



Facility

Name: *Eastern N.M. University* **License Number:** *10886*
Address: *ENMU Station 25, PORTALES, NM 881300000*
Phone: *(575) 562-2805* **Fax:** **E-mail:**

License Information

Type: *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *05/01/2018* **Expiration Date:** *10/31/2018*

Capacity

Over Age 2: *55* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *55*
Square Footage: *1925*

Census

Over 2: *15* **Under 2:** *0*

Classrooms

Number of Classrooms: *3*

Days and Hours of Operation

Monday <i>7:45 AM - 5:15 PM</i>	Tuesday <i>7:45 AM - 5:15 PM</i>	Wednesday <i>7:45 AM - 5:15 PM</i>	Thursday <i>7:45 AM - 5:15 PM</i>	Friday <i>7:45 AM - 5:15 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *09/06/2018* **Time In:** *8:15 AM* **Time Out:** *9:45 AM* **Purpose:** *Annual*

Licensure

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

Administrative Requirements *(continued)*

8.16.2.21 C Incident Reporting Requirements

Compliance

Administrative Requirements

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

Compliance

8.16.2.22 F Personnel Records

Non-compliance

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will obtain documentation of a background check.

Regulation: 8.16.2.22.F.1.e.

Date to be Completed: 10/08/2018

From the review of staff records, it was determined that 4 out of 4 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.

Regulation: 8.16.2.22.F.1.o.

Date to be Completed: 10/08/2018

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

Compliance

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

N/A

Services & Care of Children (*continued*)

8.16.2.24 D Diapering and Toileting	<i>Compliance</i>
8.16.2.24 E Additional Requirements for Children with Special Needs	<i>Compliance</i>
8.16.2.24 F Additional Requirements for Night Care	<i>N/A</i>
8.16.2.24 G Physical Environment	<i>Compliance</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Compliance</i>
8.16.2.24 I Equipment and Program	<i>Compliance</i>
8.16.2.24 J Outdoor Play Areas	<i>Compliance</i>
8.16.2.24 K Swimming, Wadding and Water	<i>N/A</i>
8.16.2.24 L Field Trips	<i>Compliance</i>

Food Service

8.16.2.25 B Meals and Snacks	<i>Compliance</i>
8.16.2.25 C Menus	<i>Compliance</i>
8.16.2.25 D Kitchens	<i>N/A</i>
8.16.2.25 E Meal Times	<i>Compliance</i>

Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Compliance</i>
8.16.2.26 B First Aid Requirements	<i>Compliance</i>
8.16.2.26 C Medication	<i>Compliance</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Compliance</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>N/A</i>

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Compliance</i>
8.16.2.29 B Pest Control	<i>Compliance</i>
8.16.2.29 C Mechanical Systems	<i>Compliance</i>
8.16.2.29 D Water and Waste	<i>Compliance</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Compliance</i>
8.16.2.29 F Exits and Windows	<i>Compliance</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Compliance</i>

Buildings, Grounds & Safety (continued)

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

Additional Comments

None

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: Rosalyn Gonzalez



Facility Representative: Kathie Good