

Center Name: Truchas Services Center		Address: # 60 County Road 75 Truchas, NM 87578			Phone: (505)689-2323		
License Number: 94624	Issue Date: 01/3/2017	Expiration Date: 01/2/2018	Type: 2 Star Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	17	Under Age 2:	0	Night Care:	0	Playground:	17
		Over 2:	13	Under 2:	0		
Days and Hours of Operation							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	09:00 AM	09:00 AM	09:00 AM	09:00 AM	Closed	Closed	Closed
Closing Times:	01:30 PM	01:30 PM	01:30 PM	01:30 PM			
# of Classrooms: 1	Purpose: Annual		Date: 11/16/2017		Time: 10:00 AM		
Comments							

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	Compliance
8.16.2.11 B RENEWAL OF LICENSE	Compliance
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Compliance
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Compliance
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	Not Inspected
8.16.2.21 A LICENSING REQUIREMENTS	Compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Compliance
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
8.16.2.22 D FAMILY HANDBOOK	Compliance
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

Center Name:

Truchas Services Center

License Number:

94624

Date:

11/16/2017

Administrative Requirements**Deficiencies**

Of the 7 children's records reviewed, 2 is/are missing a list of people authorized to pick up the child and an authorization form signed by the parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

Regulation: 8.16.2.22E(1)(c)

Corrective Action Plan

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

Date to be Completed: 12/15/2017

Deficiencies

Of the 7 children's records reviewed, 1 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.

Regulation: 8.16.2.22E(1)(e)

Corrective Action Plan

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.

Date to be Completed: 12/15/2017

Deficiencies

Of the 7 children's records reviewed, 2 is/are missing written authorization from the child's parent or guardian to remove the child from the premises to participate in off-site-activities. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

Regulation: 8.16.2.22E(1)(h)

Corrective Action Plan

Parents will be advised to complete written permission. The center will review records for all children who participate in off-site activities to ensure permission has been completed and is on file.

Date to be Completed: 12/15/2017

Deficiencies

Of the 7 children's records reviewed, 2 is/are missing information on allergies or medical conditions. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

Regulation: 8.16.2.22E(2)(a)

Corrective Action Plan

Parents will be advised to review and add missing information. The center will review all records to ensure information regarding allergies and medical conditions is on file.

Date to be Completed: 12/15/2017

Center Name: Truchas Services Center	License Number: 94624	Date: 11/16/2017
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Administrative Requirements

Deficiencies

Of the 7 children's records reviewed, 3 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.

Regulation: 8.16.2.22E(2)(c)

Corrective Action Plan

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.

Date to be Completed: 12/15/2017

Deficiencies

Of the 7 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: 12/15/2017

8.16.2.22 F PERSONNEL RECORDS

Non-compliance

Deficiencies

From the review of staff records, it was determined that 3 out of 5 staff records does/do not include dates of hire and termination. See Staff Records 8.16.2.22 form for staff with this missing information.

Regulation: 8.16.2.22F(1)(d)

Corrective Action Plan

The center will add dates of hire and termination to the record.

Date to be Completed: 12/15/2017

Deficiencies

From the review of staff records, it was determined that 2 out of 5 staff records does/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.

Regulation: 8.16.2.22F(1)(g)

Corrective Action Plan

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

Date to be Completed: 12/15/2017

Center Name: Truchas Services Center	License Number: 94624	Date: 11/16/2017
Administrative Requirements		
<p><u>Deficiencies</u> From the review of staff records, it was determined that 4 out of 5 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation. Regulation: 8.16.2.22F(1)(h)</p> <p><u>Corrective Action Plan</u> The center will obtain verification of all training and retain on file. Date to be Completed: 12/15/2017</p>		
8.16.2.22 G PERSONNEL HANDBOOK	Compliance	
Personnel & Staffing		
8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Non-compliance	
<p><u>Deficiencies</u> In the absence of the director, the center does not have a person named to be in charge; a notice posted naming the person designated to be in charge. Regulation: 8.16.2.23A(8)</p> <p><u>Corrective Action Plan</u> In the director's absence, a person will be assigned to be in charge and a notice to that affect will be posted. Date to be Completed: 12/15/2017</p>		
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING	Non-compliance	
<p><u>Deficiencies</u> From the review of staff records, it was determined that 4 out of 5 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation. Regulation: 8.16.2.23B(2)(a)</p> <p><u>Corrective Action Plan</u> Orientation will be completed and documented for staff noted; in the future, orientation will be completed prior to time staff begin working with children. Date to be Completed: 12/15/2017</p>		
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES	Compliance	
Services & Care of Children		
8.16.2.24 A GUIDANCE	Compliance	
8.16.2.24 B NAPS OR REST PERIOD	N/A	
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	

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Services & Care of Children		
8.16.2.24 J OUTDOOR PLAY AREAS		Compliance
8.16.2.24 K SWIMMING, WADING 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		N/A
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 <u>Deficiencies</u> The center's first aid kit does not contain Scissors. <u>Regulation:</u> 8.16.2.26B(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. <u>Date to be Completed:</u> 12/15/2017		Non-compliance
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		N/A
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

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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.

Diana Martinez
11/16/2017

11/16/2017

Dolores Fuentes-Guzman

11/16/2017

Surveyor: Diana Martinez	Date	Facility Rep: Dolores Fuentes-Guzman	Date
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