



Children, Youth and Families Department  
Child Care Licensing  
SURVEY REPORT

#### Facility

**Name:** Joanne Jaramillo **License Number:** 69424  
**Address:** 1456 Gutierrez Rd., Bernalillo, NM 87004  
**Phone:** 5058671577 **Fax:** **E-mail:** joannejaramillo93@gmail.com

#### License Information

**Type:** 2 Star Group Child Care Home **Status:** Licensed **Issue Date:** 06/13/2018 **Expiration Date:** 06/12/2019

#### Capacity

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

#### Census

**Over 2:** 5 **Under 2:** 0

#### Classrooms

**Number of Classrooms:** 1

#### Days and Hours of Operation

<b>Monday</b> 6:00 AM - 6:30 PM	<b>Tuesday</b> 6:00 AM - 6:30 PM	<b>Wednesday</b> 6:00 AM - 6:30 PM	<b>Thursday</b> 6:00 AM - 6:30 PM	<b>Friday</b> 6:00 AM - 6:30 PM
<b>Saturday</b> Closed	<b>Sunday</b> Closed			

#### Inspection

**Date:** 04/09/2019 **Time In:** 10:05 AM **Time Out:** 11:43 AM **Purpose:** Annual

#### Licensure

8.16.2.31 A Licensing Requirements	Not Inspected
8.16.2.31 B Capacity of a Home	Compliance
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

**Administrative Requirements (continued)****8.16.2.32 D Children's Records****Non-compliance**

*Of the 5 children's records reviewed, 2 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.*

**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.2.c.

Date to be Completed: 05/09/2019

*Of the 5 children's records reviewed, 2 is/are missing an enrollment agreement form signed by the parent or guardian with an outline of services and costs. See the Children's Records 8.16.2.32 form for the child(ren) with missing information.*

**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.j.

Date to be Completed: 05/09/2019

*Of the 5 children's records reviewed, 2 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: 05/09/2019

**8.16.2.32 E Personnel Records****Non-compliance**

*The home does not have a written plan for ongoing professional development for each staff member, including the director, that is based on the seven areas of competency, consistent with the career lattice, and based on the individual's goals.*

**Corrective Action Plan**

*A written plan for employee development will be developed.*

Regulation: 8.16.2.32.E.4.

Date to be Completed: 05/09/2019

## Personnel & Staffing *(continued)*

8.16.2.32 F Personnel Handbook

*Not Inspected*

## 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

**Non-compliance**

*The home failed to have 2 out of 5 parents sign a form to acknowledge that they have read and understood the policies and procedures outlining the guidance practices.*

### *Corrective Action Plan*

*The home will provide to all parents the policies and procedures that outline the guidance practices, parents will also sign a form to acknowledge that they have read and understood these policies and procedures.*

Regulation: 8.16.2.34.A.1.

Date to be Completed: 05/09/2019

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

*N/A*

8.16.2.34 G Physical Environment

**Non-compliance**

*Materials were not well cared for and organized by type and labeled with words and/or pictures where appropriate.*

### *Corrective Action Plan*

*The home will ensure that all materials are well cared for and organized by type and labeled with words and/or pictures where appropriate.*

Regulation: 8.16.2.34.G.5.

Date to be Completed: 05/09/2019

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, Wadding and Water

*Not Inspected*

**Services & Care of Children (continued)****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****Non-compliance**

*Weekly menus are not posted at least one week in advance.*

*Corrective Action Plan*

*A dated weekly menu will be posted in an area visible to parents. Menus shall be posted at least one week in advance, in a conspicuous place, for review by parents, educators and children.*

Regulation: 8.16.2.35.C.1.

Date to be Completed: 05/09/2019

**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***N/A***8.16.2.36 D Illness and Notifiable Diseases***Compliance***8.16.2.37 A-G Transportation Requirements for Homes****Non-compliance**

*A vehicle used for transporting children is not equipped with fire extinguisher. Fire extinguisher tag is expired 2017. Corrected on site. Current tag was located.*

*Corrective Action Plan*

*The vehicle will be equipped with required items. Corrected on site. Current tag was located.*

Regulation: 8.16.2.37.A.

Date to be Completed: 04/09/2019

## Buildings, Grounds &amp; Safety

## 8.16.2.38 A Housekeeping

**Non-compliance**

*The equipment are not in good repair as evidenced by a ride on toy is missing handles on the playground.*

*Corrective Action Plan*

*Repairs will be completed and a system for routine inspection of the home and premises will be established.*

Regulation: 8.16.2.38.A.1.

Date to be Completed: 05/09/2019

## 8.16.2.38 B Pest Control

Compliance

## 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

## Additional Comments

Primary provider's FA/CPR expires 4/15/19.

## 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: Kia Kennedy



Facility Representative: Joanne Jaramillo