



### Facility

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

### License Information

**Type:** *2 Star + Child Care Center* **Status:** *Licensed* **Issue Date:** *07/01/2018* **Expiration Date:** *01/24/2019*

### Capacity

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

### Census

**Over 2:** *5* **Under 2:** *3*

### Classrooms

**Number of Classrooms:** *4*

### Days and Hours of Operation

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

### Inspection

**Date:** *08/17/2018* **Time In:** *11:00 AM* **Time Out:** *1:30 PM* **Purpose:** *Semi-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>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

## Administrative Requirements (*continued*)

8.16.2.21 C Incident Reporting Requirements

*Not Inspected*

## Administrative Requirements

8.16.2.22 A Administrative Records

*Compliance*

8.16.2.22 B Mission, Philosophy and Curriculum Statement

*Not Inspected*

8.16.2.22 C Policy and Procedures

*Not Inspected*

8.16.2.22 D Family Handbook

*Not Inspected*

8.16.2.22 E Children's Records

**Non-compliance**

*Of the [ 6 ] children's records reviewed, [ 2 ] 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: 09/16/2018

*Of the [ 6 ] children's records reviewed, [ 1 ] 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.*

### *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.*

Regulation: 8.16.2.22.E.2.d.

Date to be Completed: 09/16/2018

8.16.2.22 F Personnel Records

**Non-compliance**

*From the review of staff records, it was determined that [ 3 ] out of [ 6 ] staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.*

### *Corrective Action Plan*

*The center will add the position to the record.*

Regulation: 8.16.2.22.F.1.b.

Date to be Completed: 09/16/2018

## 8.16.2.22 F Personnel Records (continued)

**Non-compliance**

*From the review of staff records, it was determined that [ 3 ] out of [ 6 ] staff records do/does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information.*

**Corrective Action Plan**

*The center will add staff's current and past duties and responsibilities to the record.*

Regulation: 8.16.2.22.F.1.c.

Date to be Completed: 09/16/2018

*From the review of staff records, it was determined that [ 2 ] out of [ 6 ] 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.*

Regulation: 8.16.2.22.F.1.g.

Date to be Completed: 09/16/2018

*From the review of staff records, it was determined that [ 3 ] out of [ 6 ] 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: 09/16/2018

*From the review of staff records, it was determined that [ 3 ] out of [ 6 ] staff records does/do not include a professional development plan based on seven areas of competency. See Staff Records 8.16.2.22 form for staff who need a current plan.*

**Corrective Action Plan**

*The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.*

Regulation: 8.16.2.22.F.1.n.

Date to be Completed: 09/16/2018

*From the review of staff records, it was determined that [ 3 ] out of [ 6 ] 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.*

*(continued)*

Regulation: 8.16.2.22.F.1.q.

Date to be Completed: 09/16/2018

*From the review of staff records, it was determined that [ 2 ] out of [ 6 ] staff records does/do not include signed acknowledgement that the personnel handbook had been read and understood. See Staff Records 8.16.2.22 form for staff who need to complete the acknowledgement.*

*Corrective Action Plan*

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

Regulation: 8.16.2.22.F.1.o.

Date to be Completed: 09/16/2018

*The center failed to have [ 1 ] out of [ 6 ] 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.*

Regulation: 8.16.2.22.F.1.f.

Date to be Completed: 09/16/2018

**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 4 out of 6 new staff does/do not have documentation of orientation training. See Staff Records 8.16.2.22 form for staff with missing documentation.*

*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: 09/16/2018

*Educators did not complete the following training within 3-months: [ 4 ]Health and Safety Training[ 4 out of 6 ]*

*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:*

*(continued)*

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 09/16/2018

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

8.16.2.24 D Diapering and Toileting

**Non-compliance**

*Soiled diapers in the [ toddler]18 mo. - 35 mo. [ todd ] room(s) are not stored in a secure container with a tight-fitting lid to assure proper hygiene and control of odors.*

*Corrective Action Plan*

*A container with a tight-fitting lid will be provided.*

Regulation: 8.16.2.24.D.3.

Date to be Completed: 09/16/2018

*The diaper changing surface in the [ infant] [ room ]() [ is gone, not in the room ].*

*Corrective Action Plan*

*An educator will change a child's diaper on a clean, safe, waterproof surface and discard any disposable cover and disinfect the surface after each diaper change.*

Regulation: 8.16.2.24.D.4.

Date to be Completed: 09/16/2018

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

**Non-compliance**

*Floor surface for activities that occurred in [ infant room ] was not suitable. for activities such as eating on high chairs*

*Corrective Action Plan*

*The center will take the necessary steps to ensure that the floor surface is appropriate.*

Regulation: 8.16.2.24.G.8.

Date to be Completed: 09/16/2018

8.16.2.24 H Social-Emotional Responsive Environment

Compliance

8.16.2.24 I Equipment and Program

Compliance

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

### 8.16.2.24 J Outdoor Play Areas

**Non-compliance**

*Playground [ slides ] equipment is not safe as evidenced by the following: [ they are loose, not anchored ].*

*Corrective Action Plan*

*Equipment will be removed or made inaccessible until repairs can be made. A schedule for routine inspection and maintenance will be devised.*

Regulation: 8.16.2.24.J.1.

Date to be Completed: 09/16/2018

*The fall zone underneath the [swings, slides ]swings, slide, climber is not adequate as evidenced by [ bare soil ].*

*Corrective Action Plan*

*An approved resilient surface will be provided beneath the climbing structures, swings, and slides.*

Regulation: 8.16.2.24.J.3.

Date to be Completed: 09/16/2018

*The facility's outdoor play area is not adequately enclosed as evidenced by fencing has missing slats, fencing has openings large enough for a child to crawl or fall through. NE side of playground*

*Corrective Action Plan*

*A center will enclose the outdoor play area with a fence at least four feet high and with at least one latched gate available for an emergency exit.*

Regulation: 8.16.2.24.J.2.

Date to be Completed: 09/16/2018

### 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

*Compliance*

### 8.16.2.25 C Menus

**Non-compliance**

*Menu was not posted [ for 8/6 to 8/17/18 ]at least one week in advance, in a conspicuous place, for review by parents, caregivers and children.*

*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: 09/16/2018

**Food Service (continued)**

## 8.16.2.25 D Kitchens

**Non-compliance**

*A [ food, leftover]food, leftover, drink is not properly stored; the item is not [ labeled and dated ], cheese, food in bowls, baby bottle with milk, sippy cup*

*Corrective Action Plan*

*The person responsible for food service will be instructed in proper food storage.*

Regulation: 8.16.2.25.D.4.

Date to be Completed: 09/16/2018

## 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

Not Inspected

## 8.16.2.26 C Medication

Not Inspected

## 8.16.2.27 A-D Illness Requirements for Centers

Not Inspected

## 8.16.2.28 A-H Transportation Requirements for Centers

Not Inspected

**Buildings, Grounds & Safety**

## 8.16.2.29 A Housekeeping

**Non-compliance**

*The garbage/refuse receptacle being used in the [ toddler] [ino tight fitting lid ].*

*Corrective Action Plan*

*The garbage can(s) will be replaced.*

Regulation: 8.16.2.29.A.3.

Date to be Completed: 09/16/2018

*The [ premises ] in the [TODDLER ] are not safe in that [ A PURSE IS ACCESSIBLE TO THE CHILDREN ].*

*Corrective Action Plan*

*The safety violation will be corrected and a system for routine safety inspection developed.*

Regulation: 8.16.2.29.A.1.

Date to be Completed: 09/16/2018

**8.16.2.29 A Housekeeping (continued)**

**Non-compliance**

*The [ premises ] in the [ preschool room ] are not safe in that [ electrical cords are accessible to the children ].*

*Corrective Action Plan*  
*The safety violation will be corrected and a system for routine safety inspection developed.*

Regulation: 8.16.2.29.A.1. Date to be Completed: 09/16/2018

*The [ premises ] in the [ preschool room] are not safe in that [ adult scissors are accessible to the children ].*

*Corrective Action Plan*  
*The safety violation will be corrected and a system for routine safety inspection developed.*

Regulation: 8.16.2.29.A.1. Date to be Completed: 09/16/2018

*The [ premises] in the [ outside learning area ] are not safe in that [weed guards exposed ].*

*Corrective Action Plan*  
*The safety violation will be corrected and a system for routine safety inspection developed.*

Regulation: 8.16.2.29.A.1. Date to be Completed: 09/16/2018

*The [premises in the outside learning area ] are not in good repair as evidenced by [ broken teeter totter ].*

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

Regulation: 8.16.2.29.A.1. Date to be Completed: 09/16/2018

*The [ premises outside ] are not in good repair as evidenced by [ a broken boiler room door].*

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

Regulation: 8.16.2.29.A.1. Date to be Completed: 09/16/2018

**8.16.2.29 B Pest Control**

*Not Inspected*

**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*



**Buildings, Grounds & Safety (continued)**

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	Not Inspected
8.16.2.29 J Pets	Not Inspected

**Additional Comments**

*this is a semi annual 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*



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Facility Representative: *Maribel Moreno*