

<b>Center Name:</b> Eglys Rivero Medina			<b>Address:</b> 201 Cardenas Dr NE Albuquerque, NM 87108			<b>Phone:</b> (505)948-0793		
<b>License Number:</b> 157148	<b>Issue Date:</b> 12/1/2017	<b>Expiration Date:</b> 03/1/2018	<b>Type:</b> 2 Star + Family Child Care Home			<b>Status:</b> Licensed		
<b>Capacity</b>						<b>Census</b>		
Over Age 2:	3	Under Age 2:	2	Night Care:	0	Playground:	0	
						Over 2:	2	Under 2:
<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:	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM
Closing Times:	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM
<b># of Classrooms:</b> 2		<b>Purpose:</b> Other		<b>Date:</b> 01/16/2018			<b>Time:</b> 01:30 PM	
<b>Comments</b> this visit is for a requested change of capacity, the new capacity is 4 children under two and 8 over two years old								

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

### Licensure

8.16.2.31 A LICENSING REQUIREMENTS	Not Inspected
8.16.2.31 B CAPACITY OF A HOME	Compliance
8.16.2.31 C INCIDENT REPORTING REQUIREMENTS	Not Inspected

### Administrative Requirements

8.16.2.32 A ADMINISTRATIVE RECORDS	Compliance
8.16.2.32 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.32 C PARENT HANDBOOK	Compliance
8.16.2.32 D CHILDREN'S RECORDS	Not Inspected
8.16.2.32 E PERSONNEL RECORDS	Compliance

#### 8.16.2.32 F PERSONNEL HANDBOOK

##### Deficiencies

The provider did not have a personnel handbook for each non-resident employee. The following information needs to be included: job descriptions of all employees by title; benefits, including vacation days, sick leave, professional development days, health insurance, break times, etc.; code of conduct; training requirements, professional development opportunities; procedures and criteria for performance evaluations; policies on absence from work; procedures for resignation or termination; copy of licensing regulations; policy on parent involvement; health policies related to both children and staff; policy on sexual harassment; plan for retention of qualified staff.

**Regulation:** 8.16.2.32F

##### Corrective Action Plan

A personnel handbook with required information will be completed and distributed to each non-resident employee.

**Date to be Completed:** 02/16/2018

Non-compliance

### Personnel & Staffing

<b>Center Name:</b> Eglys Rivero Medina	<b>License Number:</b> 157148	<b>Date:</b> 01/16/2018
<b>Personnel &amp; Staffing</b>		
8.16.2.33 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance	
8.16.2.33 B STAFF QUALIFICATIONS AND TRAINING	Compliance	
<b>Services &amp; Care of Children</b>		
8.16.2.34 A GUIDANCE	Not Inspected	
8.16.2.34 B NAPS OR REST PERIOD	Compliance	
8.16.2.34 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS	Compliance	
8.16.2.34 D DIAPERING AND TOILETING	Compliance	
8.16.2.34 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Not Inspected	
8.16.2.34 F NIGHT CARE	Not Inspected	
8.16.2.34 G PHYSICAL ENVIRONMENT	Compliance	
8.16.2.34 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Not Inspected	
8.16.2.34 I EQUIPMENT AND PROGRAM	Compliance	
8.16.2.34 J OUTDOOR PLAY	Not Inspected	
8.16.2.34 K SWIMMING, WADING AND WATER	Not Inspected	
8.16.2.34 L FIELD TRIPS	Not Inspected	
<b>Food Service</b>		
8.16.2.35 B MEALS AND SNACKS	Not Inspected	
8.16.2.35 C MENUS	Not Inspected	
8.16.2.35 D KITCHENS	Not Inspected	
8.16.2.35 E MEAL TIMES	Not Inspected	
<b>Health &amp; Safety Requirements</b>		
8.16.2.36 A HYGIENE	Compliance	
8.16.2.36 B FIRST AID REQUIREMENTS	Compliance	
8.16.2.36 C MEDICATION	Not Inspected	
8.16.2.36 D ILLNESS AND NOTIFIABLE DISEASES	Not Inspected	
8.16.2.37 A-G TRANSPORTATION REQUIREMENTS FOR HOMES	Not Inspected	
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.38 A HOUSEKEEPING	Compliance	
8.16.2.38 B PEST CONTROL	Compliance	
8.16.2.38 C MECHANICAL SYSTEMS	Compliance	
8.16.2.38 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL	Compliance	
8.16.2.38 E EXITS	Compliance	
8.16.2.38 F TOILET AND BATHING FACILITIES	Compliance	
8.16.2.38 G SAFETY COMPLIANCE	Compliance	
8.16.2.38 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Compliance	

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Eglys Rivero Medina

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157148

**Date:**

01/16/2018

**Buildings, Grounds & Safety**

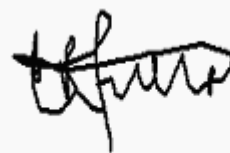
**8.16.2.38 I PETS**

Not Inspected

**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.**



01/16/2018



01/16/2018

Surveyor: Sylvia Foster

Date

Facility Rep: Eglys Rivero Medina

Date