



### Facility

Name: *Helen Gallegos* License Number: *75169*  
 Address: *1604 HOWARD, CLOVIS, NM 881010000*  
 Phone: *5753664499* Fax: E-mail:

### License Information

Type: *2 Star + Group Child Care Home* Status: *Licensed* Issue Date: *11/21/2017* Expiration Date: *11/20/2018*

### Capacity

Over Age 2: *8* Under Age 2: *4* Night Care: *0* Playground: *0*  
 Square Footage: *420*

### Census

Over 2: *4* Under 2: *2*

### Classrooms

Number of Classrooms: *2*

### Days and Hours of Operation

<b>Monday</b> <i>7:00 AM - 8:00 PM</i>	<b>Tuesday</b> <i>7:00 AM - 8:00 PM</i>	<b>Wednesday</b> <i>7:00 AM - 8:00 PM</i>	<b>Thursday</b> <i>7:00 AM - 8:00 PM</i>	<b>Friday</b> <i>7:00 AM - 8:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

Date: *09/20/2018* Time In: *11:15 AM* Time Out: *12:15 PM* 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 *Compliance*
- 8.16.2.32 B Mission, Philosophy and Curriculum Statement *Compliance*
- 8.16.2.32 C Parent Handbook *Compliance*

## Administrative Requirements *(continued)*

### 8.16.2.32 D Children's Records

**Non-compliance**

*Of the 9 children's records reviewed, 1 is/are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.32 form for the child(ren) with no immunization/exemption.*

#### *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.e.

Date to be Completed: 11/01/2018

### 8.16.2.32 E Personnel Records

Compliance

### 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**

*Current educators did not complete the health and safety training within three (3) months of their date of hire.*

#### *Corrective Action Plan*

*All educators, regardless of the number of hours per week, will complete the above listed training.*

Regulation: 8.16.2.33.B.1.

Date to be Completed: 11/01/2018

## 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

Compliance

### 8.16.2.34 F Night Care

Compliance

### 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

## Services & Care of Children (*continued*)

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	<b>Non-compliance</b>

*A leftover is not properly stored; the item is not labeled and dated.*

*Provider corrected on site.*

*Corrective Action Plan*

*Proper food storage practices will be implemented.*

Regulation: 8.16.2.35.D.4.

Date to be Completed: 10/02/2018

8.16.2.35 E Meal Times	Compliance
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## 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	N/A

## Buildings, Grounds & Safety

8.16.2.38 A Housekeeping	Compliance
8.16.2.38 B Pest Control	Not Inspected
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

**Buildings, Grounds & Safety (continued)**

8.16.2.38 I Pets

N/A

**Additional Comments**

None

**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.



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Surveyor: *Nicholas Conde*



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Facility Representative: *Helen Gallegos*