

<b>Center Name:</b> Santa Fe Boys & Girls Club - Santa Cruz		<b>Address:</b> 145 Quintana St. Española, NM 87532			<b>Phone:</b> (505)753-2922			
<b>License Number:</b> 153867	<b>Issue Date:</b> 04/7/2016	<b>Expiration Date:</b> 04/6/2017	<b>Type:</b> 2 Star Child Care Center		<b>Status:</b> Licensed			
<b>Capacity</b>					<b>Census</b>			
Over Age 2:	41	Under Age 2:	0	Night Care:	0	Playground:	41	
		Over 2:	8	Under 2:	0			
<b>Days and Hours of Operation</b>								
<b>Morning</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	Closed
Closing Times:								
<b>Afternoon</b>		<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		
<b># of Classrooms:</b> 3		<b>Purpose:</b> Annual		<b>Date:</b> 02/24/2017		<b>Time:</b> 02:30 PM		
<b>Comments</b> Will email examples for files								

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

### Licensure

<b>8.16.2.40 A LICENSING REQUIREMENTS</b>	Compliance
<b>8.16.2.40 B CAPACITY OF A PROGRAM</b>	Compliance
<b>8.16.2.40 C, D INCIDENT REPORTING REQUIREMENTS</b>	N/A

### Administrative Requirements

<b>8.16.2.41 A ADMINISTRATION RECORDS</b>	Compliance
<b>8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	Compliance
<b>8.16.2.41 C PARENT HANDBOOK</b>	Compliance

<p><b>8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS</b></p> <p><b>Deficiencies</b> Of the 2 children's records reviewed, 7 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 8.16.2.41 form for the child(ren) with missing information.</p> <p><b>Regulation:</b> 8.16.2.41D(2)(c)</p> <p><b>Corrective Action Plan</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.</p> <p><b>Date to be Completed:</b> 03/03/2017</p>	Non-compliance
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<b>Center Name:</b> Santa Fe Boys & Girls Club - Santa Cruz	<b>License Number:</b> 153867	<b>Date:</b> 02/24/2017
<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> Of the 7 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 8.16.2.41 form for the child(ren) with missing information.</p> <p><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.</p> <p><b>Date to be Completed:</b> 03/03/2017</p>		
<b>8.16.2.41 E PERSONNEL RECORDS</b>		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
<b>8.16.2.42 B STAFF QUALIFICATIONS</b>		Compliance
<b>8.16.2.42 C TRAINING</b>		Compliance
<b>Services &amp; Care of Children</b>		
<b>8.16.2.43 A GUIDANCE</b>		Compliance
<b>8.16.2.43 B PHYSICAL ENVIRONMENT</b>		Compliance
<b>8.16.2.43 C SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>		Compliance
<b>8.16.2.43 D EQUIPMENT AND PROGRAM</b>		Compliance
<b>8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>		N/A
<b>8.16.2.43 G SWIMMING, WADING AND WATER</b>		N/A
<b>8.16.2.43 H FIELD TRIPS</b>		Not Inspected
<b>8.16.2.43 F OUTDOOR PLAY AREAS</b>		Compliance
<b>Food Service</b>		
<b>8.16.2.44 B MEALS AND SNACKS</b>		Compliance
<b>8.16.2.44 C KITCHENS</b>		Compliance
<b>Health &amp; Safety Requirements</b>		
<b>8.16.2.45 A HYGIENE</b>		Compliance
<b>8.16.2.45 B FIRST AID REQUIREMENTS</b>		Compliance
<b>8.16.2.45 C MEDICATION</b>		N/A
<b>8.16.2.45 D ILLNESSES</b>		Compliance
<b>8.16.2.46 A-H TRANSPORTATION REQUIREMENTS</b>		Not Inspected
<b>Buildings, Grounds &amp; Safety</b>		

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<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

**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.**



02/24/2017

Signature on file

02/24/2017

Surveyor: Aurora Martinez	Date	Facility Rep: Carlos Rivera	Date
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