



Children, Youth and Families Department  
Child Care Licensing  
SURVEY REPORT

<b>Center Name:</b> Peanut Butter&Jelly Family Svcs			<b>Address:</b> 255A Camino Del Pueblo Bernalillo, NM 87004			<b>Phone:</b> (505)867-2356		
<b>License Number:</b> 90433	<b>Issue Date:</b> 03/30/2017	<b>Expiration Date:</b> 12/16/2017	<b>Type:</b> 5 Star FOCUS Child Care Center			<b>Status:</b> Licensed		
<b>Capacity</b> Over Age 2: 34    Under Age 2: 10    Night Care: 0    Playground: 44						<b>Census</b> Over 2: 0    Under 2: 0		
<b>Days and Hours of Operation</b>								
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	
Opening Times:	Closed	09:00 AM	09:00 AM	09:00 AM	Closed	Closed	Closed	
Closing Times:		01:50 PM	01:00 PM	01:00 PM				
<b># of Classrooms:</b> 2	<b>Purpose:</b> Follow-up			<b>Date:</b> 06/14/2017		<b>Time:</b> 09:40 AM		
<b>Comments</b> This is an onsite follow up to semi-annual inspection conducted on 4/19/17. Background check fingerprint registration receipt will be sent over 6/14/17.								

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

**Licensure**

8.16.2.11 A TYPES OF LICENSES	Not Inspected
8.16.2.11 B RENEWAL OF LICENSE	Not Inspected
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Not Inspected
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Not Inspected
8.16.2.18 D COMPLAINTS	Not Inspected
8.16.2.21 A LICENSING REQUIREMENTS	Not Inspected
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected

**Administrative Requirements**

8.16.2.22 A ADMINISTRATION 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	Compliance
8.16.2.22 F PERSONNEL RECORDS	Non-compliance

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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b>  From the review of staff records, it was determined that 2 out of 2 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information. Provider will start process today 6/14/17 and submit fingerprint registration receipt to licensing office.  <b>Regulation:</b> 8.16.2.22F(1)(e)</p> <p><b><u>Corrective Action Plan</u></b>  The center will obtain documentation of a background check. Provider will start process today 6/14/17 and submit fingerprint registration receipt to licensing office.  <b>Date to be Completed:</b> 06/15/2017</p> <p><b><u>Deficiencies</u></b>  From the review of staff records, it was determined that 3 out of 7 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.  <b>Regulation:</b> 8.16.2.22F(1)(n)</p> <p><b><u>Corrective Action Plan</u></b>  The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.  <b>Date to be Completed:</b> 06/21/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Not Inspected
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Not Inspected
<p><b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b></p> <p><b><u>Deficiencies</u></b>  Educators did not complete the following training within 3-months: first aid and cardiopulmonary resuscitation (CPR) certification; Health and Safety Training  <b>Regulation:</b> 8.16.2.23B(2)(b)</p> <p><b><u>Corrective Action Plan</u></b>  All educators, regardless of the number of hours per week, will complete the above listed training.</p> <p>The following staff members need to complete the required training: Health &amp; Safety certificates needed for 2 educators, CPR/FA needed for 3 educators  <b>Date to be Completed:</b> 06/21/2017</p>		Non-compliance
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>		Not Inspected
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>		Not Inspected
<b>8.16.2.24 B NAPS OR REST PERIOD</b>		Not Inspected
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>		Not Inspected
<b>8.16.2.24 D DIAPERING AND TOILETING</b>		Not Inspected
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>		Not Inspected
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>		Not Inspected
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>		Not Inspected

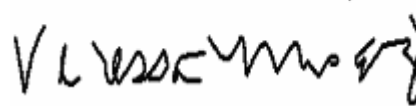
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<b>Services &amp; Care of Children</b>		
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Not Inspected	
8.16.2.24 I EQUIPMENT AND PROGRAM	Not Inspected	
8.16.2.24 J OUTDOOR PLAY AREAS	Not Inspected	
8.16.2.24 K SWIMMING, WADING AND WATER	Not Inspected	
8.16.2.24 L FIELD TRIPS	Not Inspected	
<b>Food Service</b>		
8.16.2.25 B MEALS AND SNACKS	Not Inspected	
8.16.2.25 C MENUS	Not Inspected	
8.16.2.25 D KITCHENS	Not Inspected	
8.16.2.25 E MEAL TIMES	Not Inspected	
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE	Not Inspected	
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	Not Inspected	
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS	Not Inspected	
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 A HOUSEKEEPING	Not Inspected	
8.16.2.29 B PEST CONTROL	Not Inspected	
8.16.2.29 C MECHANICAL SYSTEMS	Not Inspected	
8.16.2.29 D WATER AND WASTE	Not Inspected	
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL	Not Inspected	
8.16.2.29 F EXITS AND WINDOWS	Not Inspected	
8.16.2.29 G TOILET AND BATHING FACILITIES	Not Inspected	
8.16.2.29 H SAFETY COMPLIANCE	Compliance	
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Not Inspected	
8.16.2.29 J PETS	Not Inspected	

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Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the licensee.



06/14/2017



06/14/2017

Surveyor: Kia Kennedy	Date	Facility Rep: Venessa Misquez	Date
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