

Center Name: Eastern N.M. University			Address: STA 26 ENMU PORTALES, NM 881300000			Phone: (575)562-2805																										
License Number: 10886	Issue Date: 11/1/2016	Expiration Date: 10/31/2017	Type: 4 Star Child Care Center			Status: Licensed																										
Capacity Over Age 2: 55 Under Age 2: 0 Night Care: 0 Playground: 55						Census Over 2: 15 Under 2: 0																										
Days and Hours of Operation <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th><u>Monday</u></th> <th><u>Tuesday</u></th> <th><u>Wednesday</u></th> <th><u>Thursday</u></th> <th><u>Friday</u></th> <th><u>Saturday</u></th> <th><u>Sunday</u></th> </tr> </thead> <tbody> <tr> <td>Opening Times:</td> <td>07:45</td> <td>07:45</td> <td>07:45</td> <td>07:45</td> <td>07:45</td> <td>Closed</td> <td>Closed</td> </tr> <tr> <td>Closing Times:</td> <td>05:00 P</td> <td>05:00 P</td> <td>05:00 P</td> <td>05:00 P</td> <td>05:00 P</td> <td></td> <td></td> </tr> </tbody> </table>										<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	Opening Times:	07:45	07:45	07:45	07:45	07:45	Closed	Closed	Closing Times:	05:00 P	05:00 P	05:00 P	05:00 P	05:00 P		
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# of Classrooms: 2		Purpose: Annual		Date: 08/30/2017		Time: 09:20 AM																										
Comments The Director and Master Teacher started on August 14, 2017.																																

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	Compliance
8.16.2.11 B RENEWAL OF LICENSE	Compliance
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
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	Not Inspected
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 <u>Deficiencies</u> The center did not have available for review written policies and procedures covering expulsion of children. Regulation: 8.16.2.22C(1)-(8) <u>Corrective Action Plan</u> The center will complete written policies and procedures for the missing area(s). Date to be Completed: 09/29/2017	Non-compliance
8.16.2.22 D FAMILY HANDBOOK	Non-compliance

Center Name: Eastern N.M. University	License Number: 10886	Date: 08/30/2017
Administrative Requirements		
<p><u>Deficiencies</u></p> <p>The center did not have a parent handbook that included general information; parent handbook that included policies and procedures. The following general information needs to be included: mission statement; philosophy statement; program information (location, license information, days and hours of operation, services offered); name of director and how he/she may be reached; meals, snacks and types of food served (or alternatively, guidelines for children bringing their own food); daily schedule; statement supportive of family involvement that includes an open door policy to the classroom; celebrating holidays, birthdays and parties; disclosure to parents that the licensee does not have liability or accident insurance coverage. The center's policies and procedures regarding the following need to be included: enrollment procedures; disenrollment procedures; fee payment procedures, including penalties for tardiness; notification of absence; fee credits, if any (e.g. for vacations, absences, etc); field trip policies; health policies (program's policies on admitting sick children, when children can return after an illness, administering medication, and information on common illnesses); emergency procedures, safety policies, and disaster preparedness plan, which shall include steps for evacuation, relocation and reunification with parents, and individual plans for children with special needs; snow days and school closure; confidentiality policy; child abuse/neglect reporting procedure; guidance policy.</p> <p>Regulation: 8.16.2.22D(1)(2)</p> <p><u>Corrective Action Plan</u></p> <p>A parent handbook with required general information and center policies and procedures will be completed and distributed.</p> <p>Date to be Completed: 09/29/2017</p>		
<p>8.16.2.22 E CHILDREN'S RECORDS</p> <p><u>Deficiencies</u></p> <p>Of the 4 children's records reviewed, 1 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.</p> <p>Regulation: 8.16.2.22E(1)(e)</p> <p><u>Corrective Action Plan</u></p> <p>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.</p> <p>Date to be Completed: 09/29/2017</p>		Non-compliance
<p>8.16.2.22 F PERSONNEL RECORDS</p> <p><u>Deficiencies</u></p> <p>From the review of staff records, it was determined that 3 out of 3 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file.</p> <p>Regulation: 8.16.2.22F(1)</p> <p><u>Corrective Action Plan</u></p> <p>The program will complete a file for each staff including substitutes and volunteers.</p> <p>Date to be Completed: 09/29/2017</p>		Non-compliance
<p>8.16.2.22 G PERSONNEL HANDBOOK</p>		Compliance

Center Name: Eastern N.M. University	License Number: 10886	Date: 08/30/2017
Personnel & Staffing		
8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance	
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING <u>Deficiencies</u> The center failed to keep a training log on file with Date of training; Clock hours; Source of training for 1 out of 3 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log. Regulation: 8.16.2.23B(2)(I) <u>Corrective Action Plan</u> A training log will be completed for each staff that includes the employee 's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate. Date to be Completed: 09/29/2017	Non-compliance	
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES <u>Deficiencies</u> The center failed to post the capacity for each activity/interest area. 2 out of 2 classrooms failed to post the capacity for each activity/interest area. Regulation: 8.16.2.23 C (2)(b) <u>Corrective Action Plan</u> Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC Date to be Completed: 09/29/2017	Non-compliance	
Services & Care of Children		
8.16.2.24 A GUIDANCE	Compliance	
8.16.2.24 B NAPS OR REST PERIOD	Not Inspected	
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS	N/A	
8.16.2.24 D DIAPERING AND TOILETING	Compliance	
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Not Inspected	
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE	N/A	
8.16.2.24 G PHYSICAL ENVIRONMENT <u>Deficiencies</u> Materials were not cared for and organized by type and labeled with words and/or pictures where appropriate. Regulation: 8.16.2.24G(6) <u>Corrective Action Plan</u> Materials will be well cared for and organized by type and labeled with words and/or pictures where appropriate. Date to be Completed: 09/29/2017	Non-compliance	
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	Non-compliance	

Center Name: Eastern N.M. University	License Number: 10886	Date: 08/30/2017
Services & Care of Children		
<p><u>Deficiencies</u> The fall zone underneath the swings is not adequate as evidenced by the resilient material is not deep enough. Regulation: 8.16.2.24J(3)</p> <p><u>Corrective Action Plan</u> An approved resilient surface will be provided beneath the climbing structures, swings, and slides. Date to be Completed: 09/29/2017</p>		
8.16.2.24 K SWIMMING, WADING AND WATER	N/A	
8.16.2.24 L FIELD TRIPS	Compliance	
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	
<p>8.16.2.26 B FIRST AID REQUIREMENTS</p> <p><u>Deficiencies</u> The center does not have on duty all educators currently certified in first aid and cardiopulmonary resuscitation (CPR). Regulation: 8.16.2.26B(1)</p> <p><u>Corrective Action Plan</u> All educators must be certified in first aid and cardiopulmonary resuscitation (CPR). Date to be Completed: 09/29/2017</p>	Non-compliance	
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	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	
8.16.2.29 H SAFETY COMPLIANCE	Non-compliance	

Center Name:

Eastern N.M. University

License Number:

10886

Date:

08/30/2017

Buildings, Grounds & Safety**Deficiencies**

The center failed to conduct a fire drill for the month(s) of July.

Regulation: 8.16.2.29H(2)

Corrective Action Plan

A monthly fire drill will be held and recorded.

Date to be Completed: 09/29/2017

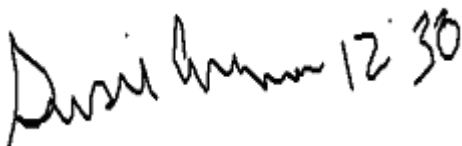
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES

Compliance

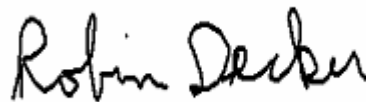
8.16.2.29 J PETS

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.



08/30/2017



08/30/2017

Surveyor: Susie Aragon

Date

Facility Rep: Robin Decker

Date