

Center Name: Elsa Irma Velasquez		Address: 1708 Jay St. Santa Fe, NM 87505			Phone: (505)316-6048		
License Number: 162703	Issue Date: 08/4/2016	Expiration Date: 08/3/2017	Type: 2 Star Family Child Care Home		Status: Licensed		
Capacity					Census		
Over Age 2:	4	Under Age 2:	2	Night Care:	0	Playground:	0
		Over 2:	2	Under 2:	2		
Days and Hours of Operation							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	Closed	Closed
Closing Times:	05:30 PM	05:30 PM	05:30 PM	05:30 PM	05:30 PM		
# of Classrooms: 1	Purpose: Annual		Date: 06/20/2017		Time: 02:00 PM		
Comments Went over new regulations.							

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	Compliance
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 <u>Deficiencies</u> The home's policies and procedures regarding the following need to be included: policies and procedures shall include how the home will maintain a positive environment and will focus on preventing the expulsion of children age birth to five; the home must develop policies that include clear, appropriate, consistent expectations, and consequences to address disruptive student behaviors; and ensure fairness, equity, and continuous improvement. Regulation: 8.16.2.32C(1)(2) <u>Corrective Action Plan</u> A parent handbook with required general information and policies and procedures will be completed and distributed. Date to be Completed: 07/20/2017	Non-compliance
8.16.2.32 D CHILDREN'S RECORDS	Non-compliance

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Administrative Requirements		
<p><u>Deficiencies</u> Of the 6 children's records reviewed, 1 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 8.16.2.32 form for the child(ren) with missing information. Regulation: 8.16.2.32D(2)(c)</p> <p><u>Corrective Action Plan</u> The home will review a child's record to ensure complete information has been obtained before a child is admitted. Date to be Completed: 07/20/2017</p>		
8.16.2.32 E PERSONNEL RECORDS		Non-compliance
<p><u>Deficiencies</u> The home does not have documentation of a background check within 5 years for care giver(s); person(s) over 18 years of age and older living in the home. Regulation: 8.16.2.32E(1)</p> <p><u>Corrective Action Plan</u> Documentation of a background check and employment history verification for all staff members and all adults living in the home. A background check must be conducted at least once every five years on all required individuals. Date to be Completed: 07/20/2017</p>		
8.16.2.32 F PERSONNEL HANDBOOK		Compliance
Personnel & Staffing		
8.16.2.33 A PERSONNEL AND STAFFING REQUIREMENTS		Compliance
8.16.2.33 B STAFF QUALIFICATIONS AND TRAINING		Non-compliance
<p><u>Deficiencies</u> Educators did not complete the following training within 3-months: Health and Safety Training Regulation: 8.16.2.33B(1)</p> <p><u>Corrective Action Plan</u> All educators, regardless of the number of hours per week, will complete the above listed training. Date to be Completed: 07/20/2017</p>		
Services & Care of Children		
8.16.2.34 A GUIDANCE		Compliance
8.16.2.34 B NAPS OR REST PERIOD		Non-compliance
<p><u>Deficiencies</u> Sleeping children are not adequately supervised as evidenced by child was asleep in a separate room. Regulation: 8.16.2.34B(8)</p> <p><u>Corrective Action Plan</u> Staff will remain with sleeping children at all times. Date to be Completed: 07/20/2017</p>		
8.16.2.34 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS		Compliance

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Services & Care of Children		
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		N/A
8.16.2.34 G PHYSICAL ENVIRONMENT		Compliance
8.16.2.34 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT		Compliance
8.16.2.34 I EQUIPMENT AND PROGRAM		Compliance
8.16.2.34 J OUTDOOR PLAY		Compliance
8.16.2.34 K SWIMMING, WADING AND WATER		Not Inspected
8.16.2.34 L FIELD TRIPS		Not Inspected
Food Service		
8.16.2.35 B MEALS AND SNACKS		Compliance
8.16.2.35 C MENUS		Compliance
8.16.2.35 D KITCHENS		Compliance
8.16.2.35 E MEAL TIMES		Compliance
Health & Safety Requirements		
8.16.2.36 A HYGIENE		Compliance
8.16.2.36 B FIRST AID REQUIREMENTS		Compliance
8.16.2.36 C MEDICATION		Compliance
8.16.2.36 D ILLNESS AND NOTIFIABLE DISEASES		Compliance
8.16.2.37 A-G TRANSPORTATION REQUIREMENTS FOR HOMES		Not Inspected
Buildings, Grounds & Safety		
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		Non-compliance
<p><u>Deficiencies</u> The home's fire extinguisher does not have a tag with a date verifying yearly inspection. Regulation: 8.16.2.38G(2)</p> <p><u>Corrective Action Plan</u> The fire extinguisher will be inspected and have an official tag noting the date of inspection . Date to be Completed: 07/20/2017</p>		

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Buildings, Grounds & Safety

Deficiencies

The home failed to conduct a fire drill for the month(s) of January; February; March; April; May; June.

Regulation: 8.16.2.38G(3)

Corrective Action Plan

A monthly fire drill will be held and recorded.

Date to be Completed: 07/20/2017

Deficiencies

The home failed to conduct an emergency preparedness practice drills for at least once a quarter.

Regulation: 8.16.2.38 G(3)

Corrective Action Plan

A home will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.

Date to be Completed: 07/20/2017

8.16.2.38 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Compliance
8.16.2.38 I PETS	Compliance

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.

Dion Ortega 3:45 PM

06/20/2017

Elsa Irma Velasquez

06/20/2017

Surveyor:Dion Ortega	Date	Facility Rep:Elsa Irma Velasquez	Date
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