

Center Name: St. Joseph Mission School			Address: 26 School Road San Fidel, NM 87049			Phone: (505)552-6362		
License Number: 165909	Issue Date: 05/1/2017	Expiration Date: 11/20/2017	Type: 2 Star + Child Care Center			Status: Licensed		
Capacity						Census		
Over Age 2:	17	Under Age 2:	0	Night Care:	0	Playground:	19	
						Over 2:	5	Under 2:
						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:	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			
# of Classrooms: 1		Purpose: Annual		Date: 11/03/2017		Time: 08:20 AM		
Comments A reminder that four Disaster drills are to be done yearly. The center has conducted one drill.								

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	Compliance
8.16.2.11 B RENEWAL OF LICENSE	Compliance
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 <u>Deficiencies</u> The licensee did not obtain background checks on all staff members , educators, volunteers, and prospective staff as per the requirements outlined in the department's most current version of the Background Check and Employment History Verification provisions .Note: One employee has a background denial and was still working. The process to correct the issue was started. The situation was brought to the Prinicipal's attention. The Teacher was removed from the classroom. Another teacher was brought in to help the preschool techer. Once the situation is cleared with the background unit, the cleared clearance will be sent to Child Care Licensing. Regulation: 8.16.2.21A(2) <u>Corrective Action Plan</u> The licensee will obtain background checks on all staff members , volunteers, and prospective staff. A request for a background check must be submitted prior to a staff member's employment. A background check must be conducted in accordance with 8.8.3 NMAC at least once every five years on all required individuals. Date to be Completed: 11/10/2017	Non-compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	N/A

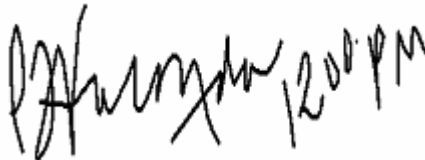
Center Name: St. Joseph Mission School	License Number: 165909	Date: 11/03/2017
Administrative Requirements		
8.16.2.22 A ADMINISTRATION RECORDS	Compliance	
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance	
8.16.2.22 C POLICY AND PROCEDURES	Compliance	
8.16.2.22 D FAMILY HANDBOOK	Compliance	
8.16.2.22 E CHILDREN'S RECORDS <u>Deficiencies</u> Of the 6 children's records reviewed, 4 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) <u>Corrective Action Plan</u> 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: 12/04/2017 <u>Deficiencies</u> Of the 6 children's records reviewed, 1 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. Regulation: 8.16.2.22E(2)(c) <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 contact information for a physician or medical center is on file. Date to be Completed: 12/04/2017 <u>Deficiencies</u> Of the 6 children's records reviewed, 6 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) <u>Corrective Action Plan</u> 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: 12/04/2017 <u>Deficiencies</u> Of the 6 children's records reviewed, 6 is/are missing a signed parent or guardian acknowledgement that the parent handbook had been read and understood. See the Children's Records 8.16.2.22 form for the child(ren) who have this missing. Regulation: 8.16.2.22E(1)(l) <u>Corrective Action Plan</u> Parents will be advised to complete the statement. The center will review all children's records to ensure a signed acknowledgement is on file. Date to be Completed: 12/04/2017	Non-compliance	

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Administrative Requirements		
<p><u>Deficiencies</u> Of the 6 children's records reviewed, 5 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. Regulation: 8.16.2.22E(1)(k)</p> <p><u>Corrective Action Plan</u> 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. Date to be Completed: 12/04/2017</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: 12/04/2017</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> 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. Regulation: 8.16.2.23B(2)(d)</p> <p><u>Corrective Action Plan</u> Annual training will be completed as required and documentation retained on file. Date to be Completed: 11/03/2017</p>	Non-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	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	Compliance	
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE	N/A	
8.16.2.24 G PHYSICAL ENVIRONMENT	Non-compliance	

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Services & Care of Children		
<p><u>Deficiencies</u> File and storage space was not available for educator materials. Regulation: 8.16.2.24G(9)</p> <p><u>Corrective Action Plan</u> The center will make file and storage space available for the teachers and Educators. Date to be Completed: 12/04/2017</p>		
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Compliance	
8.16.2.24 I EQUIPMENT AND PROGRAM	Compliance	
<p>8.16.2.24 J OUTDOOR PLAY AREAS</p> <p><u>Deficiencies</u> The playground equipment isn't inspected weekly. Regulation: 8.16.2.24J(4)</p> <p><u>Corrective Action Plan</u> The facility will hold weekly inspections of their playground equipment. Date to be Completed: 12/04/2017</p>	Non-compliance	
8.16.2.24 K SWIMMING, WADING AND WATER	Compliance	
8.16.2.24 L FIELD TRIPS	Compliance	
Food Service		
8.16.2.25 B MEALS AND SNACKS	Not Inspected	
8.16.2.25 C MENUS	Compliance	
<p>8.16.2.25 D KITCHENS</p> <p><u>Deficiencies</u> A food is not properly stored; the item is not labeled and dated. Regulation: 8.16.2.25D(4)</p> <p><u>Corrective Action Plan</u> The person responsible for food service will be instructed in proper food storage. Date to be Completed: 12/04/2017</p>	Non-compliance	
8.16.2.25 E MEAL TIMES	Not Inspected	
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	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	Compliance	
8.16.2.29 B PEST CONTROL	Compliance	
8.16.2.29 C MECHANICAL SYSTEMS	Compliance	

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Buildings, Grounds & Safety		
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 <u>Deficiencies</u> The center failed to conduct a fire drill for the month(s) of February; March; May; September; December. Regulation: 8.16.2.29H(2) <u>Corrective Action Plan</u> A monthly fire drill will be held and recorded. Date to be Completed: 11/03/2017	Non-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.

 12:00 PM

11/03/2017



11/03/2017

Surveyor: Peggy Waconda

Date

Facility Rep: Anadine Leon

Date