



**Facility**

**Name:** *Imagination Station Preschool* **License Number:** *151671*  
**Address:** *216 N. 1st., Bloomfield, NM 87413*  
**Phone:** *5056323140* **Fax:**  **E-mail:** *sandrak8384@gmail.com*

**License Information**

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *10/07/2017* **Expiration Date:** *10/06/2018*

**Capacity**

**Over Age 2:** *30* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *33*  
**Square Footage:** *0*

**Census**

**Over 2:** *31* **Under 2:** *3*

**Classrooms**

**Number of Classrooms:** *3*

**Days and Hours of Operation**

<b>Monday</b> <i>6:30 AM - 5:30 PM</i>	<b>Tuesday</b> <i>6:30 AM - 5:30 PM</i>	<b>Wednesday</b> <i>6:30 AM - 5:30 PM</i>	<b>Thursday</b> <i>6:30 AM - 5:30 PM</i>	<b>Friday</b> <i>6:30 AM - 5:30 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *08/02/2018* **Time In:** *11:55 PM* **Time Out:** *3:45 PM* **Purpose:** *Annual*

**Licensure**

8.16.2.11 A Types of Licenses	<i>Compliance</i>
8.16.2.11 B Renewal of License	<i>Compliance</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>N/A</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>N/A</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>Compliance</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

## Administrative Requirements (*continued*)

8.16.2.21 C Incident Reporting Requirements

Compliance

## Administrative Requirements

8.16.2.22 A Administrative 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

**Non-compliance**

*Of the 7 children's records reviewed, 2 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 8.16.2.22 form for the child(ren) with missing information.*

*Corrective Action Plan*

*Parents will be advised to review and add missing information. The center will review all children's records to ensure up-to-date emergency contact information is on file.*

Regulation: 8.16.2.22.E.2.b.

Date to be Completed: 09/01/2018

*Of the 7 children's records reviewed, 1 is missing information on allergies or medical conditions. See Children's Records 8.16.2.22 form for the child(ren) with missing information.*

*Corrective Action Plan*

*Parents will be advised to review and add missing information. The center will review all records to ensure information regarding allergies and medical conditions is on file.*

Regulation: 8.16.2.22.E.2.a.

Date to be Completed: 09/01/2018

*Of the 7 children's records reviewed, 2 are missing a document giving the center permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information.*

*Corrective Action Plan*

*Parents will be advised to review and add missing information. The center will review all children's records to ensure emergency medical transportation and treatment authorization is on file.*

Regulation: 8.16.2.22.E.2.d.

Date to be Completed: 09/01/2018

**8.16.2.22 E Children's Records (continued)****Non-compliance**

*Of the 7 children's records reviewed, 3 are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption.*

**Corrective Action Plan**

*Parents will be advised to submit a complete and up-to-date immunization record or exemption. The center will review all children's records to ensure complete information is on file.*

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 09/01/2018

**8.16.2.22 F Personnel Records****Non-compliance**

*From the review of staff records, it was determined that 6 out of 7 staff records does not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.*

**Corrective Action Plan**

*The center will add the position to the record.*

Regulation: 8.16.2.22.F.1.b.

Date to be Completed: 09/01/2018

*From the review of staff records, it was determined that 6 out of 7 staff records does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information.*

**Corrective Action Plan**

*The center will add staff's current and past duties and responsibilities to the record.*

Regulation: 8.16.2.22.F.1.c.

Date to be Completed: 09/01/2018

*From the review of staff records, it was determined that 1 out of 7 staff records do not include documentation of current first-aid and cardiopulmonary resuscitation training. See Staff Records 8.16.2.22 form for staff without verification of training.*

**Corrective Action Plan**

*The center will obtain documentation of first-aid and CPR training and retain on file.*

Regulation: 8.16.2.22.F.1.g.

Date to be Completed: 09/01/2018

**8.16.2.22 F Personnel Records (continued)****Non-compliance**

*From the review of staff records, it was determined that 6 out of 7 staff records does 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.*

*Corrective Action Plan*

*The center will obtain verification of all training and retain on file.*

Regulation: 8.16.2.22.F.1.h.

Date to be Completed: 09/01/2018

**8.16.2.22 G Personnel Handbook**

Compliance

**Personnel & Staffing****8.16.2.23 A Personnel and Staffing Requirements**

Compliance

**8.16.2.23 B Staff Qualifications and Training****Non-compliance**

*From the review of staff records, it was determined that 3 out of 7 staff does not have documentation of the 45-hour entry level course or an approved equivalent prior to or within six months of employment.*

*Corrective Action Plan*

*Training will be completed for staff as required and documentation retained on file.*

Regulation: 8.16.2.23.B.2.c.

Date to be Completed: 09/01/2018

*From the review of staff records, it was determined that 6 out of 7 staff working more than 20 hours a week, has/have no documentation of at least 24 hours of qualified annual training, See Staff Records 8.16.2.22 form for staff with missing documentation of training.*

*Corrective Action Plan*

*Annual training will be completed as required and documentation retained on file.*

Regulation: 8.16.2.23.B.2.d.

Date to be Completed: 09/01/2018

*It was observed that 6 out of 7 infant and toddler care givers failed to complete at least four hours of training in infant and toddler care annually or within six months of starting work.*

*Corrective Action Plan*

*Training in infant and toddler care will be obtained for care givers as required ; training will be documented and retained on file.*

Regulation: 8.16.2.23.B.2.k.

Date to be Completed: 09/01/2018

8.16.2.23 B Staff Qualifications and Training *(continued)*

**Non-compliance**

*The center failed to keep a training log on file with 6 out of 7 staff. See Staff Records 8.16.2.22 form for staff who are missing a complete training log.*

*Corrective Action Plan*

*A training log will be completed for each staff that includes the employee's name, date of hire, and position, date of training, clock hours, competency area, source of training, and training certificate.*

Regulation: 8.16.2.23.B.2.l.

Date to be Completed: 09/01/2018

*Educators did not complete the following training within 3-months: Health & Safety Orientation, CPR, and 45 hour course,*

*Corrective Action Plan*

*All educators, regardless of the number of hours per week, will complete the above listed training. The following staff members need to complete the required training:*

Regulation: 8.16.2.23.B.2.b.

Date to be Completed: 09/01/2018

8.16.2.23 C Staff/Child Ratios and Group Sizes

Compliance

**Services & Care of Children**

8.16.2.24 A Guidance

Compliance

8.16.2.24 B Naps or Rest Period

Compliance

8.16.2.24 C Additional Requirements for Infants and Toddlers

Compliance

8.16.2.24 D Diapering and Toileting

Compliance

8.16.2.24 E Additional Requirements for Children with Special Needs

N/A

8.16.2.24 F Additional Requirements for Night Care

N/A

8.16.2.24 G Physical Environment

Compliance

8.16.2.24 H Social-Emotional Responsive Environment

Compliance

8.16.2.24 I Equipment and Program

Compliance

8.16.2.24 J Outdoor Play Areas

**Non-compliance**

*Playground little tikes and climbing dome equipment is not safe as evidenced by the following: not safely anchored down.*

*Corrective Action Plan*

*Equipment will be removed or made inaccessible until repairs can be made. A schedule for routine inspection and maintenance will be devised.*

*(continued)*

Regulation: 8.16.2.24.J.1.

Date to be Completed: 09/01/2018

8.16.2.24 K Swimming, Wadding and Water

N/A

8.16.2.24 L Field Trips

N/A

**Food Service**

8.16.2.25 B Meals and Snacks

Compliance

8.16.2.25 C Menus

Compliance

8.16.2.25 D Kitchens

Compliance

8.16.2.25 E Meal Times

Compliance

**Health & Safety Requirements**

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

N/A

**Buildings, Grounds & Safety**

8.16.2.29 A Housekeeping

**Non-compliance***The garbage/refuse receptacle being used on the playground does not have a lid.**Corrective Action Plan**The garbage can(s) will be replaced.*

Regulation: 8.16.2.29.A.3.

Date to be Completed: 09/01/2018

8.16.2.29 B Pest Control

Compliance

8.16.2.29 C Mechanical Systems

**Non-compliance***Water coming from a faucet is above 110 degrees Fahrenheit.**Corrective Action Plan**The center will install a tempering valve ahead of the water-heater piping to ensure water temperature remains below 110 degrees Fahrenheit.*

Regulation: 8.16.2.29.C.5.

Date to be Completed: 08/03/2018

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

8.16.2.29 D Water and Waste

Compliance

8.16.2.29 E Lighting, Lighting Fixtures and Electrical

**Non-compliance**

*Light bulbs in the first classroom are not shatterproof or shielded.*

*Corrective Action Plan*

*Shielded or shatterproof bulbs will be used.*

Regulation: 8.16.2.29.E.1.

Date to be Completed: 09/01/2018

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

Compliance

**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.



Surveyor: Nicole Denney



Facility Representative: Sandra Kinslow