

Center Name: Santa Fe Boys & Girls Club - Santa Cruz		Address: 145 Quintana St. Española, NM 87532			Phone: (505)753-2922			
License Number: 153867	Issue Date: 04/7/2017	Expiration Date: 04/6/2018	Type: 2 Star Child Care Center		Status: Licensed			
Capacity					Census			
Over Age 2:	41	Under Age 2:	0	Night Care:	0	Playground:	41	
					Over 2:	21	Under 2:	0
Days and Hours of Operation								
Morning		<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:								
Afternoon		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:		03:30 PM	03:30 PM	03:30 PM	03:30 PM	03:30 PM		
Closing Times:		06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		
# of Classrooms: 3		Purpose: Annual		Date: 02/06/2018		Time: 04:03 PM		
Comments Reminded staff member that their 1st Aid/CPR expires at the end of the month.								

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	
8.16.2.41 A ADMINISTRATION RECORDS	Compliance
8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.41 C PARENT HANDBOOK	Compliance
8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS	Compliance
8.16.2.41 E PERSONNEL RECORDS	Non-compliance
<p>Deficiencies</p> <p>From the review of staff records, it was determined that 2 out of 2 staff records does/do not include a current work schedule and daily sign in sheet that includes the time of arrival and departure and breaks and lunch. See Staff Records 8.16.2.41 form for staff who need to have a work schedule. Last daily sign in was from October 2017.</p> <p>Regulation: 8.16.2.41E(2)</p> <p>Corrective Action Plan</p> <p>The program will add the work schedule and maintain dated weekly work schedules for the director, all staff, all care givers and volunteers.</p> <p>Date to be Completed: 03/05/2018</p>	
8.16.2.41 F PERSONNEL HANDBOOK	Compliance

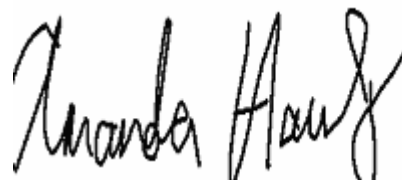
Center Name: Santa Fe Boys & Girls Club - Santa Cruz	License Number: 153867	Date: 02/06/2018
Personnel & Staffing		
8.16.2.42 A PERSONNEL AND STAFFING REQUIREMENTS		Compliance
8.16.2.42 B STAFF QUALIFICATIONS		Compliance
8.16.2.42 C TRAINING		Compliance
Services & Care of Children		
8.16.2.43 A GUIDANCE		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 <u>Deficiencies</u> The daily activity schedule for the Before/Afterschool class room(s) is not posted. Last posted schedule was for November 2017. Regulation: 8.16.2.43D(5) <u>Corrective Action Plan</u> The daily activity schedule was will be posted in each classroom and will be reasonably followed. Date to be Completed: 03/05/2018		Non-compliance
8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS		N/A
8.16.2.43 G SWIMMING, WADING AND WATER		N/A
8.16.2.43 H FIELD TRIPS		Compliance
8.16.2.43 F OUTDOOR PLAY AREAS		Compliance
Food Service		
8.16.2.44 B MEALS AND SNACKS		Compliance
8.16.2.44 C KITCHENS		Compliance
Health & Safety Requirements		
8.16.2.45 A HYGIENE		Compliance
8.16.2.45 B FIRST AID REQUIREMENTS <u>Deficiencies</u> The program's first aid kit does not contain soap; nonporous gloves. Regulation: 8.16.2.45B(2) <u>Corrective Action Plan</u> Missing items will be added to the first-aid kit; staff will be reminded to replace any item used. Date to be Completed: 03/05/2018		Non-compliance
8.16.2.45 C MEDICATION		N/A
8.16.2.45 D ILLNESSES		Compliance
8.16.2.46 A-H TRANSPORTATION REQUIREMENTS		Compliance

Center Name: Santa Fe Boys & Girls Club - Santa Cruz	License Number: 153867	Date: 02/06/2018
Buildings, Grounds & Safety		
8.16.2.47 A HOUSEKEEPING <u>Deficiencies</u> The premises in the girls and boys bathrooms are not clean/disinfected as evidenced by toilets and sinks need to be cleaned.. Regulation: 8.16.2.47A(1) <u>Corrective Action Plan</u> Cleaning will be completed and a schedule for routine cleaning will be established. Date to be Completed: 03/05/2018 <u>Deficiencies</u> Playground has trash accumulated. Regulation: 999 <u>Corrective Action Plan</u> Perform a weekly inspection of playground for accumulation of trash. Date to be Completed: 03/05/2018		Non-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 <u>Deficiencies</u> Lighting in the boys bathroom is not sufficient. Light bulbs need to be replaced. Regulation: 8.16.2.47D(1) <u>Corrective Action Plan</u> The area will have additional lighting provided. Date to be Completed: 03/05/2018		Non-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		Compliance

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.



02/06/2018



02/06/2018

Surveyor: Diana Martinez

Date

Facility Rep: Amanda Haws

Date