



Facility

Name: *Caritas Felices* **License Number:** *168438*
Address: *915 Montano Rd NW, Albuquerque, NM 87107*
Phone: *5055541534* **Fax:** *na* **E-mail:** *na*

License Information

Type: *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *04/26/2018* **Expiration Date:** *07/26/2018*

Capacity

Over Age 2: *30* **Under Age 2:** *16* **Night Care:** *46* **Playground:** *40*
Square Footage: *0*

Census

Over 2: *0* **Under 2:** *0*

Classrooms

Number of Classrooms: *4*

Days and Hours of Operation

Monday <i>6:00 AM - 6:00 AM</i>	Tuesday <i>6:00 AM - 6:00 AM</i>	Wednesday <i>6:00 AM - 6:00 AM</i>	Thursday <i>6:00 AM - 6:00 AM</i>	Friday <i>6:00 AM - 6:00 AM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *05/23/2018* **Time In:** *2:00 PM* **Time Out:** *4:00 PM* **Purpose:** *Follow-up*

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>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Not Inspected</i>
8.16.2.21 C Incident Reporting Requirements	<i>Not Inspected</i>

Administrative Requirements

8.16.2.22 A Administrative Records	<i>Not Inspected</i>
8.16.2.22 B Mission, Philosophy and Curriculum Statement	<i>Not Inspected</i>
8.16.2.22 C Policy and Procedures	Non-compliance

The center did not have available for review written policies and procedures covering actions to be taken in case of accidents or emergencies involving a child, parents or staff members, emergency evacuation and disaster preparedness.

Corrective Action Plan

The center will complete written policies and procedures for the missing area(s).

Regulation: 8.16.2.22.C.

Date to be Completed: 05/25/2018

The program does not have an up to date emergency evacuation and disaster preparedness plan approved by the department.

Corrective Action Plan

An emergency evacuation and disaster preparedness plan will be developed.

Regulation: 8.16.2.22.C.8.

Date to be Completed: 05/25/2018

8.16.2.22 D Family Handbook	<i>Compliance</i>
-----------------------------	-------------------

Administrative Requirements *(continued)*

8.16.2.22 E Children's Records

Non-compliance

Of the [9] children's records reviewed, [9] 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.

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.

Regulation: 8.16.2.22.E.1.d.

Date to be Completed: 05/25/2018

Of the [9] 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.

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.

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 05/25/2018

8.16.2.22 F Personnel Records

Compliance

8.16.2.22 G Personnel Handbook

Non-compliance

The center did not have a complete personnel handbook. The following information needs to be included: organizational chart, job descriptions of all employees by title, benefits including vacation days, sick leave, professional development days, health insurance, break times, etc., plan for retention of qualified staff, health policies related to both child and staff.

Corrective Action Plan

A personnel handbook with required information will be completed and distributed to each employee.

Regulation: 8.16.2.22.G.

Date to be Completed: 06/22/2018

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements

Not Inspected

Personnel & Staffing *(continued)*

8.16.2.23 B Staff Qualifications and Training

Non-compliance

Educators did not complete the following training within 3-months: Health and Safety Training[3

Corrective Action Plan

All educators, regardless of the number of hours per week, will complete the above listed training. The following staff members need to complete the required training:

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 05/25/2018

8.16.2.23 C Staff/Child Ratios and Group Sizes

Not Inspected

Services & Care of Children

8.16.2.24 A Guidance

Not Inspected

8.16.2.24 B Naps or Rest Period

Not Inspected

8.16.2.24 C Additional Requirements for Infants and Toddlers

Not Inspected

8.16.2.24 D Diapering and Toileting

Not Inspected

8.16.2.24 E Additional Requirements for Children with Special Needs

Not Inspected

8.16.2.24 F Additional Requirements for Night Care

Not Inspected

8.16.2.24 G Physical Environment

Not Inspected

8.16.2.24 H Social-Emotional Responsive Environment

Not Inspected

8.16.2.24 I Equipment and Program

Not Inspected

8.16.2.24 J Outdoor Play Areas

Not Inspected

8.16.2.24 K Swimming, Wadding and Water

Not Inspected

8.16.2.24 L Field Trips

Not Inspected

Food Service

8.16.2.25 B Meals and Snacks

Not Inspected

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

Health & Safety Requirements

8.16.2.26 A Hygiene

Not Inspected

8.16.2.26 B First Aid Requirements

Not Inspected

Health & Safety Requirements (*continued*)

8.16.2.26 C Medication	<i>Not Inspected</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Not Inspected</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>Not Inspected</i>

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Not Inspected</i>
8.16.2.29 B Pest Control	<i>Not Inspected</i>
8.16.2.29 C Mechanical Systems	<i>Not Inspected</i>
8.16.2.29 D Water and Waste	<i>Not Inspected</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.29 F Exits and Windows	<i>Not Inspected</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Not Inspected</i>
8.16.2.29 H Safety Compliance	<i>Not Inspected</i>
8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	<i>Not Inspected</i>
8.16.2.29 J Pets	<i>Not Inspected</i>

Additional Comments

this is a follow up to a follow up to initial inspection

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: *Sylvia Foster*



Facility Representative: *Maribel Moreno*