



**Facility**

**Name:** *PMS Headstart - Moriarty Early* **License Number:** *111716*  
**Address:** *615 Union St., Moriarty, NM 87035*  
**Phone:** *5058329369* **Fax:**  **E-mail:** *hallee.costa@pmsnm.org*

**License Information**

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *01/20/2018* **Expiration Date:** *01/19/2019*

**Capacity**

**Over Age 2:** *9* **Under Age 2:** *7* **Night Care:** *0* **Playground:** *33*  
**Square Footage:** *0*

**Census**

**Over 2:** *4* **Under 2:** *5*

**Classrooms**

**Number of Classrooms:** *1*

**Days and Hours of Operation**

<b>Monday</b> <i>8:00 AM - 2:00 PM</i>	<b>Tuesday</b> <i>8:00 AM - 2:00 PM</i>	<b>Wednesday</b> <i>8:00 AM - 2:00 PM</i>	<b>Thursday</b> <i>8:00 AM - 2:00 PM</i>	<b>Friday</b> <i>8:00 AM - 2:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *06/12/2018* **Time In:** *11:17 AM* **Time Out:** *12:35 PM* **Purpose:** *Semi-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	Compliance
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	Compliance
8.16.2.17 E, F Surveys for Child Care Facilities	Compliance
8.16.2.18 D Complaints	Not Inspected
8.16.2.21 A Licensing Requirements	Compliance
8.16.2.21 B Capacity of Centers	Compliance
8.16.2.21 C Incident Reporting Requirements	Compliance

## Administrative Requirements

8.16.2.22 A Administrative Records	<b>Non-compliance</b>
------------------------------------	-----------------------

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

*Corrective Action Plan*

*The center will post the missing item.*

Regulation: 8.16.2.22.A.

Date to be Completed: 07/12/2018

8.16.2.22 B Mission, Philosophy and Curriculum Statement	Not Inspected
8.16.2.22 C Policy and Procedures	Not Inspected
8.16.2.22 D Family Handbook	Not Inspected
8.16.2.22 E Children's Records	Compliance
8.16.2.22 F Personnel Records	<b>Non-compliance</b>

*From the review of staff records, it was determined that 1 out of 1 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. Needs her health & safety certificate in her file.*

*Corrective Action Plan*

*The center will obtain verification of all training and retain on file.*

Regulation: 8.16.2.22.F.1.h.

Date to be Completed: 07/12/2018

8.16.2.22 F Personnel Records (*continued*)**Non-compliance**

*The center failed to have 1 out of 1 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: 07/12/2018

## 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

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

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

Compliance

**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

**Food Service (continued)**

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	Not Inspected
------------------------------------	---------------

8.16.2.26 C Medication	Not Inspected
------------------------	---------------

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	Not Inspected
--------------------------	---------------

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 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	Compliance
---	------------

8.16.2.29 J Pets	N/A
------------------	-----

**Additional Comments**

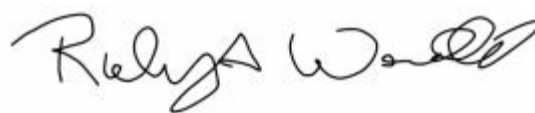
None

**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: *Diana Martinez*



Facility Representative: *Ruby Woodall*