



<b>Center Name:</b> Rio Rancho UMC Preschool			<b>Address:</b> 1652 Abrazo Rd. Rio Rancho, NM 87124			<b>Phone:</b> (505)892-0404		
<b>License Number:</b> 137191	<b>Issue Date:</b> 02/14/2017	<b>Expiration Date:</b> 02/13/2018	<b>Type:</b> 2 Star Child Care Center			<b>Status:</b> Licensed		
<b>Capacity</b> Over Age 2: 10    Under Age 2: 0    Night Care: 0    Playground: 10						<b>Census</b> Over 2: 8    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:	09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM	Closed	Closed	
Closing Times:	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM			
<b># of Classrooms:</b> 1		<b>Purpose:</b> Annual		<b>Date:</b> 12/06/2017		<b>Time:</b> 09:45 AM		
<b>Comments</b>								

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

**Center Name:**

Rio Rancho UMC Preschool

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137191

**Date:**

12/06/2017

**Administrative Requirements****Deficiencies**

Of the 8 children's records reviewed, 1 is/are missing the date the child first attended the center. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.

**Regulation:** 8.16.2.22E(1)(d)

**Corrective Action Plan**

The first attendance date will be added and the center will review all children's records to ensure complete information is on file.

**Date to be Completed:** 01/06/2018

**Deficiencies**

Of the 6 children's records reviewed, 1 is/are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption.

**Regulation:** 8.16.2.22E(1)(e)

**Corrective Action Plan**

Parents will be advised to submit a complete and up-to-date immunization record or exemption. The center will review all children's records to ensure complete information is on file.

**Date to be Completed:** 01/06/2018

**Deficiencies**

Of the 8 children's records reviewed, 2 is/are missing information on allergies or medical conditions. See Children's Records 8.16.2.22 form for the child(ren) with missing information.

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

**Corrective Action Plan**

Parents will be advised to review and add missing information. The center will review all records to ensure information regarding allergies and medical conditions is on file.

**Date to be Completed:** 01/06/2018

**Deficiencies**

Of the 8 children's records reviewed, 2 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:** 01/06/2018

<b>Center Name:</b> Rio Rancho UMC Preschool	<b>License Number:</b> 137191	<b>Date:</b> 12/06/2017
<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> Of the 8 children's records reviewed, 2 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. <b>Regulation:</b> 8.16.2.22E(2)(c)</p> <p><b><u>Corrective Action Plan</u></b> 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. <b>Date to be Completed:</b> 01/06/2018</p> <p><b><u>Deficiencies</u></b> Of the 8 children's records reviewed, 1 is/are missing a document giving the center permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. See Children's Records 8.16.2.22 form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.22E(2)(d)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to review and add missing information. The center will review all children's records to ensure emergency medical transportation and treatment authorization is on file. <b>Date to be Completed:</b> 01/06/2018</p>		
<p><b>8.16.2.22 F PERSONNEL RECORDS</b></p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 2 out of 2 staff records does/do not include a dated weekly work schedule that includes the time of arrival and departure and breaks and lunch. See Staff Records 8.16.2.22 form for staff who need to have a work schedule. <b>Regulation:</b> 8.16.2.22F(2)</p> <p><b><u>Corrective Action Plan</u></b> The center will add the work schedule and maintain dated weekly work schedules for the director, all staff, all care givers and volunteers. <b>Date to be Completed:</b> 01/06/2018</p> <p><b><u>Deficiencies</u></b> From the review of staff records, it was determined that 2 out of 2 staff records does/do not include documentation of training by date, time, hours and area of competency or a training certificate. See Staff Records 8.16.2.22 form for staff with missing documentation. <b>Regulation:</b> 8.16.2.22F(1)(h)</p> <p><b><u>Corrective Action Plan</u></b> The center will obtain verification of all training and retain on file. <b>Date to be Completed:</b> 01/06/2018</p>		Non-compliance
<b>8.16.2.22 G PERSONNEL HANDBOOK</b>		Not Inspected
<b>Personnel &amp; Staffing</b>		
<b>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</b>		Compliance
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>		Non-compliance

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<b>Personnel &amp; Staffing</b>		
<p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 1 out of 2 staff working more than 20 hours a week, has/have no documentation of at least 24 hours of qualified annual training, See Staff Records 8.16.2.22 form for staff with missing documentation of training.</p> <p><b>Regulation:</b> 8.16.2.23B(2)(d)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>Annual training will be completed as required and documentation retained on file. Educator will complete 16 hours of online training by Dec.31, 2017. Eight hours of in-person training will be completed by end of the school year May 2018.</p> <p><b>Date to be Completed:</b> 01/06/2018</p>		
<b>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</b>	Compliance	
<b>Services &amp; Care of Children</b>		
<b>8.16.2.24 A GUIDANCE</b>	Compliance	
<b>8.16.2.24 B NAPS OR REST PERIOD</b>	Compliance	
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>	Compliance	
<b>8.16.2.24 D DIAPERING AND TOILETING</b>	Compliance	
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>	Compliance	
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>	N/A	
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>	Compliance	
<b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>	Compliance	
<b>8.16.2.24 I EQUIPMENT AND PROGRAM</b>	Compliance	
<b>8.16.2.24 J OUTDOOR PLAY AREAS</b>	Compliance	
<b>8.16.2.24 K SWIMMING, WADING AND WATER</b>	Not Inspected	
<b>8.16.2.24 L FIELD TRIPS</b>	Not Inspected	
<b>Food Service</b>		
<b>8.16.2.25 B MEALS AND SNACKS</b>	Compliance	
<b>8.16.2.25 C MENUS</b>	Compliance	
<b>8.16.2.25 D KITCHENS</b>	Compliance	
<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>	Compliance	
<b>8.16.2.26 C MEDICATION</b>	Non-compliance	

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<b>Health &amp; Safety Requirements</b>		
<p><b><u>Deficiencies</u></b> The center does not have the written permission of parents or guardians to administer medication. <b>Regulation:</b> 8.16.2.26C(2)</p> <p><b><u>Corrective Action Plan</u></b> Written permission and instructions for administration from the prescribing physician will be obtained from parents/guardians prior to administering any prescription or non-prescription medication. Permission not on file to administer Injector or syrup. <b>Date to be Completed:</b> 01/06/2018</p> <p><b><u>Deficiencies</u></b> When medication is no longer needed, it is not returned to the parents or guardians or destroyed but it remains in the center. Loratadine Syrup was not returned to the parent. <b>Regulation:</b> 8.16.2.26C(5)</p> <p><b><u>Corrective Action Plan</u></b> Medication no longer needed or expired will be returned to the parents or guardians or destroyed. <b>Date to be Completed:</b> 01/06/2018</p>		
<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>		Compliance
<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>		Compliance
<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

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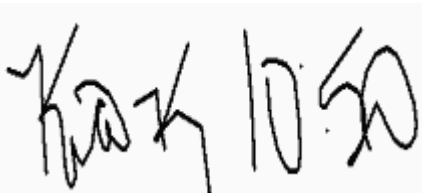
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**Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the licensee.**



12/06/2017



12/06/2017

Surveyor:Kia Kennedy

Date

Facility Rep:Kristine Sechrest

Date