



Facility

Name: UNM-Kids Campus Center for Early L **License Number:** 138883
Address: 1157 County Rd. 110, Ranchos de Taos, NM 87557
Phone: 5757376295 **Fax:** **E-mail:** tracyjar@gmail.com

License Information

Type: 5 Star FOCUS Child Care Center **Status:** Licensed **Issue Date:** 01/28/2018 **Expiration Date:** 01/27/2019

Capacity

Over Age 2: 56 **Under Age 2:** 12 **Night Care:** 0 **Playground:** 68
Square Footage: 0

Census

Over 2: 24 **Under 2:** 14

Classrooms

Number of Classrooms: 4

Days and Hours of Operation

Monday 7:30 AM - 5:30 PM	Tuesday 7:30 AM - 5:30 PM	Wednesday 7:30 AM - 5:30 PM	Thursday 7:30 AM - 5:30 PM	Friday 7:30 AM - 5:30 PM
Saturday Closed	Sunday Closed			

Inspection

Date: 11/19/2018 **Time In:** 11:00 AM **Time Out:** 1:31 PM **Purpose:** Annual

Licensing:

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

Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	Compliance
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Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities

Compliance

Complaints:

8.16.2.18 D Complaints

Not Inspected

Licensure Requirements for Centers:

8.16.2.21 A Licensing Requirements

Compliance

8.16.2.21 B Capacity of Centers

Compliance

8.16.2.21 B (3)c Capacity of Centers

Compliance

8.16.2.21 C Incident Reporting Requirements

Compliance

Administrative Requirements for Centers:

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**Admin/Licensure**

8.16.2.22.E.1.d.:date the child first attended the center and the date of the child's last day at the center;

Finding**Deadline: 12/19/2018**

Of the 8 children's records reviewed, 1 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. Corrected on site.

Corrective Action Plan

The first attendance date will be added and the center will review all children's records to ensure complete information is on file.

8.16.2.22.E.2.b.: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. Emergency contact numbers must be kept up to date at all times.

Admin/Licensure (continued)

Finding

Deadline: 12/19/2018

Of the 8 children's records reviewed, 1 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.

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.

8.16.2.22 F Personnel Records

Non-compliance

Personnel

8.16.2.22.F.1.e.:documentation of a background check and employment history verification; if background check is in process then documentation showing that it is in process, such as a submission receipt, shall be placed in file. A background check must be conducted at least once every five (5) years on all required individuals;

Finding

Deadline: 12/19/2018

From the review of staff records, it was determined that 1 out of 15 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will obtain documentation of a background check.

8.16.2.22.F.1.f.:an annual signed statement that the staff member would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC;

Finding

Deadline: 12/19/2018

The center failed to have 1 out of 15 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.

8.16.2.22.F.1.g.:documentation of current first-aid and cardiopulmonary resuscitation training;

Personnel (continued)

Finding

Deadline: 12/19/2018

From the review of staff records, it was determined that 1 out of 15 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.

Corrective Action Plan

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

8.16.2.22 G Personnel Handbook

Compliance

Personnel and Staffing Requirements for Centers:

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 and Care of Children in Centers:

8.16.2.24 A Guidance

Compliance

8.16.2.24 A1 Guidance

Compliance

8.16.2.24 B Naps or Rest Period

Compliance

8.16.2.24 C Additional Requirements for Infants and Toddlers

Compliance

8.16.2.24 D Diapering and Toileting

Compliance

8.16.2.24 E Additional Requirements for Children with Special Needs

8.16.2.24 F Additional Requirements for Night Care

Compliance

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 L Field Trips

Compliance

Food Service Requirements for Centers:

8.16.2.25 A Meal Pattern Requirements

Compliance

8.16.2.25 B Meals and Snacks

Compliance

8.16.2.25 B3 Meals and Snacks

Compliance

Food Service Requirements for Centers: (continued)8.16.2.25 C Menus Compliance8.16.2.25 D Kitchens Compliance8.16.2.25 E Meal Times Compliance**Health and Safety Requirements for Centers:**8.16.2.26 A Hygiene Compliance8.16.2.26 B First Aid Requirements **Non-compliance****Admin/Licensure**

8.16.2.26.B.2.:A center will keep a first-aid kit and a first-aid manual together in the center in a location inaccessible to children and easily accessible to adults. The first aid kit will contain, at a minimum, band aids, gauze pads, adhesive tape, scissors, soap, nonporous gloves, and a thermometer.

Finding**Deadline: 12/19/2018**

The center's first aid kit does not contain Soap.

Corrective Action Plan

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

8.16.2.26 C Medication Compliance**Illness Requirements for Centers:**8.16.2.27 A-D Illness Requirements for Centers Compliance**Building, Ground and Safety Requirements for Centers:**

8.16.2.29 A Housekeeping

Preschool Classroom #119

8.16.2.29.A.1.:A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.

Finding**Deadline: 12/19/2018**

The Ceiling tiles are not in good repair as evidenced by one being off alignment.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

8.16.2.29 B Pest Control Compliance

Building, Ground and Safety Requirements for Centers: (continued)

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	

Admin/Licensure

8.16.2.29.H.1.:A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.

Finding**Deadline: 12/19/2018**

The center failed to conduct an emergency preparedness practice drills for at least once a quarter.

Corrective Action Plan

A center will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.

8.16.2.29.H.2.:A center will conduct at least one fire drill each month.

Finding**Deadline: 12/19/2018**

The center failed to conduct a fire drill for the month(s) of October.

8.16.2.29 H3(f)(i)(k) Safety Compliance	Compliance
8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	Compliance

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: Diana Martinez



Facility Representative: Alison McPartlon