



**Facility**

**Name:** *PMS Little Steps Early Head Start* **License Number:** *145688*  
**Address:** *421 Quantum Rd., Rio Rancho, NM 87124*  
**Phone:** *5053384658* **Fax:**  **E-mail:** *marie.martinez@pmsnm.org*

**License Information**

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *11/01/2018* **Expiration Date:** *10/31/2019*

**Capacity**

**Over Age 2:** *16* **Under Age 2:** *24* **Night Care:** *0* **Playground:** *14*  
**Square Footage:** *0*

**Census**

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

**Classrooms**

**Number of Classrooms:** *3*

**Days and Hours of Operation**

<b>Monday</b> <i>7:30 AM - 2:30 PM</i>	<b>Tuesday</b> <i>7:30 AM - 2:30 PM</i>	<b>Wednesday</b> <i>7:30 AM - 2:30 PM</i>	<b>Thursday</b> <i>7:30 AM - 2:30 PM</i>	<b>Friday</b> <i>7:30 AM - 2:30 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *09/07/2018* **Time In:** *4:18 PM* **Time Out:** *4:21 PM* **Purpose:** *Follow-up*

**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>Not Inspected</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Not Inspected</i>

**Administrative Requirements (continued)**

8.16.2.21 C Incident Reporting Requirements *Not Inspected*

**Administrative Requirements**

8.16.2.22 A Administrative Records *Not Inspected*

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 *Not Inspected*

8.16.2.22 F Personnel Records *Not Inspected*

8.16.2.22 G Personnel Handbook *Not Inspected*

**Personnel & Staffing**

8.16.2.23 A Personnel and Staffing Requirements *Not Inspected*

8.16.2.23 B Staff Qualifications and Training *Not Inspected*

8.16.2.23 C Staff/Child Ratios and Group Sizes *Not Inspected*

**Services & Care of Children**

8.16.2.24 A Guidance *Not Inspected*

8.16.2.24 B Naps or Rest Period *Not Inspected*

8.16.2.24 C Additional Requirements for Infants and Toddlers *Not Inspected*

8.16.2.24 D Diapering and Toileting *Not Inspected*

8.16.2.24 E Additional Requirements for Children with Special Needs *Not Inspected*

8.16.2.24 F Additional Requirements for Night Care *Not Inspected*

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 *Not Inspected*

8.16.2.24 J Outdoor Play Areas *Not Inspected*

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 *Not Inspected*

**Food Service (continued)**

8.16.2.25 C Menus	<i>Not Inspected</i>
8.16.2.25 D Kitchens	<i>Not Inspected</i>
8.16.2.25 E Meal Times	<i>Not Inspected</i>

**Health & Safety Requirements**

8.16.2.26 A Hygiene	<i>Not Inspected</i>
8.16.2.26 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.26 C Medication	<i>Not Inspected</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Not Inspected</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>Not Inspected</i>

**Buildings, Grounds & Safety**

8.16.2.29 A Housekeeping	<i>Compliance</i>
8.16.2.29 B Pest Control	<i>Not Inspected</i>
8.16.2.29 C Mechanical Systems	<i>Not Inspected</i>
8.16.2.29 D Water and Waste	<i>Not Inspected</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.29 F Exits and Windows	<i>Not Inspected</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Not Inspected</i>
8.16.2.29 H Safety Compliance	<i>Not Inspected</i>
8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	<i>Not Inspected</i>
8.16.2.29 J Pets	<i>Not Inspected</i>

**Additional Comments**

*This is a follow up survey to the annual inspection conducted on 8/17/18.*

**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: *Marie Martinez*