

Center Name: Helen Gallegos		Address: 1604 HOWARD CLOVIS, NM 881010000			Phone: (575)366-4499		
License Number: 75169	Issue Date: 11/21/2016	Expiration Date: 11/20/2017	Type: 2 Star + Group Child Care Home		Status: Licensed		
Capacity					Census		
Over Age 2:	8	Under Age 2:	4	Night Care:	0	Playground:	0
		Over 2:	2	Under 2:	1		
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:	07:00	07:00	07:00	07:00	07:00	Closed	Closed
Closing Times:	08:00 P	08:00 P	08:00 P	08:00 P	08:00 P		
# of Classrooms: 2	Purpose: Semi-Annual		Date: 03/14/2017		Time: 10:30 AM		
Comments T/TA Expulsion policy							

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	Not Inspected
8.16.2.31 B CAPACITY OF A HOME	Not Inspected
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	Not Inspected
8.16.2.32 C PARENT HANDBOOK	Not Inspected

<p>8.16.2.32 D CHILDREN'S RECORDS</p> <p><u>Deficiencies</u> Of the 5 children's records reviewed, 1 is/are missing complete parental/guardian information as follows: 5. See Children's Records 8.16.2.32 form for the child(ren) with missing information.</p> <p>Regulation: 8.16.2.32D(1)(b)</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.</p> <p>Date to be Completed: 04/14/2017</p>	Non-compliance
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

Center Name:

Helen Gallegos

License Number:

75169

Date:

03/14/2017

Administrative Requirements**Deficiencies**

Of the 5 children's records reviewed, 1 is/are missing a list of people authorized to pick up the child and an authorization form signed by the parent or guardian. See Children's Records 8.16.2.32 form for the child(ren) with missing information and/or authorization.

Regulation: 8.16.2.32D(1)(c)

Corrective Action Plan

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

Date to be Completed: 04/14/2017

Deficiencies

Of the 5 children's records reviewed, 1 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.

Regulation: 8.16.2.32D(1)(d)

Corrective Action Plan

The first attendance date will be added.

Date to be Completed: 04/14/2017

Deficiencies

Of the 5 children's records reviewed, 1 is/are missing written authorization, containing fieldtrip destination, date and time of fieldtrip and expected return time, from the child's parent or guardian to remove the child from the premises to participate in off-site activities. See Children's Records 8.16.2.32 form for the child(ren) with missing information and/or authorization.

Regulation: 8.16.2.32D(1)(g)

Corrective Action Plan

Written permission from the child's parent or guardian will be obtained prior to taking the child off site.

Date to be Completed: 04/14/2017

Deficiencies

Of the 5 children's records reviewed, 1 is/are missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. See Children's Records 8.16.2.32 form for the child(ren) with missing information.

Regulation: 8.16.2.32D(2)(b)

Corrective Action Plan

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

Date to be Completed: 04/14/2017

Center Name: Helen Gallegos	License Number: 75169	Date: 03/14/2017
---------------------------------------	---------------------------------	----------------------------

Administrative Requirements

Deficiencies

Of the 5 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)

Corrective Action Plan

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

Date to be Completed: 04/14/2017

Deficiencies

Of the 5 children's records reviewed, 1 is/are missing a document giving the home permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. See Children's Records 8.16.2.32 form for the child(ren) with missing information.

Regulation: 8.16.2.32D(2)(d)

Corrective Action Plan

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

Date to be Completed: 04/14/2017

8.16.2.32 E PERSONNEL RECORDS	Non-compliance
<p><u>Deficiencies</u></p> <p>The home does not have documentation of a background check within 5 years for care giver(s).</p> <p>Regulation: 8.16.2.32E(1)</p> <p><u>Corrective Action Plan</u></p> <p>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.</p> <p>Date to be Completed: 04/14/2017</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	Compliance
Services & Care of Children	
8.16.2.34 A GUIDANCE	Compliance
8.16.2.34 B NAPS OR REST PERIOD	Not Inspected
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	Not Inspected
8.16.2.34 F NIGHT CARE	N/A
8.16.2.34 G PHYSICAL ENVIRONMENT	Compliance

Center Name: Helen Gallegos	License Number: 75169	Date: 03/14/2017
Services & Care of Children		
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		N/A
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		Not Inspected
8.16.2.36 D ILLNESS AND NOTIFIABLE DISEASES		Not Inspected
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		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		Not Inspected
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		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.

Susie Aragon
11:30

03/14/2017

Helen Gallegos

03/14/2017

Surveyor: Susie Aragon

Date

Facility Rep: Helen Gallegos

Date