



Facility

Name: *Elsa Irma Velazquez* **License Number:** *162703*
Address: *1708 Jay St., Santa Fe, NM 87505*
Phone: *5053166048* **Fax:** **E-mail:** *irmavelazquez48@gmail.com*

License Information

Type: *2 Star Family Child Care Home* **Status:** *Licensed* **Issue Date:** *08/04/2017* **Expiration Date:** *08/03/2018*

Capacity

Over Age 2: *4* **Under Age 2:** *2* **Night Care:** *0* **Playground:** *0*
Square Footage: *0*

Census

Over 2: *2* **Under 2:** *1*

Classrooms

Number of Classrooms: *1*

Days and Hours of Operation

Monday <i>7:30 AM - 5:30 PM</i>	Tuesday <i>7:30 AM - 5:30 PM</i>	Wednesday <i>7:30 AM - 5:30 PM</i>	Thursday <i>7:30 AM - 5:30 PM</i>	Friday <i>7:30 AM - 5:30 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *06/05/2018* **Time In:** *10:10 AM* **Time Out:** *11:25 AM* **Purpose:** *Annual*

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 Compliance

Administrative Requirements

- 8.16.2.32 A Administrative Records **Non-compliance**

The licensee does not have on file the following: the current child care regulations.

Corrective Action Plan

All required items will be on file for review.

Regulation: 8.16.2.32.A.1.

Date to be Completed: 07/05/2018

- 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 **Non-compliance**

Of the 3 children's records reviewed of those children who are no longer attending, 1 is/are missing the date of the child's last day at the center. See Children's Records 8.16.2.32 form for the child(ren) with missing information and/or authorization.

Corrective Action Plan

The last days of attendance will be added and the center will review all the children's records to ensure complete information is on file.

Regulation: 8.16.2.32.D.1.d.

Date to be Completed: 07/05/2018

Of the 3 children's records reviewed, 1 is/are missing a signed acknowledgement that the parent or guardian has read and understands the parent handbook. See the Children's Records 8.16.2.32 form for the child(ren) with missing information.

Corrective Action Plan

The home will review a child's record to ensure complete information has been obtained before a child is admitted.

Regulation: 8.16.2.32.D.1.k.

Date to be Completed: 07/05/2018

Administrative Requirements *(continued)*

8.16.2.32 E Personnel Records

Non-compliance

Home educators do not have a signed statement that they would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC. Corrected on site.

Corrective Action Plan

Documentation of an annual statement concerning disqualification will be obtained for each educator.

Regulation: 8.16.2.32.E.2.

Date to be Completed: 07/05/2018

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

Compliance

Services & Care of Children

8.16.2.34 A Guidance

Compliance

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

N/A

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, Wadding and Water

N/A

8.16.2.34 L Field Trips

N/A

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

Food Service (continued)

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

Non-compliance

The home's first aid kit does not contain a thermometer. Corrected on site.

Corrective Action Plan

Missing items will be added to the first-aid kit and replaced as used.

Regulation: 8.16.2.36.B.1.

Date to be Completed: 07/05/2018

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

N/A

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

The home failed to conduct a fire drill for the month(s) of May.

Corrective Action Plan

A monthly fire drill will be held and recorded.

Regulation: 8.16.2.38.G.3.

Date to be Completed: 07/05/2018

8.16.2.38 H Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances

Compliance

Buildings, Grounds & Safety (continued)

8.16.2.38 I Pets

Non-compliance

The home does not have a record of inoculations for a pet dog in the home.

Corrective Action Plan

An inoculation record will be obtained and kept on file for future review.

Regulation: 8.16.2.38.1.2.

Date to be Completed: 07/05/2018

Additional Comments

Gave her an updated notifiable disease form to post.

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: Diana Martinez



Facility Representative: Elsa Velazquez