



Children, Youth and Families Department  
Child Care Licensing  
SURVEY REPORT

<b>Center Name:</b> Roswell ASP/Valley View Elem.			<b>Address:</b> 1400 S. Washington Roswell, NM 88203			<b>Phone:</b> (575)623-9438		
<b>License Number:</b> 53038	<b>Issue Date:</b> 11/21/2016	<b>Expiration Date:</b> 11/20/2017	<b>Type:</b> 2 Star Child Care Center			<b>Status:</b> Licensed		
<b>Capacity</b> Over Age 2: 50    Under Age 2: 0    Night Care: 0    Playground: 50						<b>Census</b> Over 2: 35    Under 2: 0		
<b>Days and Hours of Operation</b>								
<u><b>Morning</b></u>		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:							Closed	Closed
Closing Times:								
<u><b>Afternoon</b></u>		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:		03:00 P	03:00 P	01:45 P	03:00 P	03:00 P		
Closing Times:		05:30 P	05:30 P	05:30 P	05:30 P	05:30 P		
<b># of Classrooms:</b> 1		<b>Purpose:</b> Annual			<b>Date:</b> 10/11/2017		<b>Time:</b> 08:40 A	
<b>Comments</b> Survey was made at center on 09/21/17 at 4:07 pm through 4:45 pm. Personel records were reviewed on 10/11/2017.								

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

**Licensure**

8.16.2.40 A LICENSING REQUIREMENTS	Compliance
8.16.2.40 B CAPACITY OF A PROGRAM	Compliance
8.16.2.40 C, D INCIDENT REPORTING REQUIREMENTS	Compliance

**Administrative Requirements**

<b>8.16.2.41 A ADMINISTRATION RECORDS</b>  <u><b>Deficiencies</b></u> The program failed to display in a prominent place the last inspection/survey. <b>Regulation:</b> 8.16.2.41A  <u><b>Corrective Action Plan</b></u> The program will post the missing item(s). <b>Date to be Completed:</b> 11/11/2017	Non-compliance
<b>8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	Compliance
<b>8.16.2.41 C PARENT HANDBOOK</b>	Compliance
<b>8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS</b>	Non-compliance

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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> Of the 50 children's records reviewed, 1 is/are missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. See Children's Records 8.16.2.41form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.41D(2)(a)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to review and add missing information. The program will review all children's records to ensure up-to-date emergency contact information is on file. <b>Date to be Completed:</b> 10/13/2017</p> <p><b><u>Deficiencies</u></b> Of the 50 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 8.16.2.41form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.41D(2)(b)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to review and add missing information. The program will review all children's records to ensure contact information for a physician or medical center is on file. <b>Date to be Completed:</b> 10/13/2017</p> <p><b><u>Deficiencies</u></b> Of the 50 children's records reviewed, 1 is/are missing a document giving the program permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. See Children's Records 8.16.2.41form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.41D(2)(c)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to review and add missing information. The program will review all children's records to ensure emergency medical transportation and treatment authorization is on file. <b>Date to be Completed:</b> 10/13/2017</p>		
<b>8.16.2.41 E PERSONNEL RECORDS</b>  <b><u>Deficiencies</u></b> From the review of staff records, it was determined that 1 out of 22 staff records does/do not include a background check onsite. See Staff Records 8.16.2.41form for staff with this missing information. <b>Regulation:</b> 8.16.2.41E(1)(e)  <b><u>Corrective Action Plan</u></b> The program will obtain documentation of a background check. <b>Date to be Completed:</b> 10/11/2017	Non-compliance	
<b>8.16.2.41 F PERSONNEL HANDBOOK</b>	Compliance	
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.42 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Compliance	

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<b>Personnel &amp; Staffing</b>		
8.16.2.42 B STAFF QUALIFICATIONS	Compliance	
8.16.2.42 C TRAINING	Compliance	
<b>Services &amp; Care of Children</b>		
8.16.2.43 A GUIDANCE	Compliance	
8.16.2.43 B PHYSICAL ENVIRONMENT	Compliance	
8.16.2.43 C SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Compliance	
8.16.2.43 D EQUIPMENT AND PROGRAM	Compliance	
8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Compliance	
8.16.2.43 G SWIMMING, WADING AND WATER	Compliance	
8.16.2.43 H FIELD TRIPS	N/A	
8.16.2.43 F OUTDOOR PLAY AREAS	Compliance	
<b>Food Service</b>		
8.16.2.44 B MEALS AND SNACKS	Compliance	
8.16.2.44 C KITCHENS	Compliance	
<b>Health &amp; Safety Requirements</b>		
8.16.2.45 A HYGIENE	Compliance	
8.16.2.45 B FIRST AID REQUIREMENTS	Compliance	
8.16.2.45 C MEDICATION	Compliance	
8.16.2.45 D ILLNESSES	Compliance	
8.16.2.46 A-H TRANSPORTATION REQUIREMENTS	N/A	
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.47 A HOUSEKEEPING	Compliance	
8.16.2.47 B PEST CONTROL	Compliance	
8.16.2.47 C MECHANICAL SYSTEMS	Compliance	
8.16.2.47 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL	Compliance	
8.16.2.47 E EXITS AND WINDOWS	Compliance	
8.16.2.47 F TOILET AND BATHING FACILITIES	Compliance	
8.16.2.47 G SAFETY COMPLIANCE	Compliance	
8.16.2.47 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Compliance	
8.16.2.47 G, I PETS	N/A	

**Center Name:**

Roswell ASP/Valley View Elem.

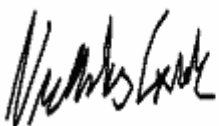
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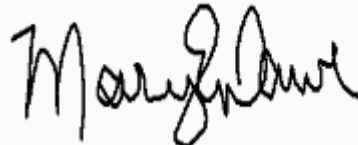
**Date:**

10/11/2017

**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.**

 11:45 AM

10/11/2017



10/11/2017

Surveyor: Nicholas Conde

Date

Facility Rep: Mary Dawe

Date