



**Facility**

**Name:** *Bernice Coffield Early Head Start* **License Number:** *76585*  
**Address:** *1100 East Alston, Hobbs, NM 88240*  
**Phone:** *(575) 397 -7336* **Fax:**  **E-mail:**

**License Information**

**Type:** *2 Star + Child Care Center* **Status:** *Licensed* **Issue Date:** *03/01/2018* **Expiration Date:** *01/09/2019*

**Capacity**

**Over Age 2:** *16* **Under Age 2:** *20* **Night Care:** *0* **Playground:** *36*  
**Square Footage:** *1260*

**Census**

**Over 2:** *29* **Under 2:** *4*

**Classrooms**

**Number of Classrooms:** *5*

**Days and Hours of Operation**

<b>Monday</b> <i>7:30 AM - 5:45 PM</i>	<b>Tuesday</b> <i>7:30 AM - 5:45 PM</i>	<b>Wednesday</b> <i>7:30 AM - 5:45 PM</i>	<b>Thursday</b> <i>7:30 AM - 5:45 PM</i>	<b>Friday</b> <i>7:30 AM - 5:45 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *11/14/2018* **Time In:** *10:15 AM* **Time Out:** *12:45 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*

**Surveys for Child Care Facilities:**

8.16.2.17 E, F Surveys for Child Care Facilities *Compliance*

**Complaints:**

8.16.2.18 D Complaints *Compliance*

**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 *Compliance*

8.16.2.22 F Personnel Records *Compliance*

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 *Compliance*

**Services and Care of Children in Centers: (continued)**

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	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
8.16.2.25 C Menus	Compliance
8.16.2.25 D Kitchens	Compliance
8.16.2.25 E Meal Times	Compliance

**Health and Safety Requirements for Centers:**

8.16.2.26 A Hygiene	Compliance
8.16.2.26 B First Aid Requirements	Compliance
8.16.2.26 C Medication	Compliance

**Illness Requirements for Centers:**

8.16.2.27 A-D Illness Requirements for Centers	Compliance
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**Transportation Requirements for Centers:**

8.16.2.28 A-H Transportation Requirements for Centers	Compliance
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**Building, Ground and Safety Requirements for Centers:**

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

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

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 H3(f)(i)(k) Safety Compliance	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: Rosalyn Gonzalez



Facility Representative: Noemi Langley