



<b>Center Name:</b> Gricell Ingrassia			<b>Address:</b> 1652 La Cieneguita Santa Fe, NM 87507			<b>Phone:</b> (505)474-9185		
<b>License Number:</b> 134026	<b>Issue Date:</b> 07/10/2017	<b>Expiration Date:</b> 07/9/2018	<b>Type:</b> 2 Star Family Child Care Home			<b>Status:</b> Licensed		
<b>Capacity</b> Over Age 2: 4      Under Age 2: 2      Night Care: 0      Playground: 0						<b>Census</b> Over 2: 3      Under 2: 0		
<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:	07:30 AM	07:30	07:30 AM	07:30 A	07:30 A	Closed	Closed	
Closing Times:	05:30 PM	05:30 P	05:30 P	05:30 P	05:30 P			
<b># of Classrooms:</b> 1		<b>Purpose:</b> Semi-Annual		<b>Date:</b> 11/27/2017		<b>Time:</b> 10:40 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

8.16.2.31 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	Compliance
8.16.2.32 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.32 C PARENT HANDBOOK	Compliance

<p><b>8.16.2.32 D CHILDREN'S RECORDS</b></p> <p><u><b>Deficiencies</b></u> Of the 4 children's records reviewed, 2 is/are missing the date the child first attended the home. See Children's Records 8.16.2.32 form for the child(ren) with missing information and/or authorization. <b>Regulation:</b> 8.16.2.32D(1)(d)</p> <p><u><b>Corrective Action Plan</b></u> The first attendance date will be added. <b>Date to be Completed:</b> 12/26/2017</p> <p><u><b>Deficiencies</b></u> Of the 4 children's records reviewed, 1 is/are missing information on allergies or medical conditions. See Children's Records 8.16.2.32form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.32 D(2)(a)</p> <p><u><b>Corrective Action Plan</b></u> The home will review a child's record to ensure complete information has been obtained before a child is admitted. <b>Date to be Completed:</b> 12/26/2017</p>	Non-compliance
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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> Of the 4 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. <b>Regulation:</b> 8.16.2.32D(2)(c)</p> <p><b><u>Corrective Action Plan</u></b> The home will review a child's record to ensure complete information has been obtained before a child is admitted. <b>Date to be Completed:</b> 12/26/2017</p>		
<p><b>8.16.2.32 E PERSONNEL RECORDS</b></p> <p><b><u>Deficiencies</u></b> 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. <b>Regulation:</b> 8.16.2.32E(1)</p> <p><b><u>Corrective Action Plan</u></b> 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. <b>Date to be Completed:</b> 12/26/2017</p>	Non-compliance	
<b>8.16.2.32 F PERSONNEL HANDBOOK</b>	Compliance	
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.33 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Compliance	
<b>8.16.2.33 B STAFF QUALIFICATIONS AND TRAINING</b>	Compliance	
<b>Services &amp; Care of Children</b>		
<b>8.16.2.34 A GUIDANCE</b>	Compliance	
<b>8.16.2.34 B NAPS OR REST PERIOD</b>	Not Inspected	
<b>8.16.2.34 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>	N/A	
<b>8.16.2.34 D DIAPERING AND TOILETING</b>	Compliance	
<b>8.16.2.34 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>	N/A	
<b>8.16.2.34 F NIGHT CARE</b>	N/A	
<b>8.16.2.34 G PHYSICAL ENVIRONMENT</b>	Compliance	
<b>8.16.2.34 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>	Compliance	
<b>8.16.2.34 I EQUIPMENT AND PROGRAM</b>	Compliance	
<b>8.16.2.34 J OUTDOOR PLAY</b>	Compliance	
<b>8.16.2.34 K SWIMMING, WADING AND WATER</b>	N/A	
<b>8.16.2.34 L FIELD TRIPS</b>	N/A	
<b>Food Service</b>		
<b>8.16.2.35 B MEALS AND SNACKS</b>	Compliance	

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<b>Food Service</b>		
8.16.2.35 C MENUS	Compliance	
8.16.2.35 D KITCHENS	Compliance	
8.16.2.35 E MEAL TIMES	Compliance	
<b>Health &amp; Safety Requirements</b>		
8.16.2.36 A HYGIENE	Compliance	
8.16.2.36 B FIRST AID REQUIREMENTS	Not Inspected	
8.16.2.36 C MEDICATION	N/A	
8.16.2.36 D ILLNESS AND NOTIFIABLE DISEASES	Compliance	
8.16.2.37 A-G TRANSPORTATION REQUIREMENTS FOR HOMES	N/A	
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.38 A HOUSEKEEPING	Compliance	
8.16.2.38 B PEST CONTROL	N/A	
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	
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.**



11/27/2017



11/27/2017

Surveyor: Diana Martinez	Date	Facility Rep: Gricell "Lisa" Ingrassia	Date
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