



### Facility

**Name:** KidsZone Program **License Number:** 153986  
**Address:** 4110 Sabana Grande Blvd., Rio Rancho, NM 87124  
**Phone:** 5058916196 **Fax:** **E-mail:** jharvey@rrnm.gov

### License Information

**Type:** 2 Star Child Care Center **Status:** Licensed **Issue Date:** 02/07/2018 **Expiration Date:** 02/06/2019

### Capacity

**Over Age 2:** 27 **Under Age 2:** 0 **Night Care:** 0 **Playground:** 27  
**Square Footage:** 0

### Census

**Over 2:** 22 **Under 2:** 0

### Classrooms

**Number of Classrooms:** 2

### Days and Hours of Operation

<b>Monday</b> 8:30 AM - 3:30 PM	<b>Tuesday</b> 8:30 AM - 3:30 PM	<b>Wednesday</b> 8:30 AM - 3:30 PM	<b>Thursday</b> 8:30 AM - 3:30 PM	<b>Friday</b> 8:30 AM - 3:30 PM
<b>Saturday</b> Closed	<b>Sunday</b> Closed			

### Inspection

**Date:** 08/20/2018 **Time In:** 10:00 AM **Time Out:** 11:46 AM **Purpose:** Semi-Annual

### Licensure

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Not Inspected</i>

**Licensure (continued)****8.16.2.21 B Capacity of Centers****Non-compliance**

*The center failed to post classroom capacities, and ratios and group sizes in an area of the room that is easily visible to parents, staff and visitors. Group size needs to be posted in both rooms.*

*Corrective Action Plan*

*The center will post the capacity in an area of the room that is easily visible to parents, staff and visitors. Group size will be posted in both rooms.*

Regulation: 8.16.2.21.B.3.c.

Date to be Completed: 09/19/2018

**8.16.2.21 C Incident Reporting Requirements***Not Inspected***Administrative Requirements****8.16.2.22 A Administrative Records***Compliance***8.16.2.22 B Mission, Philosophy and Curriculum Statement***Not Inspected***8.16.2.22 C Policy and Procedures***Compliance***8.16.2.22 D Family Handbook***Not Inspected***8.16.2.22 E Children's Records****Non-compliance**

*Of the 4 children's records reviewed, 2 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 8.16.2.22 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: 09/19/2018

*There was no record of each child's arrival and/or departure time and dates of attendance initialed by a parent, guardian, or person authorized to pick up the child. Of the 15 children present 2 were not signed in. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.*

*Corrective Action Plan*

*Parents will be advised to sign in and out each child daily and staff will monitor for completion.*

Regulation: 8.16.2.22.E.1.j.

Date to be Completed: 09/19/2018

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

*There was no record of each child's arrival and/or departure time and dates of attendance initialed by a parent, guardian, or person authorized to pick up the child. Of the 7 children present 1 were not signed in. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.*

*Corrective Action Plan*

*Parents will be advised to sign in and out each child daily and staff will monitor for completion.*

Regulation: 8.16.2.22.E.1.j.

Date to be Completed: 09/19/2018

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

*From the review of staff records, it was determined that 2 out of 5 staff records does/do not include an emergency contact number. See Staff Records 8.16.2.22 form for staff with this missing information.*

*Corrective Action Plan*

*The center will have staff complete required information.*

Regulation: 8.16.2.22.F.1.i.

Date to be Completed: 09/19/2018

*From the review of staff records, it was determined that 2 out of 5 staff records does/do not include signed acknowledgement that the center's disaster preparedness plan and fire evacuation plan were reviewed.*

*Corrective Action Plan*

*The center will have staff complete the required acknowledgement and will retain on file.*

Regulation: 8.16.2.22.F.1.p.

Date to be Completed: 09/19/2018

*From the review of staff records, it was determined that 2 out of 5 staff records does/do not include signed acknowledgement that the personnel handbook had been read and understood. See Staff Records 8.16.2.22 form for staff who need to complete the acknowledgement.*

*Corrective Action Plan*

*The center will have staff complete the required acknowledgement and will retain on file.*

Regulation: 8.16.2.22.F.1.o.

Date to be Completed: 09/19/2018

*From the review of staff records, it was determined that 2 out of 5 staff records does/do 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.*

*(continued)*

Regulation: 8.16.2.22.F.1.h.

Date to be Completed: 09/19/2018

8.16.2.22 G Personnel Handbook

*Not Inspected***Personnel & Staffing**

8.16.2.23 A Personnel and Staffing Requirements

*Compliance*

8.16.2.23 B Staff Qualifications and Training

***Non-compliance***

*Educators did not complete the following training within 3-months: Health and Safety Training 1 of 5 educators need to complete this certification*

*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: 09/19/2018

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

*N/A*

8.16.2.24 D Diapering and Toileting

*Compliance*

8.16.2.24 E Additional Requirements for Children with Special Needs

*Compliance*

8.16.2.24 F Additional Requirements for Night Care

*N/A*

8.16.2.24 G Physical Environment

*Not Inspected*

8.16.2.24 H Social-Emotional Responsive Environment

*Not Inspected*

8.16.2.24 I Equipment and Program

*Compliance*

8.16.2.24 J Outdoor Play Areas

*Compliance*

8.16.2.24 K Swimming, Wadding and Water

*Not Inspected*

8.16.2.24 L Field Trips

*Not Inspected***Food Service**

8.16.2.25 B Meals and Snacks

*Compliance*

8.16.2.25 C Menus

*N/A*

**Food Service (continued)**

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	Not Inspected
8.16.2.26 C Medication	Not Inspected
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	Compliance
8.16.2.29 B Pest Control	Compliance
8.16.2.29 C Mechanical Systems	Compliance
8.16.2.29 D Water and Waste	Compliance
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	Compliance
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	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.



Surveyor: *Kia Kennedy*



Facility Representative: *Jennifer Harvey*