



**Facility**

**Name:** Rosa Otero **License Number:** 169979  
**Address:** 505 Sky Tower St SW, Albuquerque, NM 87121  
**Phone:** 5059039627 **Fax:** **E-mail:** rosieotero2015@gmail.com

**License Information**

**Type:** 2 Star Family Child Care Home **Status:** Licensed **Issue Date:** 11/19/2018 **Expiration Date:** 02/17/2019

**Capacity**

**Over Age 2:** 2 **Under Age 2:** 1 **Night Care:** 0 **Playground:** 0  
**Square Footage:** 0

**Census**

**Over 2:** 1 **Under 2:** 1

**Classrooms**

**Number of Classrooms:** 1

**Days and Hours of Operation**

<b>Monday</b> 6:00 AM - 6:00 PM	<b>Tuesday</b> 6:00 AM - 6:00 PM	<b>Wednesday</b> 6:00 AM - 6:00 PM	<b>Thursday</b> 6:00 AM - 6:00 PM	<b>Friday</b> 6:00 AM - 6:00 PM
<b>Saturday</b> Closed	<b>Sunday</b> Closed			

**Inspection**

**Date:** 02/15/2019 **Time In:** 10:25 AM **Time Out:** 11:06 AM **Purpose:** Other

**Licensure**

8.16.2.31 A Licensing Requirements	<i>Not Inspected</i>
8.16.2.31 B Capacity of a Home	<i>Compliance</i>
8.16.2.31 C Incident Reporting Requirements	<i>Not Inspected</i>

**Administrative Requirements**

8.16.2.32 A Administrative Records	<i>Not Inspected</i>
8.16.2.32 B Mission, Philosophy and Curriculum Statement	<i>Not Inspected</i>
8.16.2.32 C Parent Handbook	<i>Not Inspected</i>
8.16.2.32 D Children's Records	<i>Not Inspected</i>

## Administrative Requirements *(continued)*

8.16.2.32 E Personnel Records *Not Inspected*

8.16.2.32 F Personnel Handbook *Compliance*

*The provider did not have a complete personnel handbook for each non-resident employee. The following information needs to be included: code of conduct, procedures and criteria for performance evaluations, procedures for resignation or termination, policy on parent involvement, health policies related to both children and staff, policy on sexual harassment, plan for retention of qualified staff.*

### *Corrective Action Plan*

*A personnel handbook with required information will be completed and distributed to each non -resident employee.*

Regulation: 8.16.2.32.F.

Date to be Completed: 03/17/2019

## Personnel & Staffing

8.16.2.33 A Personnel and Staffing Requirements *Not Inspected*

8.16.2.33 B Staff Qualifications and Training *Not Inspected*

## Services & Care of Children

8.16.2.34 A Guidance *Not Inspected*

8.16.2.34 B Naps or Rest Period *Not Inspected*

8.16.2.34 C Additional Requirements for Infants and Toddlers *Compliance*

8.16.2.34 D Diapering and Toileting *Compliance*

8.16.2.34 E Additional Requirements for Children with Special Needs *Not Inspected*

8.16.2.34 F Night Care *Not Inspected*

8.16.2.34 G Physical Environment *Compliance*

8.16.2.34 H Social-Emotional Responsive Environment *Not Inspected*

8.16.2.34 I Equipment and Program *Compliance*

8.16.2.34 J Outdoor Play *Compliance*

8.16.2.34 K Swimming, Wadding and Water *Not Inspected*

8.16.2.34 L Field Trips *Not Inspected*

## Food Service

8.16.2.35 B Meals and Snacks *Not Inspected*

Food Service (*continued*)

8.16.2.35 C Menus	<i>Not Inspected</i>
8.16.2.35 D Kitchens	<i>Not Inspected</i>
8.16.2.35 E Meal Times	<i>Not Inspected</i>

## Health &amp; Safety Requirements

8.16.2.36 A Hygiene	<i>Compliance</i>
8.16.2.36 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.36 C Medication	<i>Not Inspected</i>
8.16.2.36 D Illness and Notifiable Diseases	<i>Not Inspected</i>
8.16.2.37 A-G Transportation Requirements for Homes	<b>Non-compliance</b>

*A vehicle used for transporting children is not equipped with first aid kit and first aid manual.*

*Corrective Action Plan*

*The vehicle will be equipped with required items. Provider will obtain today and send proof of purchase to surveyor before conducting transports.*

Regulation: 8.16.2.37.A.

Date to be Completed: 02/15/2019

## Buildings, Grounds &amp; Safety

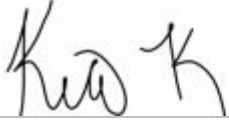
8.16.2.38 A Housekeeping	<i>Not Inspected</i>
8.16.2.38 B Pest Control	<i>Not Inspected</i>
8.16.2.38 C Mechanical Systems	<i>Not Inspected</i>
8.16.2.38 D Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.38 E Exits	<i>Compliance</i>
8.16.2.38 F Toilet and Bathing Facilities:	<i>Not Inspected</i>
8.16.2.38 G Safety Compliance	<i>Not Inspected</i>
8.16.2.38 H Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	<i>Not Inspected</i>
8.16.2.38 I Pets	<i>N/A</i>

## Additional Comments

*This survey is for a change of capacity. Provider is now licensed for a total capacity of 8 with 4 children under 2 years and 4 children over 2 years. Provider is now conducting transports.*

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: *Kia Kennedy*



Facility Representative: *Rosa Otero*