

<b>Center Name:</b> Charles Brown		<b>Address:</b> 1813 Debra Clovis, NM 88101			<b>Phone:</b> (575)749-1990		
<b>License Number:</b> 149402	<b>Issue Date:</b> 05/22/2016	<b>Expiration Date:</b> 05/21/2017	<b>Type:</b> 2 Star + Group Child Care Home		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	8	Under Age 2:	4	Night Care:	0	Playground:	0
		Over 2:	2	Under 2:	1		
<b>Days and Hours of Operation</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	07:00	07:00	07:00	07:00	07:00	Closed	Closed
Closing Times:	07:00 P	07:00 P	07:00 P	07:00 P	07:00 P		
<b># of Classrooms:</b> 2	<b>Purpose:</b> Annual			<b>Date:</b> 04/03/2017	<b>Time:</b> 10:12 AM		
<b>Comments</b> Annual Survey							

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

Licensure	
8.16.2.31 A LICENSING REQUIREMENTS	Compliance
8.16.2.31 B CAPACITY OF A HOME	Compliance
8.16.2.31 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
Administrative Requirements	
8.16.2.32 A ADMINISTRATIVE RECORDS	Compliance
8.16.2.32 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.32 C PARENT HANDBOOK  <u>Deficiencies</u> The home's policies and procedures regarding the following need to be included: policies and procedures for expulsion of children.  <b>Regulation:</b> 8.16.2.32C(1)(2)  <u>Corrective Action Plan</u> A parent handbook with required general information and policies and procedures will be completed and distributed.  <b>Date to be Completed:</b> 05/03/2017	Non-compliance
8.16.2.32 D CHILDREN'S RECORDS  <u>Deficiencies</u> Of the 4 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 8.16.2.32 form for the child(ren) with no immunization/exemption.  <b>Regulation:</b> 8.16.2.32D(1)(e)  <u>Corrective Action Plan</u> The home will review a child's record to ensure complete information has been obtained before a child is admitted.  <b>Date to be Completed:</b> 05/03/2017	Non-compliance
8.16.2.32 E PERSONNEL RECORDS	Non-compliance

<b>Center Name:</b> Charles Brown	<b>License Number:</b> 149402	<b>Date:</b> 04/03/2017
<b>Administrative Requirements</b>		
<b>Deficiencies</b> The home does not have documentation of a background check within 5 years for care giver(s). <b>Regulation:</b> 8.16.2.32E(1)		
<b>Corrective Action Plan</b> Documentation of a background check and employment history verification for all staff members and all adults living in the home. A background check must be conducted at least once every five years on all required individuals. <b>Date to be Completed:</b> 04/05/2017		
<b>8.16.2.32 F PERSONNEL HANDBOOK</b>		Compliance
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.33 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Compliance
<b>8.16.2.33 B STAFF QUALIFICATIONS AND TRAINING</b>		Compliance
<b>Services &amp; Care of Children</b>		
<b>8.16.2.34 A GUIDANCE</b>		Compliance
<b>8.16.2.34 B NAPS OR REST PERIOD</b>		Not Inspected
<b>8.16.2.34 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>		Compliance
<b>8.16.2.34 D DIAPERING AND TOILETING</b>		Compliance
<b>8.16.2.34 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>		N/A
<b>8.16.2.34 F NIGHT CARE</b>		Not Inspected
<b>8.16.2.34 G PHYSICAL ENVIRONMENT</b>		Compliance
<b>8.16.2.34 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>		Compliance
<b>8.16.2.34 I EQUIPMENT AND PROGRAM</b>		Compliance
<b>8.16.2.34 J OUTDOOR PLAY</b>		Compliance
<b>8.16.2.34 K SWIMMING, WADING AND WATER</b>		Not Inspected
<b>8.16.2.34 L FIELD TRIPS</b>		Not Inspected
<b>Food Service</b>		
<b>8.16.2.35 B MEALS AND SNACKS</b>		Compliance
<b>8.16.2.35 C MENUS</b>		Compliance
<b>8.16.2.35 D KITCHENS</b>		Compliance
<b>8.16.2.35 E MEAL TIMES</b>		Compliance
<b>Health &amp; Safety Requirements</b>		
<b>8.16.2.36 A HYGIENE</b>		Compliance
<b>8.16.2.36 B FIRST AID REQUIREMENTS</b>		Compliance
<b>8.16.2.36 C MEDICATION</b>		Not Inspected
<b>8.16.2.36 D ILLNESS AND NOTIFIABLE DISEASES</b>		Not Inspected
<b>8.16.2.37 A-G TRANSPORTATION REQUIREMENTS FOR HOMES</b>		N/A

<b>Center Name:</b> Charles Brown	<b>License Number:</b> 149402	<b>Date:</b> 04/03/2017
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.38 A HOUSEKEEPING		Compliance
8.16.2.38 B PEST CONTROL		Not Inspected
8.16.2.38 C MECHANICAL SYSTEMS		Compliance
8.16.2.38 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Compliance
8.16.2.38 E EXITS		Compliance
8.16.2.38 F TOILET AND BATHING FACILITIES		Compliance
8.16.2.38 G SAFETY COMPLIANCE		Compliance
8.16.2.38 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Compliance
8.16.2.38 I PETS		Not Inspected

**Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the licensee.**

*Susie Aragon*  
11/20

04/03/2017

*Charles Brown*

04/03/2017

Surveyor: Susie Aragon	Date	Facility Rep: Charles Brown	Date
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