



**Facility**

Name: *Marlene Ortiz* License Number: *151398*  
 Address: *3563 Placita Real Loop, Santa Fe, NM 87507*  
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**License Information**

Type: *2 Star Family Child Care Home* Status: *Licensed* Issue Date: *03/15/2018* Expiration Date: *03/14/2019*

**Capacity**

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

**Census**

Over 2: *1* Under 2: *2*

**Classrooms**

Number of Classrooms: *1*

**Days and Hours of Operation**

<b>Monday</b> <i>7:30 AM - 5:30 PM</i>	<b>Tuesday</b> <i>7:30 AM - 5:30 PM</i>	<b>Wednesday</b> <i>7:30 AM - 5:30 PM</i>	<b>Thursday</b> <i>7:30 AM - 5:30 PM</i>	<b>Friday</b> <i>7:30 AM - 5:30 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

Date: *08/20/2018* Time In: *10:55 AM* Time Out: *11:56 AM* Purpose: *Semi-Annual*

**Licensure**

- 8.16.2.31 A Licensing Requirements *Compliance*
- 8.16.2.31 B Capacity of a Home *Compliance*
- 8.16.2.31 C Incident Reporting Requirements *Compliance*

**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 3 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 8.16.2.32 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: 09/19/2018

*Of the 3 children's records reviewed, 1 does/do not have any personal or emergency information on file. See the Children's Records 8.16.2.32 form for the name of any child needing a complete record.*

*Corrective Action Plan*

*The home will review enrollment procedures to ensure complete personal and emergency information is on file before a child is admitted.*

Regulation: 8.16.2.32.D.1.

Date to be Completed: 09/19/2018

### 8.16.2.32 E Personnel Records

*Compliance*

### 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

*Compliance*

### 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

*N/A*

### 8.16.2.34 F Night Care

*N/A*

### 8.16.2.34 G Physical Environment

*Compliance*

### 8.16.2.34 H Social-Emotional Responsive Environment

*Compliance*

### 8.16.2.34 I Equipment and Program

*Compliance*

## Services & Care of Children *(continued)*

8.16.2.34 J Outdoor Play	Compliance
8.16.2.34 K Swimming, Wadding and Water	Compliance
8.16.2.34 L Field Trips	N/A

## Food Service

8.16.2.35 B Meals and Snacks	Compliance
8.16.2.35 C Menus	Compliance
8.16.2.35 D Kitchens	<b>Non-compliance</b>

*Cleaning materials for the kitchen and food preparation area are stored with food. Clorox wipes are next to water and pickle jar in the kitchen.*

### *Corrective Action Plan*

*Kitchen cleaning supplies will be stored away from food.*

Regulation: 8.16.2.35.D.11.

Date to be Completed: 09/19/2018

8.16.2.35 E Meal Times	Compliance
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## Health & Safety Requirements

8.16.2.36 A Hygiene	Compliance
8.16.2.36 B First Aid Requirements	Not Inspected
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	N/A

## Buildings, Grounds & Safety

8.16.2.38 A Housekeeping	<b>Non-compliance</b>
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*The floors in the bathroom are not clean/disinfected as evidenced by poop on the floor.*

### *Corrective Action Plan*

*Cleaning will be completed and a schedule for routine cleaning will be established.*

Regulation: 8.16.2.38.A.1.

Date to be Completed: 09/19/2018

8.16.2.38 B Pest Control	Compliance
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**Buildings, Grounds & Safety (continued)**

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: **Non-compliance**

*The toilet room used by children in care does not have disposable towels at a height accessible to children.*

*Corrective Action Plan*

*Supplies/dispensers will be relocated so they are accessible to children.*

Regulation: 8.16.2.38.F.1.

Date to be Completed: 09/19/2018

8.16.2.38 G Safety Compliance **Non-compliance**

*An operable smoke detector is missing in the child activity room. Batteries need to be replaced as it is was beeping constantly during the inspection.*

*Corrective Action Plan*

*An operable smoke detector will be in each activity and sleeping room.*

Regulation: 8.16.2.38.G.1.

Date to be Completed: 09/19/2018

*The home failed to conduct an emergency preparedness practice drills for at least once a quarter.*

*Corrective Action Plan*

*A home will conduct emergency preparedness practice drills at least quarterly beginning January of each calendar year.*

Regulation: 8.16.2.38.G.3.

Date to be Completed: 09/19/2018

8.16.2.38 H Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances Compliance

8.16.2.38 I 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: *Diana Martinez*



Facility Representative: *Marlene Ortiz*