



**Facility**

**Name:** *Clovis Christian School* **License Number:** *140682*  
**Address:** *2000 Humphrey Road, Clovis, NM 881011056*  
**Phone:** *5759352279* **Fax:**  **E-mail:**

**License Information**

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *11/17/2017* **Expiration Date:** *11/16/2018*

**Capacity**

**Over Age 2:** *20* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *0*  
**Square Footage:** *1400*

**Census**

**Over 2:** *8* **Under 2:** *0*

**Classrooms**

**Number of Classrooms:** *2*

**Days and Hours of Operation**

<b>Monday</b> <i>7:30 AM - 5:00 PM</i>	<b>Tuesday</b> <i>7:30 AM - 5:00 PM</i>	<b>Wednesday</b> <i>7:30 AM - 5:00 PM</i>	<b>Thursday</b> <i>7:30 AM - 5:00 PM</i>	<b>Friday</b> <i>7:30 AM - 5:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *09/20/2018* **Time In:** *12:45 PM* **Time Out:** *3:45 PM* **Purpose:** *Annual*

**Licensure**

**8.16.2.11 A Types of Licenses**

**Non-compliance**

*The child care facility failed to submit a new application to the licensing authority before modifying information required to be stated on the license as follows: director.*

**Corrective Action Plan**

*A notarized renewal application will be completed and submitted with the required fee prior to any changes being made to the current license.*

Regulation: *8.16.2.11.A.3.*

Date to be Completed: *10/20/2018*

**8.16.2.11 B Renewal of License**

**Compliance**

**Licensure (continued)**

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	<b>Non-compliance</b>

*The licensee did not obtain background checks on all staff members, educators, volunteers, and prospective staff as per the requirements outlined in the department's most current version of the Background Check and Employment History Verification provisions.*

*The center allowed two staff members with out a background clearance to work with children unsupervised. This occurred with either one or both staff members daily after school from 08/13/18 through 09/19/2018. This was in violation of 8.8.3 NMAC.*

*Corrective Action Plan*

*The licensee will obtain background checks on all staff members, volunteers, and prospective staff. A request for a background check must be submitted prior to a staff member's employment. A background check must be conducted in accordance with 8.8.3 NMAC at least once every five years on all required individuals. No one with out a background clearance will be allowed to be unsupervised with the children in accordance to 8.8.3 NMAC.*

Regulation: 8.16.2.21.A.2.

Date to be Completed: 10/20/2018

8.16.2.21 B Capacity of Centers	Compliance
8.16.2.21 C Incident Reporting Requirements	Compliance

**Administrative Requirements**

8.16.2.22 A Administrative Records	<b>Non-compliance</b>
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*The center failed to display in a prominent place that is readily visible to parents, staff and visitors the current child care regulations, current list of notifiable diseases and communicable diseases published by the office of epidemiology of the New Mexico department of health.*

*Corrective Action Plan*

*The center will post the missing item.*

Regulation: 8.16.2.22.A.

Date to be Completed: 10/20/2018

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	Compliance
8.16.2.22 E Children's Records	Compliance

## Administrative Requirements *(continued)*

8.16.2.22 F Personnel Records	Compliance
8.16.2.22 G Personnel Handbook	Compliance

## Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements	Compliance
8.16.2.23 B Staff Qualifications and Training	<b>Non-compliance</b>

*From the review of staff records, it was determined that 1 out of 4 staff does/do not have documentation of the 45-hour entry level course or an approved equivalent prior to or within six months of employment.*

### *Corrective Action Plan*

*Training will be completed for staff as required and documentation retained on file.*

Regulation: 8.16.2.23.B.2.c.

Date to be Completed: 10/20/2018

*Two educators did not complete the following training within 3-months: Health and Safety Training.*

### *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: Health and Safety Training*

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 10/21/2018

8.16.2.23 C Staff/Child Ratios and Group Sizes	Compliance
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## 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	N/A
8.16.2.24 D Diapering and Toileting	N/A
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

## Services & Care of Children *(continued)*

### 8.16.2.24 J Outdoor Play Areas

**Non-compliance**

*The fall zone underneath the swings, slide is not adequate as evidenced by the resilient material is not deep enough, 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.*

Regulation: 8.16.2.24.J.3.

Date to be Completed: 10/20/2018

### 8.16.2.24 K Swimming, Wadding and Water

N/A

### 8.16.2.24 L Field Trips

*Not Inspected*

## Food Service

### 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*

## Health & Safety Requirements

### 8.16.2.26 A Hygiene

*Compliance*

### 8.16.2.26 B First Aid Requirements

*Compliance*

### 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

N/A

## Buildings, Grounds & Safety

### 8.16.2.29 A Housekeeping

*Compliance*

### 8.16.2.29 B Pest Control

*Not Inspected*

### 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*

**Buildings, Grounds & Safety (continued)****8.16.2.29 H Safety Compliance****Non-compliance**

*The center's record of emergency preparedness practice drills was not retained for at least 12 months.*

*Corrective Action Plan*

*The record of fire drills and emergency preparedness practice drills will be kept on file for at least 12 months.*

Regulation: 8.16.2.29.H.3.d.

Date to be Completed: 10/21/2018

**8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances****Compliance****8.16.2.29 J Pets****N/A****Additional Comments**

*Handwritten Annual survey was performed on 09/20/2018.*

*The following TA was given:*

*Playground inspections must be performed weekly, ad documented in playground inspection log.*

*Center needs to post the name of the person in charge when the director is not available.*

*Guidance Policy needs to be posted.*

*Mats need to be waterproof and at least 3/4 of an inch thick.*

**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: Nicholas Conde



Facility Representative: Kelly Maddy