



Facility

Name: *Country Bumpkin Day Care* **License Number:** *170188*
Address: *3180 Northern Blvd, Rio Rancho, NM 87124*
Phone: *5053771923* **Fax:** **E-mail:** *countrybumpkindaycare@gmail.com*

License Information

Type: *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *12/31/2018* **Expiration Date:** *03/30/2019*

Capacity

Over Age 2: *30* **Under Age 2:** *5* **Night Care:** **Playground:** *4*
Square Footage: *0*

Census

Over 2: *3* **Under 2:** *3*

Classrooms

Number of Classrooms: *5*

Days and Hours of Operation

Monday <i>6:00 AM - 6:30 PM</i>	Tuesday <i>6:00 AM - 6:30 PM</i>	Wednesday <i>6:00 AM - 6:30 PM</i>	Thursday <i>6:00 PM - 6:30 PM</i>	Friday <i>6:00 AM - 6:30 PM</i>
Saturday <i>6:00 AM - 6:30 PM</i>	Sunday <i>Closed</i>			

Inspection

Date: *03/13/2019* **Time In:** *1:00 PM* **Time Out:** *3:24 PM* **Purpose:** *Follow-up*

Licensing:

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>

Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
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Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities

*Not Inspected***Complaints:**

8.16.2.18 D Complaints

*Not Inspected***Licensure Requirements for Centers:**

8.16.2.21 A Licensing Requirements

Not Inspected

8.16.2.21 B Capacity of Centers

Not Inspected

8.16.2.21 B (3)c Capacity of Centers

Non-compliance**Toddler Classroom**

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Finding**Deadline: 04/12/2019**

The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors.

2 Year Old Classroom #1

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Finding**Deadline: 03/19/2019**

The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors.

2 Year Old Classroom #2

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Finding**Deadline: 03/19/2019**

The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors.

8.16.2.21 B (3)c Capacity of Centers *(continued)***Non-compliance**

Preschool Classroom East & West

8.16.2.21.B.3.c.:Centers must post classroom capacities, ratios, and group sizes in an area of the room that is easily visible to parents, staff and visitors.

Finding**Deadline: 03/19/2019**

The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors. Need to post capacity for both rooms.

Corrective Action Plan

The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors.

8.16.2.21 C Incident Reporting Requirements

*Not Inspected***Administrative Requirements for Centers:**

8.16.2.22 A Administrative 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

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: 04/17/2019**

Of the 12 children's records reviewed, 3 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:** 04/17/2019

Of the 12 children's records reviewed, 2 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.c.: *The name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency.*

Finding**Deadline:** 04/17/2019

Of the 12 children's records reviewed, 11 is/are missing the name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency. 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 contact information for a physician or medical center 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:** 04/17/2019

Of the 12 children's records reviewed, 12 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:** 04/17/2019

Of the 12 children's records reviewed, 4 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.

(continued)

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

Finding

Deadline: 04/17/2019

Of the 12 children's records reviewed, 5 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.

8.16.2.22.E.1.k.: *an enrollment agreement form which must be signed by a parent or guardian with an outline of the services and the costs being provided by the facility; and*

Finding

Deadline: 04/17/2019

Of the 12 children's records reviewed, 12 is/are missing an enrollment agreement form signed by the parent or guardian with an outline of services and costs. See the Children's Records 8.16.2.22 form for the child(ren) with missing information.

Corrective Action Plan

Parents will be advised to sign the enrollment agreement. The center will review all children's records to ensure an enrollment agreement form is on file.

8.16.2.22.E.1.d.: *date the child first attended the center and the date of the child's last day at the center;*

Finding

Deadline: 04/17/2019

Of the 12 children's records reviewed, 1 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

Corrective Action Plan

The first attendance date will be added and the center will review all children's records to ensure complete information is on file.

8.16.2.22 F Personnel Records

Non-compliance

Personnel

8.16.2.22.F.1.b.: *position;*

Personnel (continued)

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will add the position to the record.

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

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 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.d.:dates of hire and termination;

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 4 out of 6 staff records does/do not include dates of hire and termination. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will add dates of hire and termination to the record.

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;

Finding**Deadline:** 04/17/2019

The center failed to have 5 out of 6 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.F.1.h.:documentation of all appropriate training by date, time, hours and area of competency;

Personnel (continued)

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation.

Corrective Action Plan

The center will obtain verification of all training and retain on file.

8.16.2.22.F.1.i.:*emergency contact number;*

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 5 out of 6 staff records does/do not include an emergency contact number. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will have staff complete required information.

8.16.2.22.F.1.j.:*universal precaution acknowledgment form;*

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 staff records does/do not include a signed universal precaution acknowledgement form. See Staff Records 8.16.2.22 form for staff with missing documentation.

Corrective Action Plan

The center will have staff complete and sign the universal precaution acknowledgement form and will retain on file.

8.16.2.22.F.1.k.:*confidentiality form;*

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 staff records does/do not include a signed confidentiality form. See Staff Records 8.16.2.22 form for staff who need to complete a signed confidentiality form.

Corrective Action Plan

The center will have staff complete a signed confidentiality form and will retain on file.

8.16.2.22.F.1.n.:*written plan for ongoing professional development for each educator, including the director, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals; and*

Personnel (continued)

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 5 out of 6 staff records does/do not include a professional development plan based on seven areas of competency. See Staff Records 8.16.2.22 form for staff who need a current plan.

Corrective Action Plan

The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.

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

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 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.q.:*Form I-9, employment eligibility verification.*

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 5 out of 6 staff records does/do not include the required Form I-9. See Staff Records 8.16.2.22 form for staff missing the form.

Corrective Action Plan

The center will obtain Form I-9s from all staff and maintain them in their personnel files.

8.16.2.22.F.1.p.:*signed acknowledgement that all staff have reviewed and are aware of the center's disaster preparedness plan and evacuation plan.*

Finding**Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.

Corrective Action Plan

The center will have staff complete the required acknowledgement and will retain on file.

8.16.2.22.F.2.:*A center will maintain dated weekly work schedules for the director, all staff, all educators and volunteers and keep the records on file for at least 12 months. The record will include the time the workers arrived at and left work and include breaks and lunch.*

Personnel (*continued*)**Finding****Deadline:** 04/17/2019

From the review of staff records, it was determined that 6 out of 6 staff records does/do not include a dated weekly work schedule that includes the time of arrival and departure and breaks and lunch. See Staff Records 8.16.2.22 form for staff who need to have a work schedule.

Corrective Action Plan

The center will add the work schedule and maintain dated weekly work schedules for the director, all staff, all care givers and volunteers.

8.16.2.22 G Personnel Handbook

Compliance

Personnel and Staffing Requirements for Centers:

8.16.2.23 A Personnel and Staffing Requirements

Non-compliance

Personnel

8.16.2.23.A.8.:During any absence, the director will assign a person to be in charge and will post a notice stating the assignment.

Finding**Deadline:** 03/19/2019

In the absence of the director, the center does not have a notice posted naming the person designated to be in charge.

Corrective Action Plan

In the director's absence, a person will be assigned to be in charge and a notice to that affect will be posted.

8.16.2.23 B Staff Qualifications and Training

Not Inspected

8.16.2.23 C Staff/Child Ratios and Group Sizes

Not Inspected

Services and Care of Children in Centers:

8.16.2.24 A Guidance

Not Inspected

8.16.2.24 A1 Guidance

Non-compliance

Admin/Licensure

8.16.2.24.A.1.:A center will have written policies and procedures clearly outlining guidance practices. Centers will give this information to all parents and staff who will sign a form to acknowledge that they have read and understand these policies and procedures.

Admin/Licensure (continued)

Finding**Deadline:** 04/17/2019

Of the 12 children's records reviewed, 12 is/are missing a signed parent or guardian acknowledgement that the center's guidance policy 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

The center will review all children's records to ensure a signed parent/guardian acknowledgement is on file.

8.16.2.24.A.1.:A center will have written policies and procedures clearly outlining guidance practices. Centers will give this information to all parents and staff who will sign a form to acknowledge that they have read and understand these policies and procedures.

Finding**Deadline:** 04/17/2019

Of the 6 records reviewed, 6 is/are missing a signed staff acknowledgement that the center's guidance policy 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

The center will review all staffs records to ensure a signed staff acknowledgement is on file.

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	Compliance
8.16.2.24 I Equipment and Program	Compliance
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

Food Service Requirements for Centers:

8.16.2.25 A Meal Pattern Requirements	Not Inspected
8.16.2.25 B Meals and Snacks	Not Inspected
8.16.2.25 B3 Meals and Snacks	Not Inspected
8.16.2.25 C Menus	Compliance

Food Service Requirements for Centers: (continued)

8.16.2.25 D Kitchens	<i>Not Inspected</i>
8.16.2.25 E Meal Times	<i>Not Inspected</i>

Health and Safety Requirements for Centers:

8.16.2.26 A Hygiene	<i>Not Inspected</i>
8.16.2.26 B First Aid Requirements	Non-compliance

Admin/Licensure

8.16.2.26.B.2.:A center will keep a first-aid kit and a first-aid manual together in the center in a location inaccessible to children and easily accessible to adults. The first aid kit will contain, at a minimum, band aids, gauze pads, adhesive tape, scissors, soap, nonporous gloves, and a thermometer.

Finding**Deadline: 03/19/2019**

The center's first aid kit does not contain soap and thermometer.

Corrective Action Plan

Missing items will be added to the first-aid kit; staff will be reminded to replace any item used.

8.16.2.26 C Medication	<i>Not Inspected</i>
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Illness Requirements for Centers:

8.16.2.27 A-D Illness Requirements for Centers	<i>Not Inspected</i>
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Transportation Requirements for Centers:

8.16.2.28 A-H Transportation Requirements for Centers	<i>Not Inspected</i>
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Building, Ground and Safety Requirements for Centers:

8.16.2.29 A Housekeeping	<i>Not Inspected</i>
8.16.2.29 B Pest Control	<i>Not Inspected</i>
8.16.2.29 C Mechanical Systems	<i>Not Inspected</i>
8.16.2.29 D Water and Waste	<i>Not Inspected</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.29 F Exits and Windows	<i>Not Inspected</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Not Inspected</i>
8.16.2.29 H Safety Compliance	<i>Not Inspected</i>

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

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

Compliance

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

Not Inspected

8.16.2.29 J Pets

*Not Inspected***Additional Comments***This is a follow up to the initial conducted on 12/31/18.***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: *Kia Kennedy*Facility Representative: *Autumn Robinson*