



**Facility**

**Name:** *University High School/GRADS CCC* **License Number:** *33197*  
**Address:** *25 Martin, Roswell, NM 88203*  
**Phone:** *5756272750* **Fax:**  **E-mail:** *hsalmon@risd.k12.nm.us*

**License Information**

**Type:** *2 Star + Child Care Center* **Status:** *Licensed* **Issue Date:** *04/02/2018* **Expiration Date:** *04/01/2019*

**Capacity**

**Over Age 2:** *17* **Under Age 2:** *15* **Night Care:** *0* **Playground:** *32*  
**Square Footage:** *1120*

**Census**

**Over 2:** *7* **Under 2:** *7*

**Classrooms**

**Number of Classrooms:** *2*

**Days and Hours of Operation**

<b>Monday</b> <i>8:00 AM - 3:30 PM</i>	<b>Tuesday</b> <i>8:00 PM - 3:30 PM</i>	<b>Wednesday</b> <i>8:00 AM - 3:30 PM</i>	<b>Thursday</b> <i>8:00 AM - 3:30 PM</i>	<b>Friday</b> <i>8:00 AM - null</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

**Inspection**

**Date:** *08/21/2018* **Time In:** *9:30 AM* **Time Out:** *1:20 PM* **Purpose:** *Semi-Annual*

**Licensure**

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Not Inspected</i>
8.16.2.18 D Complaints	<i>Compliance</i>

**Licensure (continued)****8.16.2.21 A Licensing Requirements****Non-compliance**

*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.*

*The center did not get a background clearance on a substitute teacher. The school district and center allow for any substitute registered with the school district to substitute in the center's classrooms with out having the substitutes to get a background clearance according to 8.16.2.21 A. The substitutes meet RISD's background clearance requirements.*

**Corrective Action Plan**

*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.*

*The substitutes will not be allowed to work at the center with out a background clearance.*

*The center corrected the issue and sent the substitute home.*

Regulation: 8.16.2.21.A.2.

Date to be Completed: 08/21/2018

**8.16.2.21 B Capacity of Centers****Compliance****8.16.2.21 C Incident Reporting Requirements****Compliance****Administrative Requirements****8.16.2.22 A Administrative Records****Compliance****8.16.2.22 B Mission, Philosophy and Curriculum Statement****Not Inspected****8.16.2.22 C Policy and Procedures****Not Inspected****8.16.2.22 D Family Handbook****Not Inspected****8.16.2.22 E Children's Records****Non-compliance**

*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.*

**Corrective Action Plan**

*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.*

Regulation: 8.16.2.22.E.2.c.

Date to be Completed: 09/20/2018

**8.16.2.22 E Children's Records (continued)****Non-compliance**

*Of the 6 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.*

**Corrective Action Plan**

*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.*

Regulation: 8.16.2.22.E.2.d.

Date to be Completed: 09/20/2018

**8.16.2.22 F Personnel Records****Non-compliance**

*From the review of staff records, it was determined that 3 out of 4 staff records does/do not include documentation of current first-aid and cardiopulmonary resuscitation training. See Staff Records 8.16.2.22 form for staff without verification of training.*

**Corrective Action Plan**

*The center will obtain documentation of first-aid and CPR training and retain on file.*

Regulation: 8.16.2.22.F.1.g.

Date to be Completed: 09/20/2018

**8.16.2.22 G Personnel Handbook****Not Inspected****Personnel & Staffing****8.16.2.23 A Personnel and Staffing Requirements****Non-compliance**

*There is no director or co-director at the center a minimum of 50% of the center's core hours of operation.*

**Corrective Action Plan**

*A qualified director will be hired and will be required to be onsite and available 50 percent or more of the center's core hours of operation.*

Regulation: 8.16.2.23.A.7.

Date to be Completed: 09/20/2018

**8.16.2.23 B Staff Qualifications and Training****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****Compliance****8.16.2.24 C Additional Requirements for Infants and Toddlers****Compliance**

### Services & Care of Children (*continued*)

8.16.2.24 D Diapering and Toileting	<i>Compliance</i>
8.16.2.24 E Additional Requirements for Children with Special Needs	<i>Compliance</i>
8.16.2.24 F Additional Requirements for Night Care	<i>Compliance</i>
8.16.2.24 G Physical Environment	<i>Compliance</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Compliance</i>
8.16.2.24 I Equipment and Program	<i>Compliance</i>
8.16.2.24 J Outdoor Play Areas	<i>Compliance</i>
8.16.2.24 K Swimming, Wadding and Water	<i>N/A</i>
8.16.2.24 L Field Trips	<i>Compliance</i>

### Food Service

8.16.2.25 B Meals and Snacks	<i>Compliance</i>
8.16.2.25 C Menus	<i>Compliance</i>
8.16.2.25 D Kitchens	<i>Compliance</i>
8.16.2.25 E Meal Times	<i>Compliance</i>

### Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Compliance</i>
8.16.2.26 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.26 C Medication	<i>Compliance</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Compliance</i>
8.16.2.28 A-H Transportation Requirements for Centers	<i>Not Inspected</i>

### Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Compliance</i>
8.16.2.29 B Pest Control	<i>Not Inspected</i>
8.16.2.29 C Mechanical Systems	<i>Compliance</i>
8.16.2.29 D Water and Waste	<i>Compliance</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Compliance</i>
8.16.2.29 F Exits and Windows	<i>Compliance</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Compliance</i>

**Buildings, Grounds & Safety (continued)**

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

**Additional Comments**

None

**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: *Nicholas Conde*



Facility Representative: *Dina Salmon*