

Center Name: NMCFL @ Helen Cordero Elementary		Address: 8800 Eucariz SW Albuquerque, NM 87121			Phone: (505)720-2758			
License Number: 160791	Issue Date: 09/18/2016	Expiration Date: 09/17/2017	Type: 2 Star Child Care Center		Status: Licensed			
Capacity					Census			
Over Age 2:	83	Under Age 2:	0	Night Care:	0	Playground:	83	
		Over 2:	75	Under 2:	0			
Days and Hours of Operation								
Morning		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:							Closed	Closed
Closing Times:								
Afternoon		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:		02:00 PM	02:00 PM	02:00 PM	02:00 PM	02:00 PM		
Closing Times:		06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		
# of Classrooms: 1		Purpose: Annual		Date: 05/05/2017		Time: 02:20 AM		
Comments								

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

Licensure

8.16.2.40 A LICENSING REQUIREMENTS	Compliance
8.16.2.40 B CAPACITY OF A PROGRAM	Compliance
8.16.2.40 C, D INCIDENT REPORTING REQUIREMENTS	Not Inspected

Administrative Requirements

8.16.2.41 A ADMINISTRATION RECORDS	Compliance
8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.41 C PARENT HANDBOOK <u>Deficiencies</u> The program did not have a parent handbook that included policies and procedures. The following general information needs to be included: The program's policies and procedures regarding the following need to be included: emergency procedures, safety policies, and disaster preparedness plan, which shall include steps for evacuation, relocation and reunification with parents, and individual plans for children with special needs. Lacks components. Regulation: 8.16.2.41C(1)(2) <u>Corrective Action Plan</u> A parent handbook with required general information and program policies and procedures will be completed and distributed. Date to be Completed: 06/24/2017	Non-compliance
8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS	Non-compliance

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Administrative Requirements		
<p><u>Deficiencies</u> Of the 11 children's records reviewed, 1 is/are missing the name and telephone number of two people in the local area to contact in an emergency when a parent or guardian cannot be reached. See Children's Records 8.16.2.41 form for the child(ren) with missing information.</p> <p>Regulation: 8.16.2.41D(2)(a)</p> <p><u>Corrective Action Plan</u> Parents will be advised to review and add missing information. The program will review all children's records to ensure up-to-date emergency contact information is on file.</p> <p>Date to be Completed: 06/05/2017</p>		
8.16.2.41 E PERSONNEL RECORDS		Compliance
8.16.2.41 F PERSONNEL HANDBOOK		Compliance
Personnel & Staffing		
8.16.2.42 A PERSONNEL AND STAFFING REQUIREMENTS		Compliance
8.16.2.42 B STAFF QUALIFICATIONS		Compliance
<p>8.16.2.42 C TRAINING</p> <p><u>Deficiencies</u> Current educators did not complete the Health and Safety Training training within three (3) months of the date these regulations were promulgated .</p> <p>Regulation: 8.16.2.42 C(2)</p> <p><u>Corrective Action Plan</u> All educators, regardless of the number of hours per week, will complete the above listed training.</p> <p>Date to be Completed: 06/05/2017</p> <p><u>Deficiencies</u> Current educators did not complete the Health and Safety Training training within three (3) months of the date these regulations were promulgated .</p> <p>Regulation: 8.16.2.42 C(2)</p> <p><u>Corrective Action Plan</u> All educators, regardless of the number of hours per week, will complete the above listed training.</p> <p>Date to be Completed: 06/05/2017</p>		Non-compliance
Services & Care of Children		
8.16.2.43 A GUIDANCE		Compliance
8.16.2.43 B PHYSICAL ENVIRONMENT		Compliance
8.16.2.43 C SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT		Compliance
8.16.2.43 D EQUIPMENT AND PROGRAM		Compliance
8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS		Not Inspected
8.16.2.43 G SWIMMING, WADING AND WATER		Not Inspected
8.16.2.43 H FIELD TRIPS		Not Inspected
8.16.2.43 F OUTDOOR PLAY AREAS		Compliance

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Food Service		
8.16.2.44 B MEALS AND SNACKS		Compliance
8.16.2.44 C KITCHENS		Compliance
Health & Safety Requirements		
8.16.2.45 A HYGIENE		Compliance
8.16.2.45 B FIRST AID REQUIREMENTS		Compliance
8.16.2.45 C MEDICATION		Compliance
8.16.2.45 D ILLNESSES		Compliance
8.16.2.46 A-H TRANSPORTATION REQUIREMENTS		N/A
Buildings, Grounds & Safety		
8.16.2.47 A HOUSEKEEPING		Compliance
8.16.2.47 B PEST CONTROL		Compliance
8.16.2.47 C MECHANICAL SYSTEMS		Compliance
8.16.2.47 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Compliance
8.16.2.47 E EXITS AND WINDOWS		Compliance
8.16.2.47 F TOILET AND BATHING FACILITIES		Compliance
8.16.2.47 G SAFETY COMPLIANCE <u>Deficiencies</u> The program does not have verification of an annual fire inspection from the fire authority having jurisdiction. Fire Inspection is dated 3/4/14-3/4/15. Regulation: 8.16.2.47G(3) <u>Corrective Action Plan</u> An annual fire inspection will be requested from the fire authority having jurisdiction over the program. Date to be Completed: 06/05/2017 <u>Deficiencies</u> The program does not have documentation that a request for fire inspection had been made to the fire authority whose policy does not provide for an annual inspection of the program. Regulation: 8.16.2.47G(3) <u>Corrective Action Plan</u> The program will document the request date and to whom the request was made. Date to be Completed: 06/05/2017 <u>Deficiencies</u> The program's record of fire drills is not retained for at least 12 months. Lacks April. Regulation: 8.16.2.47G(2)(d) <u>Corrective Action Plan</u> The record of fire drills will be kept on file for at least 12 months. Date to be Completed: 06/05/2017		Non-compliance

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Buildings, Grounds & Safety

Deficiencies

The program's fire extinguishers is not inspected yearly . Last serviced 4/16.

Regulation: 8.16.2.47G(8)

Corrective Action Plan

Equipment will be maintained and inspected yearly.

Date to be Completed: 06/05/2017

8.16.2.47 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Compliance
8.16.2.47 G, I PETS	Compliance

(This area is currently blank for additional notes or observations.)

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.

DM 4:00 pm

05/05/2017

Tialisa Gurule

05/05/2017

Surveyor: Darlene Montoya	Date	Facility Rep: Tialisa Gurule	Date
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