



Facility

Name: *Midwest NMCAP Gallup Head Start* License Number: *94709*
 Address: *310 E. Maloney, Gallup, NM 87301*
 Phone: *5057227428* Fax: E-mail: *dcasias@ourkidzrock.com*

License Information

Type: *2 Star Child Care Center* Status: *Licensed* Issue Date: *11/16/2017* Expiration Date: *11/15/2018*

Capacity

Over Age 2: *160* Under Age 2: *0* Night Care: *0* Playground: *150*
 Square Footage: *0*

Census

Over 2: *132* Under 2: *0*

Classrooms

Number of Classrooms: *7*

Days and Hours of Operation

Monday <i>8:00 AM - 6:00 PM</i>	Tuesday <i>8:00 AM - 6:00 PM</i>	Wednesday <i>8:00 AM - 6:00 PM</i>	Thursday <i>8:00 AM - 6:00 PM</i>	Friday <i>8:00 AM - 6:00 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *04/17/2018* Time In: *1:39 PM* Time Out: *3:18 PM* Purpose: *Semi-Annual*

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 *Not Inspected*
- 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 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	Compliance
8.16.2.22 F Personnel Records	Non-compliance

From the review of staff records, it was determined that 3 out of 7 staff records does/do not include documentation of current first-aid and cardiopulmonary resuscitation training. See Staff Records 8.16.2.22 form for staff without verification of training.

Corrective Action Plan

The center will obtain documentation of first-aid and CPR training and retain on file.

Date to be Completed: 05/17/2018

From the review of staff records, it was determined that 5 out of 7 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. Health & Safety orientation needs to be done.

Corrective Action Plan

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

Date to be Completed: 05/17/2018

8.16.2.22 G Personnel Handbook	Not Inspected
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Personnel & Staffing

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	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	N/A
8.16.2.24 F Additional Requirements for Night Care	N/A
8.16.2.24 G Physical Environment	Compliance

Services & Care of Children *(continued)*

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, Wadding and Water	N/A
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	Compliance
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	Not Inspected

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	Compliance
8.16.2.29 B Pest Control	Not Inspected
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	Non-compliance

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

Corrective Action Plan

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

Date to be Completed: 05/17/2018

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	Compliance
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Additional Comments *(continued)*

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: *Diana Martinez*



Facility Representative: *Duane Casias*

