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|--|----------------------------------|--|--|-----------------|--------------------------------|-----------------|---------------|
| Center Name: Charlotte's Place | | Address: 5380 McNutt Sunland Park, NM 88063 | | | Phone: (575)589-1201 | | |
| License Number: 165830 | Issue Date: 11/18/2017 | Expiration Date: 11/17/2018 | Type: 2 Star + Child Care Center | | Status: Licensed | | |
| Capacity | | | | | Census | | |
| Over Age 2: | 15 | Under Age 2: | 28 | Night Care: | 0 | Playground: | 46 |
| | | Over 2: | 20 | Under 2: | 6 | | |
| Days and Hours of Operation | | | | | | | |
| | <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 AM | 07:00 AM | 07:00 AM | 07:00 AM | 07:00 AM | Closed | Closed |
| Closing Times: | 05:00 PM | 05:00 PM | 05:00 PM | 05:00 PM | 05:00 PM | | |
| # of Classrooms: 4 | Purpose: Semi-Annual | | Date: 03/14/2018 | | Time: 12:52 PM | | |
| Comments The facility closes every third Friday of the month for Staff Development Day. Director was advised to monitor the music level during nap time in the Older Toddler room. | | | | | | | |

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

Licensure

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| 8.16.2.11 A TYPES OF LICENSES | Compliance |
| 8.16.2.11 B RENEWAL OF LICENSE | Compliance |
| 8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE | Compliance |
| 8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS | Compliance |
| 8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES | Compliance |
| 8.16.2.18 D COMPLAINTS | Compliance |
| 8.16.2.21 A LICENSING REQUIREMENTS | Compliance |
| 8.16.2.21 B CAPACITY OF CENTERS | Compliance |
| 8.16.2.21 C INCIDENT REPORTING REQUIREMENTS | Compliance |

Administrative Requirements

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| 8.16.2.22 A ADMINISTRATION RECORDS | Compliance |
| 8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT | Compliance |
| 8.16.2.22 C POLICY AND PROCEDURES | Compliance |
| 8.16.2.22 D FAMILY HANDBOOK | Not Inspected |
| 8.16.2.22 E CHILDREN'S RECORDS | Compliance |
| 8.16.2.22 F PERSONNEL RECORDS | Compliance |
| 8.16.2.22 G PERSONNEL HANDBOOK | Not Inspected |

Personnel & Staffing

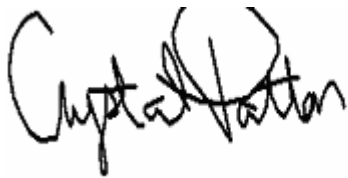
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| 8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS | Compliance |
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| Center Name: Charlotte's Place | License Number: 165830 | Date: 03/14/2018 |
| Personnel & Staffing | | |
| <p><u>Deficiencies</u> In the absence of the director, the center does not have a notice posted naming the person designated to be in charge. Posted notice needs to be updated. Regulation: 8.16.2.23A(8)</p> <p><u>Corrective Action Plan</u> In the director's absence, a person will be assigned to be in charge and a notice to that affect will be posted. Date to be Completed: 04/13/2018</p> | | |
| 8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING | | Non-compliance |
| <p><u>Deficiencies</u> Educators did not complete the following training within 3-months: Health and Safety Training Regulation: 8.16.2.23B(2)(b)</p> <p><u>Corrective Action Plan</u> All educators, regardless of the number of hours per week, will complete the above listed training. Date to be Completed: 04/13/2018</p> | | |
| 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 | | Compliance |
| 8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS | | Not Inspected |
| 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 | | Compliance |
| 8.16.2.24 K SWIMMING, WADING AND WATER | | N/A |
| 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 | | Compliance |
| 8.16.2.25 D KITCHENS | | Non-compliance |

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| Center Name: Charlotte's Place | License Number: 165830 | Date: 03/14/2018 |
| Food Service | | |
| <p><u>Deficiencies</u> The freezer in the infant room does not have a working internal thermometer. Regulation: 8.16.2.25D(6)</p> <p><u>Corrective Action Plan</u> The center will obtain and place a working thermometer in freezer. Date to be Completed: 04/13/2018</p> | | |
| 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 | | Compliance |
| 8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS | | Compliance |
| 8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS | | Not Inspected |
| Buildings, Grounds & Safety | | |
| <p>8.16.2.29 A HOUSEKEEPING</p> <p><u>Deficiencies</u> The Equipment are not in good repair as evidenced by a bookshelf in the young toddler room has a cracked plastic panel. Regulation: 8.16.2.29A(1)</p> <p><u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 04/13/2018</p> <p><u>Deficiencies</u> Material dangerous to children, educators purses and clorox wipes, is accessible to the children. Items were left in an unlocked bottom cabinet in the Infant room. Regulation: 8.16.2.29A(2)</p> <p><u>Corrective Action Plan</u> Dangerous material will be stored in an area inaccessible to children and away from food. CORRECTED ON SITE. Date to be Completed: 03/14/2018</p> | | Non-compliance |
| 8.16.2.29 B PEST CONTROL | | Compliance |
| <p>8.16.2.29 C MECHANICAL SYSTEMS</p> <p><u>Deficiencies</u> Water coming from a faucet is above 110 degrees Fahrenheit. In all classrooms hot water ranged from 117 degrees to 127 degrees. Regulation: 8.16.2.29C(5)</p> <p><u>Corrective Action Plan</u> The center will install a tempering valve ahead of the water-heater piping to ensure water temperature remains below 110 degrees Fahrenheit. Date to be Completed: 04/13/2018</p> | | Non-compliance |

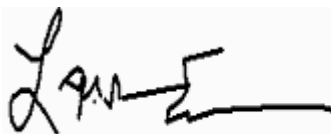
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| Buildings, Grounds & Safety | | |
| 8.16.2.29 D WATER AND WASTE | | Compliance |
| 8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL | | Compliance |
| 8.16.2.29 F EXITS AND WINDOWS | | Compliance |
| 8.16.2.29 G TOILET AND BATHING FACILITIES | | Compliance |
| 8.16.2.29 H SAFETY COMPLIANCE | | Compliance |
| 8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES | | Compliance |
| 8.16.2.29 J PETS | | N/A |

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.



Crystal Patton

03/14/2018



03/14/2018

Surveyor: Crystal Patton

Date

Facility Rep: Lourdes Esparza

Date