



Facility

Name: *St. Francis School* **License Number:** *144557*
Address: *215 W. Wilson Ave., Gallup, NM 87301*
Phone: *5058633145* **Fax:** *5058633145* **E-mail:** *thomasjodi51@gmail.com*

License Information

Type: *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *07/29/2017* **Expiration Date:** *07/28/2018*

Capacity

Over Age 2: *68* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *68*
Square Footage: *0*

Census

Over 2: *49* **Under 2:** *0*

Classrooms

Number of Classrooms: *4*

Days and Hours of Operation

Monday <i>7:30 AM - 5:30 PM</i>	Tuesday <i>7:30 AM - 5:30 PM</i>	Wednesday <i>7:30 AM - 5:30 PM</i>	Thursday <i>7:30 AM - 5:30 PM</i>	Friday <i>7:30 AM - 5:30 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *05/16/2018* **Time In:** *11:00 AM* **Time Out:** *1:15 PM* **Purpose:** *Annual*

Licensure

8.16.2.11 A Types of Licenses	<i>Compliance</i>
8.16.2.11 B Renewal of License	<i>Compliance</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>N/A</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>N/A</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>N/A</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

Licensure (continued)

8.16.2.21 C Incident Reporting Requirements

N/A

Administrative Requirements

8.16.2.22 A Administrative Records

Compliance

8.16.2.22 B Mission, Philosophy and Curriculum Statement

Compliance

8.16.2.22 C Policy and Procedures

Compliance

8.16.2.22 D Family Handbook

Compliance

8.16.2.22 E Children's Records

Non-compliance

Of the 6 children's records reviewed, 2 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 8.16.2.22 form for the child(ren) with missing information.

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all children's records to ensure up-to-date emergency contact information is on file.

Date to be Completed: 06/15/2018

8.16.2.22 F Personnel Records

Non-compliance

From the review of staff records, it was determined that 1 out of 4 staff records do not include documentation of current first-aid and cardiopulmonary resuscitation training. See Staff Records 8.16.2.22 form for staff without verification of training.

Corrective Action Plan

The center will obtain documentation of first-aid and CPR training and retain on file.

Date to be Completed: 06/15/2018

8.16.2.22 G Personnel Handbook

Compliance

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements

Compliance

8.16.2.23 B Staff Qualifications and Training

Compliance

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

Services & Care of Children

8.16.2.24 A Guidance

Compliance

Services & Care of Children *(continued)*

8.16.2.24 B Naps or Rest Period	Compliance
8.16.2.24 C Additional Requirements for Infants and Toddlers	N/A
8.16.2.24 D Diapering and Toileting	Compliance
8.16.2.24 E Additional Requirements for Children with Special Needs	N/A
8.16.2.24 F Additional Requirements for Night Care	N/A
8.16.2.24 G Physical Environment	Compliance
8.16.2.24 H Social-Emotional Responsive Environment	Compliance
8.16.2.24 I Equipment and Program	Compliance
8.16.2.24 J Outdoor Play Areas	Compliance
8.16.2.24 K Swimming, Wadding and Water	N/A
8.16.2.24 L Field Trips	N/A

Food Service

8.16.2.25 B Meals and Snacks	Compliance
8.16.2.25 C Menus	Compliance
8.16.2.25 D Kitchens	Compliance
8.16.2.25 E Meal Times	Compliance

Health & Safety Requirements

8.16.2.26 A Hygiene	Compliance
8.16.2.26 B First Aid Requirements	Non-compliance

The center's first aid kit does not contain scissors and soap.

Corrective Action Plan

Missing items will be added to the first-aid kit; staff will be reminded to replace any item used.

Date to be Completed: 06/15/2018

8.16.2.26 C Medication	N/A
8.16.2.27 A-D Illness Requirements for Centers	Compliance
8.16.2.28 A-H Transportation Requirements for Centers	N/A

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping Compliance

8.16.2.29 B Pest Control Compliance

8.16.2.29 C Mechanical Systems Compliance

8.16.2.29 D Water and Waste **Non-compliance**

The center does not have hot and cold running water pressure in both boys and girls bathroom, each has a sink with no running water.

Corrective Action Plan
Hot and cold running water will be provided.

Date to be Completed: 06/15/2018

8.16.2.29 E Lighting, Lighting Fixtures and Electrical **Non-compliance**

Light bulbs in the boys restroom are not shatterproof or shielded.

Corrective Action Plan
Shielded or shatterproof bulbs will be used.

Date to be Completed: 06/15/2018

8.16.2.29 F Exits and Windows Compliance

8.16.2.29 G Toilet and Bathing Facilities Compliance

8.16.2.29 H Safety Compliance Compliance

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances Compliance

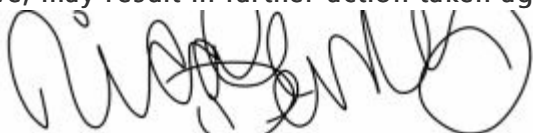
8.16.2.29 J Pets N/A

Additional Comments

None

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: Nicole Denney



Facility Representative: Jodi Thomas