

<b>Center Name:</b> Charlotte's Place		<b>Address:</b> 5380 McNutt Sunland Park, NM 88063			<b>Phone:</b> (575)589-1201		
<b>License Number:</b> 165830	<b>Issue Date:</b> 07/1/2017	<b>Expiration Date:</b> 11/17/2017	<b>Type:</b> 2 Star + Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	15	Under Age 2:	28	Night Care:	0	Playground:	46
		Over 2:	11	Under 2:	8		
<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 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		
<b># of Classrooms:</b> 4	<b>Purpose:</b> Complaint		<b>Date:</b> 11/07/2017		<b>Time:</b> 10:15 AM		
<b>Comments</b> Citation to complaint recieved on 10/18/2017.							

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

### Licensure

<b>8.16.2.11 A TYPES OF LICENSES</b>	Not Inspected
<b>8.16.2.11 B RENEWAL OF LICENSE</b>	Not Inspected
<b>8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE</b>	Not Inspected
<b>8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS</b>	Not Inspected
<b>8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES</b>	Not Inspected
<b>8.16.2.18 D COMPLAINTS</b>	Not Inspected
<b>8.16.2.21 A LICENSING REQUIREMENTS</b>	Not Inspected
<b>8.16.2.21 B CAPACITY OF CENTERS</b>	Not Inspected
<b>8.16.2.21 C INCIDENT REPORTING REQUIREMENTS</b>  <u>Deficiencies</u> The center failed to make a report to the licensing authority within 24 hours after the incident occurred regarding a health hazard. The center's water was shut off for two hours during operating hours. Regulation: 8.16.2.21 C  <u>Corrective Action Plan</u> The center will make an immediate report by phone and follow-up in writing within 24 hours of any incident that threatens the health and safety of children and staff members. Date to be Completed: 12/07/2017	Non-compliance
<b>Administrative Requirements</b>	
<b>8.16.2.22 A ADMINISTRATION RECORDS</b>	Not Inspected
<b>8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	Not Inspected
<b>8.16.2.22 C POLICY AND PROCEDURES</b>	Not Inspected
<b>8.16.2.22 D FAMILY HANDBOOK</b>	Not Inspected
<b>8.16.2.22 E CHILDREN'S RECORDS</b>	Not Inspected

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<b>Administrative Requirements</b>		
8.16.2.22 F PERSONNEL RECORDS		Not Inspected
8.16.2.22 G PERSONNEL HANDBOOK		Not Inspected
<b>Personnel &amp; Staffing</b>		
8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS		Not Inspected
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING		Not Inspected
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES		Not Inspected
<b>Services &amp; Care of Children</b>		
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		Not Inspected
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		Not Inspected
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT		Not Inspected
8.16.2.24 I EQUIPMENT AND PROGRAM		Not Inspected
8.16.2.24 J OUTDOOR PLAY AREAS		Not Inspected
8.16.2.24 K SWIMMING, WADING AND WATER		Not Inspected
8.16.2.24 L FIELD TRIPS		Not Inspected
<b>Food Service</b>		
8.16.2.25 B MEALS AND SNACKS		Not Inspected
8.16.2.25 C MENUS		Not Inspected
8.16.2.25 D KITCHENS		Not Inspected
8.16.2.25 E MEAL TIMES		Not Inspected
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE		Not Inspected
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
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 A HOUSEKEEPING		Not Inspected
8.16.2.29 B PEST CONTROL		Not Inspected
8.16.2.29 C MECHANICAL SYSTEMS		Not Inspected

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<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 D WATER AND WASTE		Not Inspected
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Not Inspected
8.16.2.29 F EXITS AND WINDOWS		Not Inspected
8.16.2.29 G TOILET AND BATHING FACILITIES		Not Inspected
8.16.2.29 H SAFETY COMPLIANCE		Not Inspected
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Not Inspected
8.16.2.29 J 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.**

*Steven Wells* 10:36

11/07/2017

*Mary Adams*

11/07/2017

Surveyor: Steven Wells

Date

Facility Rep: Mary Adams

Date