

<b>Center Name:</b> PMS Rio Rancho Head Start		<b>Address:</b> 32 Unser Blvd. Rio Rancho, NM 87124			<b>Phone:</b> (505)891-5162		
<b>License Number:</b> 94728	<b>Issue Date:</b> 02/13/2017	<b>Expiration Date:</b> 02/12/2018	<b>Type:</b> 5 Star FOCUS Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	120	Under Age 2:	0	Night Care:	0	Playground:	40
		Over 2:	9	Under 2:	0		
<b>Days and Hours of Operation</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	06:30 AM	06:30 AM	06:30 AM	06:30 AM	06:30 AM	Closed	Closed
Closing Times:	02:30 PM	02:30 PM	02:30 PM	02:30 PM	02:30 PM		
<b># of Classrooms:</b> 6	<b>Purpose:</b> Semi-Annual		<b>Date:</b> 06/29/2017		<b>Time:</b> 09:20 AM		
<b>Comments</b> Fire inspection expires on 12/7/2017.							

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

Licensure	
8.16.2.11 A TYPES OF LICENSES	Not Inspected
8.16.2.11 B RENEWAL OF LICENSE	Not Inspected
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Not Inspected
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	Not Inspected
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Not Inspected
8.16.2.22 C POLICY AND PROCEDURES	Compliance
8.16.2.22 D FAMILY HANDBOOK	Not Inspected
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

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**Administrative Requirements**

**Deficiencies**

Of the 6 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 8.16.2.22 form for the child(ren) with missing information.

**Regulation:** 8.16.2.22E(2)(b)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The center will review all children's records to ensure up-to-date emergency contact information is on file.

**Date to be Completed:** 07/29/2017

**Deficiencies**

Of the 6 children's records reviewed, 1 is/are missing the name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

**Regulation:** 8.16.2.22E(2)(c)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The center will review all children's records to ensure contact information for a physician or medical center is on file.

**Date to be Completed:** 07/29/2017

**8.16.2.22 F PERSONNEL RECORDS**

Non-compliance

**Deficiencies**

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include a professional development plan based on seven areas of competency. See Staff Records 8.16.2.22 form for staff who need a current plan.

**Regulation:** 8.16.2.22F(1)(n)

**Corrective Action Plan**

The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file. Educator did not sign the PDP.

**Date to be Completed:** 07/29/2017

**Deficiencies**

From the review of staff records, it was determined that 1 out of 4 staff records does/do not include the staff's position. See Staff Records 8.16.2.22 form for staff with this missing information.

**Regulation:** 8.16.2.22F(1)(b)

**Corrective Action Plan**

The center will add the position to the record.

**Date to be Completed:** 07/29/2017

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**Administrative Requirements**

**Deficiencies**

From the review of staff records, it was determined that 1 out of 4 staff records do/does not include the staff's current and past duties and responsibilities. See Staff Records 8.16.2.22 form for staff with this missing information.

**Regulation:** 8.16.2.22F(1)(c)

**Corrective Action Plan**

The center will add staff's current and past duties and responsibilities to the record.

**Date to be Completed:** 07/29/2017

**Deficiencies**

The center failed to have 1 out of 4 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.

**Regulation:** 8.16.2.22F(1)(f)

**Corrective Action Plan**

The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.

**Date to be Completed:** 07/29/2017

8.16.2.22 G PERSONNEL HANDBOOK	Not Inspected
<b>Personnel &amp; Staffing</b>	
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
<b>Services &amp; Care of Children</b>	
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	Compliance
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE	N/A
8.16.2.24 G PHYSICAL ENVIRONMENT	Not Inspected
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Not Inspected
8.16.2.24 I EQUIPMENT AND PROGRAM	Not Inspected
8.16.2.24 J OUTDOOR PLAY AREAS	Compliance
8.16.2.24 K SWIMMING, WADING AND WATER	Not Inspected
8.16.2.24 L FIELD TRIPS	Not Inspected
<b>Food Service</b>	
8.16.2.25 B MEALS AND SNACKS	Compliance
8.16.2.25 C MENUS	Compliance

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<b>Food Service</b>		
<b>8.16.2.25 D KITCHENS</b>		Non-compliance
<p><b><u>Deficiencies</u></b> A food is not properly stored; the item is not labeled and dated. Pretzels were not dated in the kitchen. <b>Regulation:</b> 8.16.2.25D(4)</p> <p><b><u>Corrective Action Plan</u></b> The person responsible for food service will be instructed in proper food storage. Corrected on site. <b>Date to be Completed:</b> 07/29/2017</p> <p><b><u>Deficiencies</u></b> A food is not properly stored; the item is not labeled and dated. Bagels not dated in room 4. <b>Regulation:</b> 8.16.2.25D(4)</p> <p><b><u>Corrective Action Plan</u></b> The person responsible for food service will be instructed in proper food storage. <b>Date to be Completed:</b> 07/29/2017</p>		
<b>8.16.2.25 E MEAL TIMES</b>		Compliance
<b>Health &amp; Safety Requirements</b>		
<b>8.16.2.26 A HYGIENE</b>		Compliance
<b>8.16.2.26 B FIRST AID REQUIREMENTS</b>		Not Inspected
<b>8.16.2.26 C MEDICATION</b>		Not Inspected
<b>8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS</b>		Compliance
<b>8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS</b>		Not Inspected
<b>Buildings, Grounds &amp; Safety</b>		
<b>8.16.2.29 A HOUSEKEEPING</b>		Non-compliance
<p><b><u>Deficiencies</u></b> The Premises are not in good repair as evidenced by the toilet in between rooms #2 and #4 continuously flushes. <b>Regulation:</b> 8.16.2.29A(1)</p> <p><b><u>Corrective Action Plan</u></b> Repairs will be completed and a system for routine inspection of the center and premises will be established. <b>Date to be Completed:</b> 07/29/2017</p>		
<b>8.16.2.29 B PEST CONTROL</b>		Compliance
<b>8.16.2.29 C MECHANICAL SYSTEMS</b>		Compliance
<b>8.16.2.29 D WATER AND WASTE</b>		Compliance
<b>8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL</b>		Compliance
<b>8.16.2.29 F EXITS AND WINDOWS</b>		Compliance
<b>8.16.2.29 G TOILET AND BATHING FACILITIES</b>		Non-compliance

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**Buildings, Grounds & Safety**

**Deficiencies**

The toilet room for Preschool does not have disposable towels at a height accessible to children. The paper towel dispenser at the handwashing sink in Room 2 was empty and extra paper towel was too high for the children to reach.

**Regulation:** 8.16.2.29G(2)

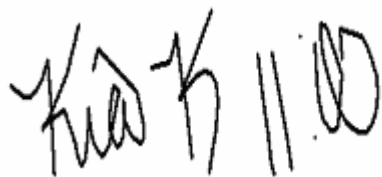
**Corrective Action Plan**

Supplies/dispensers will be relocated so they are accessible to children.

**Date to be Completed:** 07/29/2017

<b>8.16.2.29 H SAFETY COMPLIANCE</b>	Compliance
<b>8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES</b>	Compliance
<b>8.16.2.29 J PETS</b>	N/A

**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.**



06/29/2017



06/29/2017

Surveyor: Kia Kennedy	Date	Facility Rep: Sheena Cacy	Date
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