

<b>Center Name:</b> First Presbyterian Pre School			<b>Address:</b> 208 Grant Ave. Santa Fe, NM 87501			<b>Phone:</b> (505)982-8919																										
<b>License Number:</b> 106952	<b>Issue Date:</b> 04/28/2016	<b>Expiration Date:</b> 04/27/2017	<b>Type:</b> 4 Star Child Care Center			<b>Status:</b> Licensed																										
<b>Capacity</b> Over Age 2: 36    Under Age 2: 24    Night Care: 0    Playground: 45						<b>Census</b> Over 2: 32    Under 2: 14																										
<b>Days and Hours of Operation</b> <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>07:30 AM</td> <td>07:30 AM</td> <td>07:30 AM</td> <td>07:30 AM</td> <td>07:30 AM</td> <td>Closed</td> <td>Closed</td> </tr> <tr> <td>Closing Times:</td> <td>05:30 PM</td> <td>05:30 PM</td> <td>05:30 PM</td> <td>05:30 PM</td> <td>05:30 PM</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:	07:30 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		
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<b># of Classrooms:</b> 5		<b>Purpose:</b> Annual		<b>Date:</b> 02/06/2017		<b>Time:</b> 09:00 AM																										
<b>Comments</b>																																


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	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
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Compliance
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	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

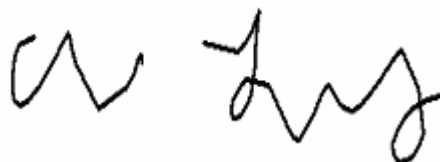
<b>Center Name:</b> First Presbyterian Pre School	<b>License Number:</b> 106952	<b>Date:</b> 02/06/2017
<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 11 staff records does/do not include employment history verification. See Staff Records 8.16.2.22 form for staff with this missing information.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(e)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will complete employment history verification and retain on file.</p> <p><b>Date to be Completed:</b> 03/06/2017</p> <p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 3 out of 12 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(h)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will obtain verification of all training and retain on file.</p> <p><b>Date to be Completed:</b> 03/06/2017</p>		
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Compliance
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Compliance
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>		Compliance
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>		Compliance
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>		Compliance
<b>8.16.2.24 B NAPS OR REST PERIOD</b>		Compliance
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>		Compliance
<b>8.16.2.24 D DIAPERING AND TOILETING</b>		Compliance
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>		Compliance
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>		Compliance
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>		Compliance
<b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>		Compliance
<b>8.16.2.24 I EQUIPMENT AND PROGRAM</b>		Compliance
<b>8.16.2.24 J OUTDOOR PLAY AREAS</b>		Compliance
<b>8.16.2.24 K SWIMMING, WADING AND WATER</b>		Not Inspected
<b>8.16.2.24 L FIELD TRIPS</b>		Not Inspected
<b>Food Service</b>		
<b>8.16.2.25 B MEALS AND SNACKS</b>		Compliance
<b>8.16.2.25 C MENUS</b>		Compliance
<b>8.16.2.25 D KITCHENS</b>		Compliance

<b>Center Name:</b> First Presbyterian Pre School	<b>License Number:</b> 106952	<b>Date:</b> 02/06/2017
<b>Food Service</b>		
8.16.2.25 E MEAL TIMES	Compliance	
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE	Compliance	
8.16.2.26 B FIRST AID REQUIREMENTS	Compliance	
8.16.2.26 C MEDICATION	Compliance	
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS	Compliance	
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS	Compliance	
<b>Buildings, Grounds &amp; Safety</b>		
<b>8.16.2.29 A HOUSEKEEPING</b> <u>Deficiencies</u> The Fixtures are not in good repair as evidenced by cracked plastic and chipping wood. Regulation: 8.16.2.29A(1) <u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 03/06/2017	Non-compliance	
8.16.2.29 B PEST CONTROL	Compliance	
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	Compliance	
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.

 11:20 AM

02/06/2017



02/06/2017

Surveyor: Dion Ortega	Date	Facility Rep: Anne Liley	Date
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