



Facility

Name: *May Center For Learning* **License Number:** *167053*
Address: *1200 Old Pecos Trail, Santa Fe, NM 875050361*
Phone: *5057805439* **Fax:** **E-mail:** *stephanie@maycenter.org*

License Information

Type: *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *06/12/2018* **Expiration Date:** *06/11/2019*

Capacity

Over Age 2: *13* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *13*
Square Footage: *0*

Census

Over 2: *6* **Under 2:** *0*

Classrooms

Number of Classrooms: *1*

Days and Hours of Operation

Monday <i>8:10 AM - 3:15 PM</i>	Tuesday <i>8:10 AM - 3:15 PM</i>	Wednesday <i>8:10 AM - 3:15 PM</i>	Thursday <i>8:10 AM - 3:15 PM</i>	Friday <i>8:10 AM - 3:15 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *11/06/2018* **Time In:** *10:13 AM* **Time Out:** *11:34 AM* **Purpose:** *Semi-annual*

Licensing:

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*

Licensing Actions and Administrative Appeals:

8.16.2.12 A, K, M Licensing Actions and Administrative Appeals *Compliance*

Surveys for Child Care Facilities:

8.16.2.17 E, F Surveys for Child Care Facilities

*Compliance***Complaints:**

8.16.2.18 D Complaints

*Not Inspected***Licensure Requirements for Centers:**

8.16.2.21 A Licensing Requirements

Compliance

8.16.2.21 B Capacity of Centers

Compliance

8.16.2.21 B (3)c Capacity of Centers

Compliance

8.16.2.21 C Incident Reporting Requirements

*Compliance***Administrative Requirements for Centers:**

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

Not Inspected

8.16.2.22 D Family Handbook

Not Inspected

8.16.2.22 E Children's Records

Non-compliance**Admin/Licensure**8.16.2.22.E.1.d.:*date the child first attended the center and the date of the child's last day at the center;***Finding****Deadline: 12/06/2018***Of the 4 children's records reviewed, 4 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.***Corrective Action Plan***The first attendance date will be added and the center will review all children's records to ensure complete information is on file.*8.16.2.22.E.1.e.:*a copy of the child's up-to-date immunization record or a public health division approved exemption from the requirement, a grace period of a maximum of 30 days will be granted for children in foster care or homeless children and youth;*

Admin/Licensure (continued)

Finding**Deadline: 12/06/2018**

Of the 4 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.

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.

8.16.2.22 F Personnel Records**Non-compliance**

Personnel

8.16.2.22.F.1.d.:dates of hire and termination;**Finding****Deadline: 12/06/2018**

From the review of staff records, it was determined that 1out of 1 staff records does/do not include dates of hire and termination. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will add dates of hire and termination to the record.

8.16.2.22.F.1.h.:documentation of all appropriate training by date, time, hours and area of competency;**Finding****Deadline: 12/06/2018**

From the review of staff records, it was determined that 1 out of 1 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. Start training log.

Corrective Action Plan

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

8.16.2.22.F.1.f.:an annual signed statement that the staff member would or would not be disqualified as a direct provider of care under the most current version of the Background Checks and Employment History Verification provisions pursuant to 8.8.3 NMAC;

Personnel (continued)

Finding

Deadline: 12/06/2018

The center failed to have 1 out of 1 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.

Corrective Action Plan

The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.

8.16.2.22 G Personnel Handbook

Not Inspected

Personnel and Staffing Requirements for Centers:

8.16.2.23 A Personnel and Staffing Requirements

Compliance

8.16.2.23 B Staff Qualifications and Training

Compliance

8.16.2.23 C Staff/Child Ratios and Group Sizes

Non-compliance

Preschool Classroom

8.16.2.23.C.2.b.:each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC;

Finding

Deadline: 12/06/2018

The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area. Was corrected on site.

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

Services and Care of Children in Centers:

8.16.2.24 A Guidance

Compliance

8.16.2.24 A1 Guidance

Compliance

8.16.2.24 B Naps or Rest Period

Compliance

8.16.2.24 D Diapering and Toileting

Compliance

8.16.2.24 G Physical Environment

Compliance

8.16.2.24 H Social-Emotional Responsive Environment

Compliance

Services and Care of Children in Centers: *(continued)*

8.16.2.24 I Equipment and Program	<i>Compliance</i>
8.16.2.24 J Outdoor Play Areas	<i>Compliance</i>
8.16.2.24 L Field Trips	<i>Compliance</i>

Food Service Requirements for Centers:

8.16.2.25 B3 Meals and Snacks	<i>Compliance</i>
8.16.2.25 E Meal Times	<i>Compliance</i>

Health and Safety Requirements for Centers:

8.16.2.26 A Hygiene	<i>Compliance</i>
8.16.2.26 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.26 C Medication	

Illness Requirements for Centers:

8.16.2.27 A-D Illness Requirements for Centers	<i>Compliance</i>
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Transportation Requirements for Centers:

8.16.2.28 A-H Transportation Requirements for Centers	<i>Not Inspected</i>
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Building, Ground and Safety Requirements for Centers:

8.16.2.29 A Housekeeping	<i>Compliance</i>
8.16.2.29 B Pest Control	<i>Compliance</i>
8.16.2.29 C Mechanical Systems	<i>Compliance</i>
8.16.2.29 D Water and Waste	<i>Compliance</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Compliance</i>
8.16.2.29 F Exits and Windows	<i>Compliance</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Compliance</i>
8.16.2.29 H Safety Compliance	<i>Compliance</i>
8.16.2.29 H3(f)(i)(k) Safety Compliance	<i>Compliance</i>

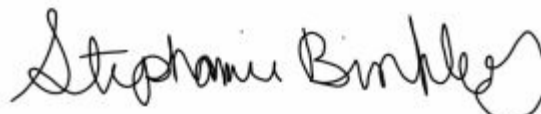
Additional Comments

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: *Stephanie Binkley*