

|  |                                  |  |  |                 |                                |                 |               |
|--|----------------------------------|--|--|-----------------|--------------------------------|-----------------|---------------|
| <b>Center Name:</b><br>Creation Station Daycare & Development Center |                                  | <b>Address:</b><br>1732 El Llano Rd.<br>Española, NM 87532 |  |                 | <b>Phone:</b><br>(505)747-6947 |                 |               |
| <b>License Number:</b><br>161108                                     | <b>Issue Date:</b><br>11/17/2016 | <b>Expiration Date:</b><br>11/16/2017                      | <b>Type:</b><br>2 Star Child Care Center |                 | <b>Status:</b><br>Licensed     |                 |               |
| <b>Capacity</b>  |                                  |  |  |                 | <b>Census</b>                  |                 |               |
| Over Age 2:  | 24                               | Under Age 2:   | 15                                       | Night Care:     | 0                              | Playground:     | 24            |
|  |                                  | Over 2:  | 24                                       | Under 2:        | 14                             |                 |               |
| <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:   | 05:30 PM                         | 05:30 PM   | 05:30 PM                                 | 05:30 PM        | 05:30 PM                       |                 |               |
| <b># of Classrooms:</b><br>4   | <b>Purpose:</b><br>Semi-Annual   |  | <b>Date:</b><br>03/29/2017               |                 | <b>Time:</b><br>01:40 AM       |                 |               |
| <b>Comments</b><br>Good Job..  |                                  |  |  |                 |                                |                 |               |

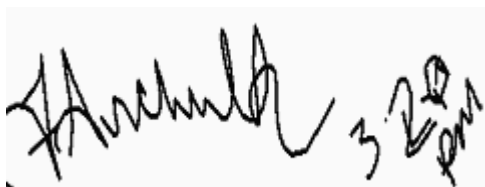
A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

| Licensure  |                |
|--|----------------|
| 8.16.2.11 A TYPES OF LICENSES                                  | Not Inspected  |
| 8.16.2.11 B RENEWAL OF LICENSE                                 | Not Inspected  |
| 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   | Not Inspected  |
| 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                                    |                |
| 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                                    | Compliance     |
| 8.16.2.22 E CHILDREN'S RECORDS                                 | Compliance     |
| 8.16.2.22 F PERSONNEL RECORDS                                  | Non-compliance |

|   |                                  |                            |
|---|----------------------------------|----------------------------|
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| <b>Administrative Requirements</b>  |                                  |                            |
| <p><b><u>Deficiencies</u></b><br/>The center failed to have 1 out of 7 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.<br/><b>Regulation:</b> 8.16.2.22F(1)(f)</p> <p><b><u>Corrective Action Plan</u></b><br/>The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.<br/><b>Date to be Completed:</b> 03/31/2017</p> |                                  |                            |
| <b>8.16.2.22 G PERSONNEL HANDBOOK</b>   |                                  | Compliance                 |
| <b>Personnel &amp; Staffing</b>   |                                  |                            |
| <b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>  |                                  | Compliance                 |
| <p><b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b></p> <p><b><u>Deficiencies</u></b><br/>Educators did not complete the following training within 3-months: Health and Safety Training<br/><b>Regulation:</b> 8.16.2.23B(2)(b)</p> <p><b><u>Corrective Action Plan</u></b><br/>All educators, regardless of the number of hours per week, will complete the above listed training.<br/><br/>The following staff members need to complete the required training:<br/><b>Date to be Completed:</b> 05/01/2017</p>  |                                  | Non-compliance             |
| <b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>   |                                  | Compliance                 |
| <b>Services &amp; Care of Children</b>  |                                  |                            |
| <b>8.16.2.24 A GUIDANCE</b>   |                                  | Compliance                 |
| <b>8.16.2.24 B NAPS OR REST PERIOD</b>  |                                  | Compliance                 |
| <b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>   |                                  | Compliance                 |
| <b>8.16.2.24 D DIAPERING AND TOILETING</b>  |                                  | Compliance                 |
| <b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>  |                                  | Compliance                 |
| <b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>   |                                  | N/A                        |
| <b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>   |                                  | Compliance                 |
| <b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>  |                                  | Compliance                 |
| <b>8.16.2.24 I EQUIPMENT AND PROGRAM</b>  |                                  | Compliance                 |
| <b>8.16.2.24 J OUTDOOR PLAY AREAS</b>   |                                  | Compliance                 |
| <b>8.16.2.24 K SWIMMING, WADING AND WATER</b>   |                                  | N/A                        |
| <b>8.16.2.24 L FIELD TRIPS</b>  |                                  | N/A                        |
| <b>Food Service</b>   |                                  |                            |
| <b>8.16.2.25 B MEALS AND SNACKS</b>   |                                  | Compliance                 |
| <b>8.16.2.25 C MENUS</b>  |                                  | Compliance                 |
|   |                                  |                            |

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| <b>Food Service</b>   |                                  |                            |
| 8.16.2.25 D KITCHENS  |                                  | Compliance                 |
| 8.16.2.25 E MEAL TIMES  |                                  | Compliance                 |
| <b>Health &amp; Safety Requirements</b>   |                                  |                            |
| 8.16.2.26 A HYGIENE   |                                  | Compliance                 |
| 8.16.2.26 B FIRST AID REQUIREMENTS  |                                  | Compliance                 |
| 8.16.2.26 C MEDICATION  |                                  | N/A                        |
| 8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS  |                                  | Compliance                 |
| 8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS                                       |                                  | N/A                        |
| <b>Buildings, Grounds &amp; Safety</b>  |                                  |                            |
| 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                 |
| 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.

 3:20 PM

03/29/2017



03/29/2017

Surveyor: Franchesca Archuleta

Date

Facility Rep: Rachel Martinez

Date