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|---|---------------------------------|--|--|----------------------------|--------------------------------|--------------------------|-----------------|---------------|
| Center Name: Holy Cross Catholic School | | Address: 1331 N. Miranda Las Cruces, NM 88005 | | | Phone: (575)526-2517 | | | |
| License Number: 25353 | Issue Date: 06/1/2016 | Expiration Date: 05/31/2017 | Type: 2 Star Child Care Center | | Status: Licensed | | | |
| Capacity | | | | | Census | | | |
| Over Age 2: | 230 | Under Age 2: | 0 | Night Care: | 0 | Playground: | 230 | |
| | | Over 2: | 30 | Under 2: | 0 | | | |
| Days and Hours of Operation | | | | | | | | |
| Morning | | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> | <u>Sunday</u> |
| Opening Times: | | | | | | | Closed | Closed |
| Closing Times: | | | | | | | | |
| Afternoon | | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> | <u>Saturday</u> | <u>Sunday</u> |
| Opening Times: | | 07: | 07: | 07: | 07: | 07: | | |
| Closing Times: | | 06:00 PM | 06:00 PM | 06:00 PM | 06:00 PM | 06:00 PM | | |
| # of Classrooms: 1 | | Purpose: Annual | | Date: 03/09/2017 | | Time: 03:15 PM | | |
| Comments | | | | | | | | |

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

| Licensure | |
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| 8.16.2.40 A LICENSING REQUIREMENTS | Compliance |
| 8.16.2.40 B CAPACITY OF A PROGRAM | Compliance |
| 8.16.2.40 C, D INCIDENT REPORTING REQUIREMENTS | Not Inspected |
| Administrative Requirements | |
| 8.16.2.41 A ADMINISTRATION RECORDS | Compliance |
| 8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT | Not Inspected |
| 8.16.2.41 C PARENT HANDBOOK <u>Deficiencies</u> The program did not have a parent handbook that included policies and procedures. The program's policies and procedures regarding the following need to be included: emergency procedures, safety policies, and disaster preparedness plan, which shall include steps for evacuation, relocation and reunification with parents, and individual plans for children with special needs, and expulsion policy. Regulation: 8.16.2.41C(1)(2) <u>Corrective Action Plan</u> A parent handbook with required general information and program policies and procedures will be completed and distributed. Date to be Completed: 04/09/2017 | Non-compliance |
| 8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS | Compliance |
| 8.16.2.41 E PERSONNEL RECORDS | Compliance |
| 8.16.2.41 F PERSONNEL HANDBOOK | Not Inspected |

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| Center Name: Holy Cross Catholic School | License Number: 25353 | Date: 03/09/2017 |
| Personnel & Staffing | | |
| 8.16.2.42 A PERSONNEL AND STAFFING REQUIREMENTS | | Compliance |
| 8.16.2.42 B STAFF QUALIFICATIONS | | Compliance |
| 8.16.2.42 C TRAINING | | Compliance |
| Services & Care of Children | | |
| 8.16.2.43 A GUIDANCE | | Compliance |
| 8.16.2.43 B PHYSICAL ENVIRONMENT | | Compliance |
| 8.16.2.43 C SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT | | Compliance |
| 8.16.2.43 D EQUIPMENT AND PROGRAM | | Compliance |
| 8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS | | Not Inspected |
| 8.16.2.43 G SWIMMING, WADING AND WATER | | N/A |
| 8.16.2.43 H FIELD TRIPS | | Not Inspected |
| 8.16.2.43 F OUTDOOR PLAY AREAS | | Compliance |
| Food Service | | |
| 8.16.2.44 B MEALS AND SNACKS | | Compliance |
| 8.16.2.44 C KITCHENS | | Compliance |
| Health & Safety Requirements | | |
| 8.16.2.45 A HYGIENE | | Compliance |
| 8.16.2.45 B FIRST AID REQUIREMENTS | | Compliance |
| 8.16.2.45 C MEDICATION | | Not Inspected |
| 8.16.2.45 D ILLNESSES | | Not Inspected |
| 8.16.2.46 A-H TRANSPORTATION REQUIREMENTS | | Compliance |
| Buildings, Grounds & Safety | | |
| 8.16.2.47 A HOUSEKEEPING | | Compliance |
| 8.16.2.47 B PEST CONTROL | | Not Inspected |
| 8.16.2.47 C MECHANICAL SYSTEMS | | Compliance |
| 8.16.2.47 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL | | Compliance |
| 8.16.2.47 E EXITS AND WINDOWS | | Compliance |
| 8.16.2.47 F TOILET AND BATHING FACILITIES | | Compliance |
| 8.16.2.47 G SAFETY COMPLIANCE | | Non-compliance |

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Buildings, Grounds & Safety

Deficiencies

The program failed to conduct a fire drill for the month(s) of February. No fire drill conducted in February 2017.

Regulation: 8.16.2.47G(2)

Corrective Action Plan

A monthly fire drill will be held and recorded. Two fire drills will be conducted in March 2017.

Date to be Completed: 04/09/2017

Deficiencies

The program does not have verification of an annual fire inspection from the fire authority having jurisdiction.

Regulation: 8.16.2.47G(3)

Corrective Action Plan

An annual fire inspection will be requested from the fire authority having jurisdiction over the program.

Date to be Completed: 04/09/2017

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| 8.16.2.47 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES | Compliance |
| 8.16.2.47 G, I PETS | Not Inspected |

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.



03/09/2017



03/09/2017

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| Surveyor: Steven Wells | Date | Facility Rep: Lili Bates | Date |
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