



Facility

Name: PMS Headstart - Cottonwood Early **License Number:** 100889
Address: 5888 Hwy 64, Farmington, NM 87401
Phone: 5056323745 **Fax:** **E-mail:** jennifer.monroe@pmsnm.org

License Information

Type: 2 Star Child Care Center **Status:** Licensed **Issue Date:** 09/12/2017 **Expiration Date:** 09/11/2018

Capacity

Over Age 2: 25 **Under Age 2:** 3 **Night Care:** 0 **Playground:** 25
Square Footage: 0

Census

Over 2: 12 **Under 2:** 0

Classrooms

Number of Classrooms: 2

Days and Hours of Operation

Monday 8:00 AM - 3:00 PM	Tuesday 8:00 AM - 3:00 PM	Wednesday 8:00 AM - 3:00 PM	Thursday 8:00 AM - 3:00 PM	Friday 8:00 AM - 3:00 PM
Saturday Closed	Sunday Closed			

Inspection

Date: 07/02/2018 **Time In:** 10:45 AM **Time Out:** 2:15 PM **Purpose:** Annual

Licensure

8.16.2.11 A Types of Licenses	Compliance
8.16.2.11 B Renewal of License	Compliance
8.16.2.11 D Non-transferable Restrictions of License	N/A
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	N/A
8.16.2.17 E, F Surveys for Child Care Facilities	Compliance
8.16.2.18 D Complaints	N/A
8.16.2.21 A Licensing Requirements	Compliance
8.16.2.21 B Capacity of Centers	Compliance

Administrative Requirements (continued)**8.16.2.21 C Incident Reporting Requirements**

Compliance

Administrative Requirements**8.16.2.22 A Administrative Records****Non-compliance**

The center failed to display in a prominent place that is readily visible to parents, staff and visitors the Environmental Inspection is expired.

Corrective Action Plan

The center will post the missing item.

Regulation: 8.16.2.22.A.

Date to be Completed: 08/01/2018

8.16.2.22 B Mission, Philosophy and Curriculum Statement

Compliance

8.16.2.22 C Policy and Procedures

Compliance

8.16.2.22 D Family Handbook

Compliance

8.16.2.22 E Children's Records

Compliance

8.16.2.22 F Personnel Records**Non-compliance**

From the review of staff records, it was determined that 1 out of 6 staff records does not include signed acknowledgement that the personnel handbook had been read and understood. See Staff Records 8.16.2.22 form for staff who need to complete the acknowledgement.

Corrective Action Plan

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

Regulation: 8.16.2.22.F.1.o.

Date to be Completed: 08/01/2018

From the review of staff records, it was determined that 2 out of 6 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file.

Corrective Action Plan

The program will complete a file for each staff including substitutes and volunteers.

Regulation: 8.16.2.22.F.1.

Date to be Completed: 08/01/2018

8.16.2.22 G Personnel Handbook

Compliance

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements *Compliance*

8.16.2.23 B Staff Qualifications and Training ***Non-compliance***

The initial orientation training does not include all required areas; the following need to be added: Health, Safety and Nutrition certificates not found in files.

Corrective Action Plan

The initial orientation training plan will be revised to ensure all required areas are covered.

Regulation: 8.16.2.23.B.2.a.

Date to be Completed: 08/01/2018

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 *N/A*

8.16.2.24 D Diapering and Toileting *Compliance*

8.16.2.24 E Additional Requirements for Children with Special Needs *N/A*

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 *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, Wadding and Water *N/A*

8.16.2.24 L Field Trips *N/A*

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*

Health & Safety Requirements (*continued*)

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

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	Compliance
8.16.2.29 B Pest Control	Compliance
8.16.2.29 C Mechanical Systems	Non-compliance

Water coming from a faucet is above 110 degrees Fahrenheit.

Corrective Action Plan

The center will install a tempering valve ahead of the water-heater piping to ensure water temperature remains below 110 degrees Fahrenheit.

Regulation: 8.16.2.29.C.5.

Date to be Completed: 08/01/2018

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	Non-compliance

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.

Regulation: 8.16.2.29.H.1.

Date to be Completed: 08/01/2018

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

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: *Nicole Denney*



Facility Representative: *Jennifer Monroe*