



### Facility

Name: *PMS Headstart - Little Paws Early H* License Number: *150582*  
 Address: *4851 Paseo De Sol, Santa Fe, NM 87507*  
 Phone: *5059544601* Fax: E-mail:

### License Information

Type: *2 Star Child Care Center* Status: *Licensed* Issue Date: *01/01/2018* Expiration Date: *12/20/2018*

### Capacity

Over Age 2: *16* Under Age 2: *20* Night Care: *0* Playground: *16*  
 Square Footage: *0*

### Census

Over 2: *14* Under 2: *6*

### Classrooms

Number of Classrooms: *3*

### Days and Hours of Operation

<b>Monday</b> <i>8:45 AM - 3:45 PM</i>	<b>Tuesday</b> <i>8:45 AM - 3:45 PM</i>	<b>Wednesday</b> <i>8:45 AM - 3:45 PM</i>	<b>Thursday</b> <i>8:45 AM - 3:45 PM</i>	<b>Friday</b> <i>8:45 AM - 3:45 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

Date: *10/23/2018* Time In: *10:00 AM* Time Out: *11:50 AM* Purpose: *Annual*

### Licensure

8.16.2.11 A Types of Licenses	<i>Compliance</i>
8.16.2.11 B Renewal of License	<i>Compliance</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Compliance</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Compliance</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>Compliance</i>
8.16.2.21 A Licensing Requirements	<i>Compliance</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

**Licensure (continued)**

8.16.2.21 C Incident Reporting Requirements	Compliance
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**Administrative Requirements**

8.16.2.22 A Administrative Records	Compliance
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8.16.2.22 B Mission, Philosophy and Curriculum Statement	Compliance
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8.16.2.22 C Policy and Procedures	Compliance
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8.16.2.22 D Family Handbook	Compliance
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8.16.2.22 E Children's Records	Compliance
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8.16.2.22 F Personnel Records	Compliance
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8.16.2.22 G Personnel Handbook	Compliance
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**Personnel & Staffing**

8.16.2.23 A Personnel and Staffing Requirements	Compliance
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8.16.2.23 B Staff Qualifications and Training	Compliance
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8.16.2.23 C Staff/Child Ratios and Group Sizes	Compliance
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**Services & Care of Children**

8.16.2.24 A Guidance	Compliance
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8.16.2.24 B Naps or Rest Period	Compliance
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8.16.2.24 C Additional Requirements for Infants and Toddlers	<b>Non-compliance</b>
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*A child was observed sleeping in a Swing/bouncer; the child was not removed to a crib.*

*Corrective Action Plan*

*Staff will be instructed to place infants in a crib for sleeping.*

Regulation: 8.16.2.24.C.3.

Date to be Completed: 11/22/2018

8.16.2.24 D Diapering and Toileting	Compliance
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8.16.2.24 E Additional Requirements for Children with Special Needs	Compliance
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8.16.2.24 F Additional Requirements for Night Care	N/A
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8.16.2.24 G Physical Environment	Compliance
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8.16.2.24 H Social-Emotional Responsive Environment	Compliance
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8.16.2.24 I Equipment and Program	Compliance
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### Services & Care of Children *(continued)*

8.16.2.24 J Outdoor Play Areas	Compliance
8.16.2.24 K Swimming, Wadding and Water	Not Inspected
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	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	<b>Non-compliance</b>
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*The garbage/refuse receptacle being used in the play ground does not have a tight fitting lid.*

*Corrective Action Plan*

*The garbage can(s) will be replaced.*

Regulation: 8.16.2.29.A.3.

Date to be Completed: 11/22/2018

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

**Buildings, Grounds & Safety (continued)**

8.16.2.29 E Lighting, Lighting Fixtures and Electrical

**Non-compliance**

*Electrical outlets within reach of children in the 2 year old room are not safety outlets and they do not have protective covers.*

*Corrective Action Plan*

*Protective covers will be added. (CORRECTED ON SITE)*

Regulation: 8.16.2.29.E.3.b.

Date to be Completed: 11/22/2018

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

Compliance

8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances

Compliance

8.16.2.29 J Pets

Not Inspected

**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: *Dion Ortega*



Facility Representative: *Maria Olga Ribail*