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| Center Name: PMS Rio Rancho Head Start | | Address: 32 Unser Blvd. Rio Rancho, NM 87124 | | | Phone: (505)891-5162 | | |
| License Number: 94728 | Issue Date: 02/13/2017 | Expiration Date: 02/12/2018 | Type: 5 Star FOCUS Child Care Center | | Status: Licensed | | |
| Capacity | | | | | Census | | |
| Over Age 2: | 120 | Under Age 2: | 0 | Night Care: | 0 | Playground: | 40 |
| | | Over 2: | 88 | Under 2: | 0 | | |
| Days and Hours of Operation | | | | | | | |
| | <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 | | |
| # of Classrooms: 6 | Purpose: Annual | | Date: 12/07/2017 | | Time: 10:40 AM | | |
| Comments | | | | | | | |

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

| Licensure | |
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| 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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| Center Name: PMS Rio Rancho Head Start | License Number: 94728 | Date: 12/07/2017 |
| Administrative Requirements | | |
| <p><u>Deficiencies</u> Of the 21 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. Corrected on site.</p> <p>Regulation: 8.16.2.22E(2)(b)</p> <p><u>Corrective Action Plan</u> 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. Corrected on site.</p> <p>Date to be Completed: 12/07/2017</p> | | |
| 8.16.2.22 F PERSONNEL RECORDS | | Compliance |
| 8.16.2.22 G PERSONNEL HANDBOOK | | Not Inspected |
| 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 | | 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, WADING 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 | | Non-compliance |

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|---|---------------------------------|----------------------------|
| Center Name: PMS Rio Rancho Head Start | License Number: 94728 | Date: 12/07/2017 |
| Food Service | | |
| Deficiencies A food is not properly stored; the item is not wrapped. Cheese in the refrigerator in room 5 was not dated. Corrected on site. Cheese thrown away. Regulation: 8.16.2.25D(4) | | |
| Corrective Action Plan The person responsible for food service will be instructed in proper food storage. Corrected on site. Cheese thrown away. Date to be Completed: 12/07/2017 | | |
| 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 | | Compliance |
| 8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES | | Compliance |
| 8.16.2.29 J PETS | | 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.



12/07/2017



12/07/2017

Surveyor: Kia Kennedy

Date

Facility Rep: Veronica Estrada

Date