



Facility

Name: *Central Family YMCA* **License Number:** *152356*
Address: *201 University NE, Albuquerque, NM 87106*
Phone: *5055951515* **Fax:** *N/A* **E-mail:** *sbollings@ymcanm.org*

License Information

Type: *3 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *05/27/2018* **Expiration Date:** *05/26/2019*

Capacity

Over Age 2: *49* **Under Age 2:** *25* **Night Care:** **Playground:** *62*
Square Footage: *N/A*

Census

Over 2: *19* **Under 2:** *10*

Classrooms

Number of Classrooms: *5*

Days and Hours of Operation

Monday <i>7:00 AM - 6:00 PM</i>	Tuesday <i>7:00 AM - 6:00 PM</i>	Wednesday <i>7:00 AM - 6:00 PM</i>	Thursday <i>7:00 AM - 6:00 PM</i>	Friday <i>7:00 AM - 6:00 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *03/22/2019* **Time In:** *1:33 PM* **Time Out:** *2:40 PM* **Purpose:** *Annual*

Licensing:

8.16.2.11 A Types of Licenses	<i>Compliance</i>
8.16.2.11 B Renewal of License	<i>Compliance</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>N/A</i>

Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>N/A</i>
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Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities Compliance

Complaints:

8.16.2.18 D Complaints N/A

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 N/A

Administrative Requirements for Centers:

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 Compliance

8.16.2.22 D Family Handbook Compliance

8.16.2.22 E Children's Records **Non-compliance**

Admin/Licensure

8.16.2.22.E.1.e.: *a copy of the child's up-to-date immunization record or a public health division approved exemption from the requirement, a grace period of a maximum of 30 days will be granted for children in foster care or homeless children and youth;*

Finding

Deadline: 04/22/2019

Of the 10 children's records reviewed, 5 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.

8.16.2.22.E.2.b.: *The name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. Emergency contact numbers must be kept up to date at all times.*

Admin/Licensure (continued)

Finding**Deadline: 04/22/2019**

Of the 10 children's records reviewed, 4 is/are missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. 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 up-to-date emergency contact information is on file.

8.16.2.22.E.2.d.:*A document giving a center permission to transport the child in a medical emergency and an authorization for medical treatment signed by a parent or guardian.*

Finding**Deadline: 04/22/2019**

Of the 10 children's records reviewed, 3 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.

8.16.2.22.E.2.a.:*Information on any allergies or medical conditions suffered by the child.*

Finding**Deadline: 04/22/2019**

Of the 10 children's records reviewed, 2 is/are missing information on allergies or medical conditions. 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 records to ensure information regarding allergies and medical conditions is on file.

8.16.2.22.E.1.l.:*a signed acknowledgment that the parent or guardian has read and understands the parent handbook.*

Finding**Deadline: 04/22/2019**

Of the 10 children's records reviewed, 2 is/are missing a signed parent or guardian acknowledgement that the parent handbook had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing.

Corrective Action Plan

Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file.

Administrative Requirements for Centers: *(continued)*

8.16.2.22 F Personnel Records

Non-compliance

Personnel

8.16.2.22.F.1.c.: *current and past duties and responsibilities;*

Finding

Deadline: 04/22/2019

From the review of staff records, it was determined that 1 out of 17 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.

8.16.2.22.F.1.e.: *documentation of a background check and employment history verification; if background check is in process then documentation showing that it is in process, such as a submission receipt, shall be placed in file. A background check must be conducted at least once every five (5) years on all required individuals;*

Finding

Deadline: 04/22/2019

From the review of staff records, it was determined that 4 out of 17 staff records does/do not include employment history verification. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will complete employment history verification and retain on file.

8.16.2.22.F.1.o.: *signed acknowledgment that the staff have read and understand the personnel handbook;*

Finding

Deadline: 04/22/2019

From the review of staff records, it was determined that 1 out of 17 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.

8.16.2.22.F.1.f.: *an annual signed statement that the staff member would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC;*

Personnel (continued)

Finding

Deadline: 04/22/2019

The center failed to have 1 out of 17 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.

8.16.2.22 G Personnel Handbook

Not Inspected

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

Non-compliance

Personnel

8.16.2.23.B.2.b.: All new educators regardless of the number of hours per week will complete the following training within three (3) months of their date of hire. All current educators will have three months to comply with the following training from the date these regulations are promulgated:

Finding

Deadline: 04/22/2019

Educators did not complete the following training within 3-months: Health and Safety Training (1)

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:

8.16.2.23.B.2.a.: The director will develop and document an orientation and training plan for new staff members and volunteers and will provide information on training opportunities. The director will have on file a signed acknowledgment of completion of orientation by employees, volunteers and substitutes as well as the director. New staff members will participate in an orientation before working with children. Initial orientation will include training on the following:

Finding

Deadline: 04/22/2019

From the review of staff records, it was determined that 12 out of 17 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.

Personnel and Staffing Requirements for Centers: *(continued)*

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

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 **Non-compliance**

Outdoor Play

8.16.2.24.J.1.: *Outdoor play equipment used in child care centers shall be:*

Finding

Deadline: 04/22/2019

Playground climber equipment is not safe as evidenced by the following: climber is 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.

8.16.2.24.J.3.: *A center will place sufficient energy absorbing surfaces beneath climbing structures, swings, and slides (as determined by Subsection P of 8.16.2.8 NMAC).*

Finding

Deadline: 04/22/2019

The fall zone underneath the fall zones/swings is not adequate as evidenced by the resilient material is not uniformly spread over the fall zone area.

Corrective Action Plan

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

8.16.2.24 K Swimming, Wading and Water Compliance

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

8.16.2.24 L Field Trips N/A

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 **Non-compliance**

Admin/Licensure

8.16.2.26.B.1.: *All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).*

Finding

Deadline: 04/22/2019

The center does not have on duty all educators currently certified in first aid and cardiopulmonary resuscitation (CPR).

Corrective Action Plan

All educators must be certified in first aid and cardiopulmonary resuscitation (CPR).

8.16.2.26 C Medication N/A

Illness Requirements for Centers:

8.16.2.27 A-D Illness Requirements for Centers Compliance

Transportation Requirements for Centers:

8.16.2.28 A-H Transportation Requirements for Centers N/A

Building, Ground and Safety Requirements for Centers:

8.16.2.29 A Housekeeping **Non-compliance**

Preschool Classroom #1

Preschool Classroom #1 (continued)

8.16.2.29.A.1.:A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.

Finding

Deadline: 04/27/2019

The Premises are not in good repair as evidenced by ceiling in restroom is in disrepair. Ceiling tiles are in class are stained.

Corrective Action Plan

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

Preschool Classroom #2

8.16.2.29.A.1.:A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.

Finding

Deadline: 04/27/2019

The Premises are not in good repair as evidenced by ceiling tiles are stained # 121.

Corrective Action Plan

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

Outdoor Play

8.16.2.29.A.1.:A center will keep the premises, including furniture, fixtures, floors, drinking fountains, toys and equipment clean, safe, and in good repair. The center and premises will be free of debris and potential hazards.

Finding

Deadline: 04/22/2019

The Premises are not in good repair as evidenced by there are loose boards on wooden playhouse.

Corrective Action Plan

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

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

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

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances

Compliance

8.16.2.29 J Pets

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: *Helen Waldorf*



Facility Representative: *Shanlynn Bolling*