



Children, Youth and Families Department  
Child Care Licensing  
SURVEY REPORT

#### Facility

**Name:** *Asbury United Methodist Church*

**License Number:** *94589*

**Address:** *10000 Candelaria N.E., Albuquerque, NM 87112*

**Phone:** *5052940106*

**Fax:**

**E-mail:** *n/a*

#### License Information

**Type:** *2 Star Child Care Center*

**Status:** *Licensed*

**Issue Date:** *05/21/2018*

**Expiration Date:**  
*05/20/2019*

#### Capacity

**Over Age 2:** *34*

**Under Age 2:** *10*

**Night Care:**

**Playground:** *25*

**Square Footage:** *0*

#### Census

**Over 2:** *8*

**Under 2:** *6*

#### Classrooms

**Number of Classrooms:** *2*

#### 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:** *03/12/2019*

**Time In:** *9:30 AM*

**Time Out:** *12:00 PM*

**Purpose:** *Annual*

#### Licensure

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Not Inspected</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>

**Licensure (continued)****8.16.2.21 B Capacity of Centers****Non-compliance**

*Center failed to post in an area readily visible to parents, visitors, and staff the group sizes for each classroom.*

*Corrective Action Plan:*

*Center will post group sizes in all classrooms*

Regulation: 8.16.2.21.B.

Date to be Completed: 04/11/2019

**8.16.2.21 C Incident Reporting Requirements****Not Inspected****Administrative Requirements****8.16.2.22 A Administrative Records****Non-compliance**

*The center failed to display in a prominent place that is readily visible to parents, staff and visitors the most recent licensing survey.*

*Corrective Action Plan*

*The center will post the missing item.*

Regulation: 8.16.2.22.A.

Date to be Completed: 04/11/2019

**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****Compliance****8.16.2.22 F Personnel Records****Non-compliance**

*From the review of staff records, it was determined that 1 out of 7 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.*

*Corrective Action Plan*

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

Regulation: 8.16.2.22.F.1.d.

Date to be Completed: 04/11/2019

**8.16.2.22 F Personnel Records (continued)****Non-compliance**

*From the review of staff records, it was determined that 1 out of 7 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.*

**Corrective Action Plan**

*The center will have staff complete the required acknowledgement and will retain on file.*

Regulation: 8.16.2.22.F.1.p.

Date to be Completed: 04/11/2019

*From the review of staff records, it was determined that 1 out of 7 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form.*

**Corrective Action Plan**

*The center will obtain Form I-9s from all staff and maintain them in their personnel files.*

Regulation: 8.16.2.22.F.1.q.

Date to be Completed: 04/11/2019

**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****Non-compliance**

*From the review of staff records, it was determined that 1 out of 7 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation. Form was partially filled out. Form will be completed in its entirety when staff returns from sick leave.*

**Corrective Action Plan**

*Orientation will be completed and documented for staff noted; in the future, orientation will be completed prior to time staff begin working with children.*

Regulation: 8.16.2.23.B.2.a.

Date to be Completed: 04/11/2019

**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****Compliance****8.16.2.24 C Additional Requirements for Infants and Toddlers****Compliance**

## Services & Care of Children *(continued)*

### 8.16.2.24 D Diapering and Toileting

**Non-compliance**

*Food service gloves are being used for diaper changing in the 18mo. - 35mo. infant class room(s).*

*Corrective Action Plan*

*Non-porous, single use gloves will be provided for diaper changing.*

Regulation: 8.16.2.24.D.2.

Date to be Completed: 04/11/2019

### 8.16.2.24 E Additional Requirements for Children with Special Needs

*Compliance*

### 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, Wading and Water

*N/A*

### 8.16.2.24 L Field Trips

*Not Inspected*

## Food Service

### 8.16.2.25 B Meals and Snacks

*Compliance*

### 8.16.2.25 C Menus

**Non-compliance**

*Menu was not posted for review by parents, caregivers and children. Menu was posted in kitchen. Director has placed a menu on the parent board. CORRECTED ON SITE.*

*Corrective Action Plan*

*The facility will post their menus for the next week at the beginning of the current week where it can be viewed by parents, care givers and children.*

Regulation: 8.16.2.25.C.3.

Date to be Completed: 04/11/2019

### 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*

Health & Safety Requirements (*continued*)

## 8.16.2.26 B First Aid Requirements

Compliance

## 8.16.2.26 C Medication

**Non-compliance**

*The center does not have written instructions from the parent or guardian for a non-prescription medication that is being given. Medication form will be given to parent to fill out for inhaler.*

*Corrective Action Plan*

*Staff responsible for receiving medication will ensure parents provide complete written instructions.*

Regulation: 8.16.2.26.C.2.

Date to be Completed: 04/11/2019

## 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 &amp; 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

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

**Non-compliance**

*The center failed to conduct an emergency preparedness practice drills for at least once a quarter. Drill was done in October then again in February. Center will do emergency drills every 3 months.*

*Corrective Action Plan*

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

Regulation: 8.16.2.29.H.1.

Date to be Completed: 04/11/2019

## 8.16.2.29 H3(f)(i)(k) Safety Compliance

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: *Mark Prizzi*



Facility Representative: *Terry Fisher*