the employee's name, date of hire, and position. The log must include date of training, clock hours, competency area, source of training, and training certificate.

#### Finding

**Deadline: 01/02/2019**

The center failed to keep a training log on file with Employee's name, Position, Clock hours, Competency area, Source of training, Training certificate for 2 out of 4 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log.

#### Corrective Action Plan

A training log will be completed for each staff that includes the employee's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate.

### 8.16.2.23 C Staff/Child Ratios and Group Sizes

*Compliance*

## Services and Care of Children in Centers:

### 8.16.2.24 A Guidance

*Compliance*

### 8.16.2.24 A1 Guidance

*Compliance*

### 8.16.2.24 B Naps or Rest Period

*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

*Compliance*

### 8.16.2.24 J Outdoor Play Areas

*Compliance*

### 8.16.2.24 K Swimming, Wading and Water

*Not Inspected*

### 8.16.2.24 L Field Trips

*Not Inspected*

## Food Service Requirements for Centers:

### 8.16.2.25 A Meal Pattern Requirements

*Compliance*

### 8.16.2.25 B Meals and Snacks

*Compliance*

## Food Service Requirements for Centers: *(continued)*

8.16.2.25 B3 Meals and Snacks

Compliance

8.16.2.25 C Menus

**Non-compliance**

### 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.*

#### Finding

Deadline: 01/02/2019

*Menu was not posted for review by parents, caregivers and children. No lunch menu*

#### 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. Director will obtain a current month's menu from the school and post it.*

8.16.2.25 D Kitchens

**Non-compliance**

### Food Service

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: 01/02/2019

*The refrigerator in the preschool room does not have a working internal thermometer.*

#### Corrective action Plan

*The center will obtain and place a working thermometer in refrigerator.*

8.16.2.25 E Meal Times

Compliance

## 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

Compliance

## Transportation Requirements for Centers:

8.16.2.28 A-H Transportation Requirements for Centers

N/A

## Building, Ground and Safety Requirements for Centers:

8.16.2.29 A Housekeeping

Compliance

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

**Non-compliance**

### Preschool Classroom

8.16.2.29.G.2.:All toilet rooms will have toilet paper, soap and disposable towels at a height accessible to children. A center will not use a common towel or wash cloth.

#### Finding

**Deadline: 12/03/2018**

*The toilet room for 4 yr. old preschool room(s) is missing toilet paper. Corrected on site.*

#### Corrective Action Plan

*The toilet room will be restocked and a routine established to monitor all toilet rooms for adequate supplies. Corrected on site.*

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

*One educator needs an updated background clearance before August 2019.*

**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: *Sheena Cacy*