

<b>Center Name:</b> Kidz Quest Academy			<b>Address:</b> 1190 Foster Las Cruces, NM 88001			<b>Phone:</b> (575)373-8541																										
<b>License Number:</b> 167014	<b>Issue Date:</b> 06/2/2017	<b>Expiration Date:</b> 08/31/2017	<b>Type:</b> 2 Star Child Care Center			<b>Status:</b> Licensed																										
<b>Capacity</b> Over Age 2: 36    Under Age 2: 6    Night Care: 0    Playground: 33						<b>Census</b> Over 2: 6    Under 2: 1																										
<b>Days and Hours of Operation</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th><u>Monday</u></th> <th><u>Tuesday</u></th> <th><u>Wednesday</u></th> <th><u>Thursday</u></th> <th><u>Friday</u></th> <th><u>Saturday</u></th> <th><u>Sunday</u></th> </tr> </thead> <tbody> <tr> <td>Opening Times:</td> <td>06:30 AM</td> <td>06:30 AM</td> <td>06:30 AM</td> <td>06:30 AM</td> <td>06:30 AM</td> <td>Closed</td> <td>Closed</td> </tr> <tr> <td>Closing Times:</td> <td>06:00 PM</td> <td>06:00 PM</td> <td>06:00 PM</td> <td>06:00 PM</td> <td>06:00 PM</td> <td></td> <td></td> </tr> </tbody> </table>										<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	Opening Times:	06:30 AM	06:30 AM	06:30 AM	06:30 AM	06:30 AM	Closed	Closed	Closing Times:	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		
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<b># of Classrooms:</b> 4		<b>Purpose:</b> Other		<b>Date:</b> 08/31/2017		<b>Time:</b> 02:51 PM																										
<b>Comments</b> Visit was in reference to the expiration of the provisional license. Regulations on family members under 18 years of age while at the facility were reviewed with the Director. Childrens sign-in requirements and labeling regulations were reviewed with the Director. Owner stated that they are not providing transportation at this time, regulations were reviewed with Director in the event that they begin to provide transportation.																																

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:	
Licensure	
8.16.2.11 A TYPES OF LICENSES	Compliance
8.16.2.11 B RENEWAL OF LICENSE	Compliance
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Compliance
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Compliance
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	Compliance
8.16.2.21 A LICENSING REQUIREMENTS	Compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Compliance
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS  <u><b>Deficiencies</b></u> The center failed to display in a prominent place that is readily visible to parents, staff and visitors the current child care regulations.  Regulation: 8.16.2.22A  <u><b>Corrective Action Plan</b></u> The center will post the missing item.  Date to be Completed: 09/21/2017	Non-compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES	Compliance

<b>Center Name:</b> Kidz Quest Academy	<b>License Number:</b> 167014	<b>Date:</b> 08/31/2017
<b>Administrative Requirements</b>		
<b>8.16.2.22 D FAMILY HANDBOOK</b>		Compliance
<b>8.16.2.22 E CHILDREN'S RECORDS</b> <u><b>Deficiencies</b></u> Of the 9 children's records reviewed, 1 is/are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption. Regulation: 8.16.2.22E(1)(e) <u><b>Corrective Action Plan</b></u> 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. Date to be Completed: 09/21/2017		Non-compliance
<b>8.16.2.22 F PERSONNEL RECORDS</b> <u><b>Deficiencies</b></u> From the review of staff records, it was determined that 1 out of 4 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file. Regulation: 8.16.2.22F(1) <u><b>Corrective Action Plan</b></u> The program will complete a file for each staff including substitutes and volunteers. Date to be Completed: 09/21/2017 <u><b>Deficiencies</b></u> From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a signed universal precaution acknowledgement form. See Staff Records 8.16.2.22 form for staff with missing documentation. Regulation: 8.16.2.22F(1)(j) <u><b>Corrective Action Plan</b></u> The center will have staff complete and sign the universal precaution acknowledgement form and will retain on file. Date to be Completed: 09/21/2017 <u><b>Deficiencies</b></u> From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a signed confidentiality form. See Staff Records 8.16.2.22 form for staff who need to complete a signed confidentiality form. Regulation: 8.16.2.22F(1)(k) <u><b>Corrective Action Plan</b></u> The center will have staff complete a signed confidentiality form and will retain on file. Date to be Completed: 09/21/2017		Non-compliance
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Compliance
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Non-compliance

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<b>Personnel &amp; Staffing</b>		
<p><b><u>Deficiencies</u></b> In the Combination Class 3-4 year old room(s) the staffing/child ratio was exceeded when one educator was left with seven children. The youngest child in the classroom was 1 years old.</p> <p><b>Regulation:</b> 8.16.2.23A(9)</p> <p><b><u>Corrective Action Plan</u></b> A program will maintain staff/child ratios and group sizes at all times. Children must never be left unattended whether inside or outside the facility. Staff will be onsite, available and responsive to children during all hours of operation.</p> <p><b>Date to be Completed:</b> 09/21/2017</p> <p><b><u>Deficiencies</u></b> The child(ren) in the School Age class room(s) was/were left unattended when the owners/directors children were roaming the halls alone and left sitting up by the front desk without supervision.</p> <p><b>Regulation:</b> 8.16.2.23A(9)</p> <p><b><u>Corrective Action Plan</u></b> Requirements for supervision of children whether inside or outside the facility will be reviewed with staff.</p> <p><b>Date to be Completed:</b> 09/21/2017</p>		
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>	Compliance	
<p><b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b></p> <p><b><u>Deficiencies</u></b> The center combines age groups of children. The required group size for the Age in group: six weeks through 24 months - 1:6 or fraction of group thereof.; Age in group: two through four years - 1:12 or fraction of group thereof.; Age in group: three through five years - 1:14 or fraction thereof.; Age in group: six years and older - 1:15 or fraction of group thereof. The observed group size was 1 years old to 9 years old.</p> <p><b>Regulation:</b> 8.16.2.23C(2)</p> <p><b><u>Corrective Action Plan</u></b> Required group size will be met at all times.</p> <p><b>Date to be Completed:</b> 09/21/2017</p>	Non-compliance	
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>	Compliance	
<b>8.16.2.24 B NAPS OR REST PERIOD</b>	Compliance	
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>	Compliance	
<p><b>8.16.2.24 D DIAPERING AND TOILETING</b></p> <p><b><u>Deficiencies</u></b> Diapers and diapering supplies are not labeled</p> <p><b>Regulation:</b> 8.16.2.24D(3)</p> <p><b><u>Corrective Action Plan</u></b> Staff will ensure diapers and diapering supplies are labeled and properly stored .</p> <p><b>Date to be Completed:</b> 09/21/2017</p>	Non-compliance	

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<b>Services &amp; Care of Children</b>		
<p><b><u>Deficiencies</u></b> The diaper changing surface in the 1 year old and 2 year old class room(s) is not disinfected after use. No disinfecting spray is available in neither of the rooms. <b>Regulation:</b> 8.16.2.24D(4)</p> <p><b><u>Corrective Action Plan</u></b> An educator will change a child's diaper on a clean, safe, waterproof surface and discard any disposable cover and disinfect the surface after each diaper change. <b>Date to be Completed:</b> 09/21/2017</p>		
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Not Inspected	
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	Compliance	
8.16.2.24 K SWIMMING, WADING AND WATER	N/A	
8.16.2.24 L FIELD TRIPS	N/A	
<b>Food Service</b>		
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	
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE	Compliance	
<p>8.16.2.26 B FIRST AID REQUIREMENTS</p> <p><b><u>Deficiencies</u></b> The center's first aid kit does not contain Scissors; Nonporous gloves; A thermometer. <b>Regulation:</b> 8.16.2.26B(2)</p> <p><b><u>Corrective Action Plan</u></b> Missing items will be added to the first-aid kit; staff will be reminded to replace any item used. <b>Date to be Completed:</b> 09/21/2017</p>	Non-compliance	
<p>8.16.2.26 C MEDICATION</p> <p><b><u>Deficiencies</u></b> Medication was observed in the center that does not have a label with the child's name and the date the medication was brought to the center. Petroleum Jelly. <b>Regulation:</b> 8.16.2.26C(3)</p> <p><b><u>Corrective Action Plan</u></b> Medication will be labeled and dated as required. <b>Date to be Completed:</b> 09/21/2017</p>	Non-compliance	

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<b>Health &amp; Safety Requirements</b>		
<b>8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS</b>	Compliance	
<b>8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS</b>	N/A	
<b>Buildings, Grounds &amp; Safety</b>		
<b>8.16.2.29 A HOUSEKEEPING</b> <u><b>Deficiencies</b></u> The premises in the playground and indoor areas are not clean as evidenced by in the playground areas big blocks have cobwebs inside them, there is picnic table that has several broken pieces and bird feces, in the ones room a large activity toy has grime, the hallway vents have a heavy accumulation of dust, and two of the light fixtures have several dead bugs. <b>Regulation:</b> 8.16.2.29A(1) <u><b>Corrective Action Plan</b></u> Cleaning will be completed and a schedule for routine cleaning will be established. <b>Date to be Completed:</b> 09/21/2017 <u><b>Deficiencies</b></u> The premises in the playground are not safe in that several water toys were left with stagnant water. <b>Regulation:</b> 8.16.2.29A(1) <u><b>Corrective Action Plan</b></u> The safety violation will be corrected and a system for routine safety inspection developed. <b>Date to be Completed:</b> 09/21/2017	Non-compliance	
<b>8.16.2.29 B PEST CONTROL</b>	Compliance	
<b>8.16.2.29 C MECHANICAL SYSTEMS</b>	Compliance	
<b>8.16.2.29 D WATER AND WASTE</b>	Compliance	
<b>8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL</b> <u><b>Deficiencies</b></u> Electrical outlets within reach of children in the 3-4 classroom and the afterschool room are not safety outlets and they do not have protective covers. <b>Regulation:</b> 8.16.2.29E(3)(b) <u><b>Corrective Action Plan</b></u> Protective covers will be added. <b>Date to be Completed:</b> 09/21/2017	Non-compliance	
<b>8.16.2.29 F EXITS AND WINDOWS</b> <u><b>Deficiencies</b></u> Exit ways are obstructed and do not permit free egress from inside the center to the outside in the School Age class room(s). Large building blocks. <b>Regulation:</b> 8.16.2.29F(3) <u><b>Corrective Action Plan</b></u> Exit ways will be kept free from obstructions at all times. <b>Date to be Completed:</b> 09/21/2017	Non-compliance	
<b>8.16.2.29 G TOILET AND BATHING FACILITIES</b>	Compliance	

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### Buildings, Grounds & Safety

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

**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.**

*(Crystal Estrada)*

5:05

08/31/2017

*Teresa Cardenas*

08/31/2017

Surveyor: Crystal Estrada	Date	Facility Rep: Teresa Cardenas	Date
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