



Center Name: St. Joseph Mission School			Address: 26 School Road San Fidel, NM 87049			Phone: (505)552-6362		
License Number: 165909	Issue Date: 11/21/2016	Expiration Date: 02/19/2017	Type: 2 Star Child Care Center			Status: Licensed		
Capacity Over Age 2: 8 Under Age 2: 0 Night Care: 0 Playground: 8						Census Over 2: 8 Under 2: 2		
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:	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	Closed	Closed	
Closing Times:	03:30 AM	03:30 PM	03:30 PM	03:30 PM	03:30 PM			
# of Classrooms: 1		Purpose: Follow-up		Date: 02/16/2017		Time: 02:10 PM		
Comments 2 star observation. The License will be issued for the remainder of the licensing year.								

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	N/A
8.16.2.11 B RENEWAL OF LICENSE	N/A
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	N/A
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	N/A
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	N/A
8.16.2.21 A LICENSING REQUIREMENTS	Compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	N/A

Administrative Requirements

8.16.2.22 A ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES <u>Deficiencies</u> The center did not have available for review written policies and procedures covering expulsion of children. Regulation: 8.16.2.22C(1)-(8) <u>Corrective Action Plan</u> The center will complete written policies and procedures for the missing area(s). Date to be Completed: 03/15/2017	Compliance
8.16.2.22 D FAMILY HANDBOOK	Compliance
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

Center Name: St. Joseph Mission School	License Number: 165909	Date: 02/16/2017
Administrative Requirements		
<p><u>Deficiencies</u> Of the 2 children's records reviewed, 2 does/do not have any personal or emergency information on file. See the Children's Records 8.16.2.22 form for the name of any child needing a complete record. Note: children did have files but were incomplete. Regulation: 8.16.2.22E(1)(2)</p> <p><u>Corrective Action Plan</u> Parents will be advised to complete all required information. The center will review enrollment procedures to ensure complete personal and emergency information is on file before a child is admitted. Date to be Completed: 03/20/2017</p>		
<p>8.16.2.22 F PERSONNEL RECORDS</p> <p><u>Deficiencies</u> From the review of staff records, it was determined that 2 out of 2 staff having direct contact with the children, does/do not have a complete file as required in 8.16.2.22F. See Staff Records 8.16.2.22 form for staff with an incomplete file. Regulation: 8.16.2.22F(1)</p> <p><u>Corrective Action Plan</u> The program will complete a file for each staff including substitutes and volunteers. Date to be Completed: 03/20/2017</p>	Non-compliance	
8.16.2.22 G PERSONNEL HANDBOOK	Compliance	
Personnel & Staffing		
8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance	
<p>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</p> <p><u>Deficiencies</u> On line CPR and/or First Aid Training was used to meet requirements. Regulation: 8.16.2.23B(2)(h)</p> <p><u>Corrective Action Plan</u> Obtain CPR/ and/or First Aid training from another source. Date to be Completed: 03/20/2017</p> <p><u>Deficiencies</u> Educators did not complete the following training within 3-months: Health and Safety Training Regulation: 8.16.2.23B(2)(b)</p> <p><u>Corrective Action Plan</u> All educators, regardless of the number of hours per week, will complete the above listed training. The following staff members need to complete the required training: Date to be Completed: 03/20/2017</p>	Non-compliance	
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES	Non-compliance	

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Personnel & Staffing		
<p><u>Deficiencies</u> The center failed to post the capacity for each activity/interest area. 1 out of 1 classrooms failed to post the capacity for each activity/interest area. Regulation: 8.16.2.23 C (2)(b)</p> <p><u>Corrective Action Plan</u> Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC Date to be Completed: 03/20/2017</p>		
Services & Care of Children		
8.16.2.24 A GUIDANCE	Compliance	
8.16.2.24 B NAPS OR REST PERIOD	Not Inspected	
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	N/A	
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	Not Inspected	
8.16.2.24 K SWIMMING, WADING AND WATER	N/A	
8.16.2.24 L FIELD TRIPS	Not Inspected	
Food Service		
8.16.2.25 B MEALS AND SNACKS	Not Inspected	
8.16.2.25 C MENUS	Not Inspected	
8.16.2.25 D KITCHENS	Not Inspected	
8.16.2.25 E MEAL TIMES	Not Inspected	
Health & Safety Requirements		
8.16.2.26 A HYGIENE	Compliance	
<p>8.16.2.26 B FIRST AID REQUIREMENTS</p> <p><u>Deficiencies</u> The center's first aid kit does not contain Band aids; Gauze pads; Adhesive tape; Scissors; Soap; Nonporous gloves; A thermometer. Regulation: 8.16.2.26B(2)</p> <p><u>Corrective Action Plan</u> Missing items will be added to the first-aid kit; staff will be reminded to replace any item used. Date to be Completed: 03/20/2017</p>	Non-compliance	

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Health & Safety Requirements		
8.16.2.26 C MEDICATION	N/A	
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 <u>Deficiencies</u> The Equipment are not in good repair as evidenced by torn mats. and classroom door has leakage. Regulation: 8.16.2.29A(1) <u>Corrective Action Plan</u> Repairs will be completed and a system for routine inspection of the center and premises will be established. Date to be Completed: 03/20/2017	Non-compliance	
8.16.2.29 B PEST CONTROL	Not Inspected	
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.

Peggy Waconda 4:53 PM

02/16/2017

A Leon

02/16/2017

Surveyor: Peggy Waconda

Date

Facility Rep: Anadine Leon

Date