

<b>Center Name:</b> St. Francis School		<b>Address:</b> 215 W. Wilson Ave. Gallup, NM 87301			<b>Phone:</b> (505)863-3145		
<b>License Number:</b> 144557	<b>Issue Date:</b> 07/29/2017	<b>Expiration Date:</b> 07/28/2018	<b>Type:</b> 5 Star FOCUS Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	68	Under Age 2:	0	Night Care:	0	Playground:	68
		Over 2:	24	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:	07:00 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM	Closed	Closed
Closing Times:	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		
<b># of Classrooms:</b> 4	<b>Purpose:</b> Semi-Annual		<b>Date:</b> 12/06/2017		<b>Time:</b> 02:40 PM		
<b>Comments</b>							

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	N/A
8.16.2.11 B RENEWAL OF LICENSE	N/A
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	N/A
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	N/A
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	N/A
8.16.2.21 A LICENSING REQUIREMENTS <u>Deficiencies</u> The licensee did not obtain background checks on all staff members , educators, volunteers, and prospective staff as per the requirements outlined in the department's most current version of the Background Check and Employment History Verification provisions . <b>Regulation:</b> 8.16.2.21A(2)  <u>Corrective Action Plan</u> The licensee will obtain background checks on all staff members , volunteers, and prospective staff. A request for a background check must be submitted prior to a staff member's employment. A background check must be conducted in accordance with 8.8.3 NMAC at least once every five years on all required individuals. <b>Date to be Completed:</b> 12/08/2017	Non-compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	N/A
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES	Compliance

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**Administrative Requirements**

<b>8.16.2.22 D FAMILY HANDBOOK</b>	Compliance
<p><b>8.16.2.22 E CHILDREN'S RECORDS</b></p> <p><b><u>Deficiencies</u></b> Of the 8 children's records reviewed, 2 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization. <b>Regulation:</b> 8.16.2.22E(1)(d)</p> <p><b><u>Corrective Action Plan</u></b> The first attendance date will be added and the center will review all children's records to ensure complete information is on file. <b>Date to be Completed:</b> 01/08/2018</p> <p><b><u>Deficiencies</u></b> Of the 8 children's records reviewed, 2 is/are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption. <b>Regulation:</b> 8.16.2.22E(1)(e)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to submit a complete and up-to-date immunization record or exemption. The center will review all children's records to ensure complete information is on file. <b>Date to be Completed:</b> 01/08/2018</p> <p><b><u>Deficiencies</u></b> Of the 8 children's records reviewed, 2 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 8.16.2.22 form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.22E(2)(b)</p> <p><b><u>Corrective Action Plan</u></b> 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. <b>Date to be Completed:</b> 01/08/2018</p> <p><b><u>Deficiencies</u></b> Of the 8 children's records reviewed, 4 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 8.16.2.22 form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.22E(2)(c)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to review and add missing information. The center 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> 01/08/2018</p>	Non-compliance

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**Administrative Requirements**

**Deficiencies**

Of the 8 children's records reviewed, 2 is/are missing a document giving the center permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

**Regulation:** 8.16.2.22E(2)(d)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The center will review all children's records to ensure emergency medical transportation and treatment authorization is on file.

**Date to be Completed:** 01/08/2018

**Deficiencies**

Of the 8 children's records reviewed, 2 is/are missing a signed parent or guardian acknowledgement that the parent handbook had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.

**Regulation:** 8.16.2.22E(1)(l)

**Corrective Action Plan**

Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file.

**Date to be Completed:** 01/08/2018

**Deficiencies**

Of the 8 children's records reviewed, 2 does/do not have any personal or emergency information on file. See the Children's Records 8.16.2.22 form for the name of any child needing a complete record.

**Regulation:** 8.16.2.22E(1)(2)

**Corrective Action Plan**

Parents will be advised to complete all required information. The center will review enrollment procedures to ensure complete personal and emergency information is on file before a child is admitted.

**Date to be Completed:** 01/08/2018

<b>8.16.2.22 F PERSONNEL RECORDS</b>	Non-compliance
<p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 2 out of 6 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file.</p> <p><b>Regulation:</b> 8.16.2.22F(1)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The program will complete a file for each staff including substitutes and volunteers.</p> <p><b>Date to be Completed:</b> 01/08/2018</p>	

<b>8.16.2.22 G PERSONNEL HANDBOOK</b>	Compliance
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**Personnel & Staffing**

<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Compliance
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>	Compliance

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<b>Personnel &amp; Staffing</b>		
<p><b><u>Deficiencies</u></b> Educators did not complete the following training within 3-months: first aid and cardiopulmonary resuscitation (CPR) certification <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: <b>Date to be Completed:</b> 01/08/2018</p>		
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>	Compliance	
<b>Services &amp; Care of Children</b>		
<p><b>8.16.2.24 A GUIDANCE</b></p> <p><b><u>Deficiencies</u></b> Guidance being used by staff in the 2 yr. old; Preschool room(s) is not positive and does not include redirection and clear limits to encourage the child's ability to become self-disciplined. <b>Regulation:</b> 8.16.2.24A(3)</p> <p><b><u>Corrective Action Plan</u></b> The center's guidance practices will be reviewed with staff to ensure positive guidance , redirection, and clear limits are used. <b>Date to be Completed:</b> 12/06/2017</p>	Non-compliance	
<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>	N/A	
<b>8.16.2.24 D DIAPERING AND TOILETING</b>	Compliance	
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>	N/A	
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>	N/A	
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>	Compliance	
<p><b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b></p> <p><b><u>Deficiencies</u></b> Educators in the 2 yr. old and the Preschool room(s) failed to talk, actively listen, and respond appropriately to children when children were to be engage on free play. <b>Regulation:</b> 8.16.2.24H(2)</p> <p><b><u>Corrective Action Plan</u></b> Educators will talk, actively listen, and respond appropriately to children. <b>Date to be Completed:</b> 12/06/2017</p>	Non-compliance	
<b>8.16.2.24 I EQUIPMENT AND PROGRAM</b>	Compliance	
<b>8.16.2.24 J OUTDOOR PLAY AREAS</b>	Not Inspected	
<b>8.16.2.24 K SWIMMING, WADING AND WATER</b>	N/A	
<b>8.16.2.24 L FIELD TRIPS</b>	N/A	
<b>Food Service</b>		
<b>8.16.2.25 B MEALS AND SNACKS</b>	Not Inspected	

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<b>Food Service</b>		
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		Compliance
8.16.2.26 B FIRST AID REQUIREMENTS		Compliance
8.16.2.26 C MEDICATION		Not Inspected
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS		Compliance
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS		N/A
<b>Buildings, Grounds &amp; Safety</b>		
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		Compliance
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Compliance
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

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.

*Peggy Waconda* 5:02 PM

12/06/2017

*Brother Maynard*

12/06/2017

Surveyor: Peggy Waconda	Date	Facility Rep: Brother Maynard for Jodi Thomas	Date
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