



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: *8* **Under 2:** *3*

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>6:00 AM - 6:00 AM</i>	Sunday <i>Closed</i>			

Inspection

Date: *09/17/2018* **Time In:** *11:04 AM* **Time Out:** *12:00 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>Compliance</i>

Administrative Requirements (*continued*)

8.16.2.21 C Incident Reporting Requirements

Not Inspected

Administrative Requirements

8.16.2.22 A Administrative Records

Not Inspected

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: 10/17/2018

8.16.2.22 F Personnel Records

Non-compliance

From the review of staff records, it was determined that 1 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: 10/17/2018

From the review of staff records, it was determined that 1 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: 10/17/2018

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 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: 10/17/2018

8.16.2.22 G Personnel Handbook

Not Inspected

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements

Not Inspected

8.16.2.23 B Staff Qualifications and Training

Non-compliance

The center failed to keep a training log on file with Employee's name, Date of hire, Position, Date of training, Clock hours, Competency area for 1 out of 6 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log.

Corrective Action Plan

A training log will be completed for each staff that includes the employee 's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate.

Regulation: 8.16.2.23.B.2.l.

Date to be Completed: 10/17/2018

Educators did not complete the following training within 3-months: Health and Safety Training³

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: 10/17/2018

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

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

Compliance

Services & Care of Children (*continued*)

8.16.2.24 E Additional Requirements for Children with Special Needs	<i>Not Inspected</i>
8.16.2.24 F Additional Requirements for Night Care	<i>Not Inspected</i>
8.16.2.24 G Physical Environment	<i>Compliance</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Not Inspected</i>
8.16.2.24 I Equipment and Program	<i>Not Inspected</i>
8.16.2.24 J Outdoor Play Areas	<i>Compliance</i>
8.16.2.24 K Swimming, Wadding and Water	<i>Not Inspected</i>
8.16.2.24 L Field Trips	<i>Not Inspected</i>

Food Service

8.16.2.25 B Meals and Snacks	<i>Not Inspected</i>
8.16.2.25 C Menus	<i>Compliance</i>
8.16.2.25 D Kitchens	<i>Compliance</i>
8.16.2.25 E Meal Times	<i>Not Inspected</i>

Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Not Inspected</i>
8.16.2.26 B First Aid Requirements	<i>Compliance</i>
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>Compliance</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>

Buildings, Grounds & Safety (continued)

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 follow up to 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*



Facility Representative: *Maribel Moreno*