



<b>Center Name:</b> St. Joseph Mission School			<b>Address:</b> 26 School Road San Fidel, NM 87049			<b>Phone:</b> (505)552-6362		
<b>License Number:</b> 165909	<b>Issue Date:</b> 03/8/2017	<b>Expiration Date:</b> 11/20/2017	<b>Type:</b> 2 Star Child Care Center			<b>Status:</b> Licensed		
<b>Capacity</b> Over Age 2: 17    Under Age 2: 0    Night Care: 0    Playground: 19						<b>Census</b> Over 2: 0    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:	07:30 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	Closed	Closed	
Closing Times:	03:30 PM	03:30 PM	03:30 PM	03:30 PM	03:30 PM			
<b># of Classrooms:</b> 1		<b>Purpose:</b> Follow-up		<b>Date:</b> 03/24/2017		<b>Time:</b> 02:04 PM		
<b>Comments</b> Documentation was brought to the Licensing office.								

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	Not Inspected
8.16.2.18 D COMPLAINTS	N/A
8.16.2.21 A LICENSING REQUIREMENTS	Not Inspected
8.16.2.21 B CAPACITY OF CENTERS	Not Inspected
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	N/A

#### Administrative Requirements

8.16.2.22 A ADMINISTRATION RECORDS	Not Inspected
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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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b> Of the 3 children's records reviewed, 3 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> 04/24/2017</p> <p><b><u>Deficiencies</u></b> Of the 3 children's records reviewed, 3 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> 04/24/2017</p> <p><b><u>Deficiencies</u></b> Of the 3 children's records reviewed, 3 is/are missing an enrollment agreement form signed by the parent or guardian with an outline of services and costs. See the Children's Records 8.16.2.22 form for the child(ren) with missing information. <b>Regulation:</b> 8.16.2.22E(1)(k)</p> <p><b><u>Corrective Action Plan</u></b> Parents will be advised to sign the enrollment agreement. The center will review all children's records to ensure an enrollment agreement form is on file. <b>Date to be Completed:</b> 04/24/2017</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 dates of hire and termination. See Staff Records 8.16.2.22 form for staff with this missing information. <b>Regulation:</b> 8.16.2.22F(1)(d)</p> <p><b><u>Corrective Action Plan</u></b> The center will add dates of hire and termination to the record. <b>Date to be Completed:</b> 04/24/2017</p>		Non-compliance

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<b>Administrative Requirements</b>		
<p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 2 out of 2 staff records does/do not include an emergency contact number. See Staff Records 8.16.2.22 form for staff with this missing information.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(i)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will have staff complete required information.</p> <p><b>Date to be Completed:</b> 04/24/2017</p> <p><b><u>Deficiencies</u></b></p> <p>The center failed to have 2 out of 2 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.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(f)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.</p> <p><b>Date to be Completed:</b> 04/24/2017</p> <p><b><u>Deficiencies</u></b></p> <p>From the review of staff records, it was determined that 2 out of 2 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.</p> <p><b>Regulation:</b> 8.16.2.22F(1)(n)</p> <p><b><u>Corrective Action Plan</u></b></p> <p>The center will have staff complete a professional development plan and sign the plan . The plan will be maintained on file.</p> <p><b>Date to be Completed:</b> 04/24/2017</p>		
<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>		Not Inspected
<b>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</b>		Compliance
<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>		Not Inspected
<b>8.16.2.24 B NAPS OR REST PERIOD</b>		Not Inspected
<b>8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS</b>		N/A
<b>8.16.2.24 D DIAPERING AND TOILETING</b>		Not Inspected
<b>8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>		N/A
<b>8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE</b>		N/A
<b>8.16.2.24 G PHYSICAL ENVIRONMENT</b>		Not Inspected
<b>8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>		Not Inspected

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<b>Services &amp; Care of Children</b>		
8.16.2.24 I EQUIPMENT AND PROGRAM	Not Inspected	
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	
<b>Food Service</b>		
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	
<b>Health &amp; Safety Requirements</b>		
8.16.2.26 A HYGIENE	Not Inspected	
8.16.2.26 B FIRST AID REQUIREMENTS	Compliance	
8.16.2.26 C MEDICATION	Not Inspected	
8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS	Not Inspected	
8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS	Not Inspected	
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.29 A HOUSEKEEPING	Compliance	
8.16.2.29 B PEST CONTROL	Not Inspected	
8.16.2.29 C MECHANICAL SYSTEMS	Not Inspected	
8.16.2.29 D WATER AND WASTE	Not Inspected	
8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL	Not Inspected	
8.16.2.29 F EXITS AND WINDOWS	Not Inspected	
8.16.2.29 G TOILET AND BATHING FACILITIES	Not Inspected	
8.16.2.29 H SAFETY COMPLIANCE	Not Inspected	
8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES	Not Inspected	
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 405 pm*

*see attached page*

03/24/2017

03/24/2017

Surveyor: Peggy Waconda

Date

Facility Rep: Anadine Leon

Date