



## Facility

**Name:** *Neicys* **License Number:** *10846*  
**Address:** *404 E 7TH, PORTALES, NM 881300000*  
**Phone:** *(575) 356-3991* **Fax:**  **E-mail:**

## License Information

**Type:** *2 Star Child Care Center* **Status:** *Licensed* **Issue Date:** *11/30/2017* **Expiration Date:** *11/29/2018*

## Capacity

**Over Age 2:** *23* **Under Age 2:** *2* **Night Care:** *0* **Playground:** *19*  
**Square Footage:** *875*

## Census

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

## Classrooms

**Number of Classrooms:** *4*

## 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:** *09/19/2018* **Time In:** *8:05 AM* **Time Out:** *9:00 AM* **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

*Compliance*

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

*Not Inspected*

## 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

*Compliance*

8.16.2.24 D Diapering and Toileting

*Compliance*

8.16.2.24 E Additional Requirements for Children with Special Needs

*Compliance*

8.16.2.24 F Additional Requirements for Night Care

*N/A*

8.16.2.24 G Physical Environment

*Compliance*

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

*Compliance*

## Food Service

8.16.2.25 B Meals and Snacks

*Compliance*

**Food Service (continued)**

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	Compliance
8.16.2.26 C Medication	Compliance
8.16.2.27 A-D Illness Requirements for Centers	Compliance
8.16.2.28 A-H Transportation Requirements for Centers	N/A

**Buildings, Grounds & Safety**

8.16.2.29 A Housekeeping	Compliance
8.16.2.29 B Pest Control	Compliance
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	<b>Non-compliance</b>

*The center's fire extinguishers is not inspected yearly, tagged with the date of inspection.*

*Corrective Action Plan*

*Equipment will be maintained and inspected yearly.*

Regulation: 8.16.2.29.H.3.k.

Date to be Completed: 10/19/2018

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	Compliance
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: *Rosalyn Gonzalez*



Facility Representative: *Denise Dowdy*