



### 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:** *121* **Under 2:** *0*

### Classrooms

**Number of Classrooms:** *7*

### Days and Hours of Operation

|   |  |  |   |   |
|---|--|--|---|---|
| <b>Monday</b><br><i>8:00 AM - 4:00 PM</i> | <b>Tuesday</b><br><i>8:00 AM - 4:00 PM</i> | <b>Wednesday</b><br><i>8:00 AM - 4:00 PM</i> | <b>Thursday</b><br><i>8:00 AM - 4:00 PM</i> | <b>Friday</b><br><i>8:00 AM - 4:00 PM</i> |
| <b>Saturday</b><br><i>Closed</i>          | <b>Sunday</b><br><i>Closed</i>             |  |   |   |

### Inspection

**Date:** *09/13/2018* **Time In:** *10:44 AM* **Time Out:** *3:00 PM* **Purpose:** *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 *Compliance*
- 8.16.2.21 A Licensing Requirements *Compliance*
- 8.16.2.21 B Capacity of Centers *Compliance*

## Administrative Requirements (*continued*)

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 *Compliance*

8.16.2.22 C Policy and Procedures *Compliance*

8.16.2.22 D Family Handbook *Compliance*

8.16.2.22 E Children's Records **Non-compliance**

*Of the 20 children's records reviewed, 10 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.*

Regulation: 8.16.2.22.E.1.e.

Date to be Completed: 10/13/2018

8.16.2.22 F Personnel Records *Compliance*

8.16.2.22 G Personnel Handbook *Compliance*

## 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 *Not Inspected*

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 | <i>Compliance</i>    |
| 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 K Swimming, Wadding and Water             | <i>N/A</i>           |
| 8.16.2.24 L Field Trips                             | <i>Not Inspected</i> |

**Food Service**

|                              |                   |
|------------------------------|-------------------|
| 8.16.2.25 B Meals and Snacks | <i>Compliance</i> |
| 8.16.2.25 C Menus            | <i>Compliance</i> |
| 8.16.2.25 D Kitchens         | <i>Compliance</i> |
| 8.16.2.25 E Meal Times       | <i>Compliance</i> |

**Health & Safety Requirements**

|   |                   |
|---|-------------------|
| 8.16.2.26 A Hygiene                                   | <i>Compliance</i> |
| 8.16.2.26 B First Aid Requirements                    | <i>Compliance</i> |
| 8.16.2.26 C Medication                                | <i>Compliance</i> |
| 8.16.2.27 A-D Illness Requirements for Centers        | <i>Compliance</i> |
| 8.16.2.28 A-H Transportation Requirements for Centers | <i>Compliance</i> |

**Buildings, Grounds & Safety**

|  |                   |
|--|-------------------|
| 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> |

**Buildings, Grounds & Safety (continued)****8.16.2.29 H Safety Compliance****Non-compliance**

*The center's record of fire drills does not include the following: date & time.*

*Corrective Action Plan*

*The record of fire drills will include all required information.*

Regulation: 8.16.2.29.H.3.d.

Date to be Completed: 10/13/2018

*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.*

Regulation: 8.16.2.29.H.1.

Date to be Completed: 10/13/2018

**8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances***Compliance***8.16.2.29 J Pets***Compliance***Additional Comments**

*Excellent staff interaction with children! Exceptionally clean kitchen!*

**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: Nicole Denney



Facility Representative: Theresa Alonzo