



Facility

Name: *University High School/GRADS CCC* **License Number:** *33197*
Address: *25 Martin, Roswell, NM 88203*
Phone: *5756272750* **Fax:** **E-mail:**

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: *6* **Under 2:** *7*

Classrooms

Number of Classrooms: *2*

Days and Hours of Operation

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

Inspection

Date: *08/22/2018* **Time In:** *10:45 AM* **Time Out:** *11:45 AM* **Purpose:** *Follow-up*

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>Not Inspected</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.

Two substitutes were present at the center that did not have submitted fingerprints and an application for the background clearance to the Background Check Unit.

The substitute teacher from 8/21/18 was back at the center. She had only got her finger prints done, and had not sent the application in for the background clearance. During the visit Surveyor helped her send in the application to BCU.

Also during the visit there was another substitute at the center that did not have a background clearance. This substitute was only part time and was already leaving for the day when the educator returned to take over the class.

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.

Regulation: 8.16.2.21.A.2.

Date to be Completed: 08/22/2018

8.16.2.21 B Capacity of Centers*Not Inspected***8.16.2.21 C Incident Reporting Requirements***Not Inspected***Administrative Requirements****8.16.2.22 A Administrative Records***Not Inspected***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***Not Inspected***8.16.2.22 F Personnel Records***Not Inspected***8.16.2.22 G Personnel Handbook***Not Inspected***Personnel & Staffing****8.16.2.23 A Personnel and Staffing Requirements***Not Inspected***8.16.2.23 B Staff Qualifications and Training***Not Inspected*

Services & Care of Children (*continued*)

8.16.2.23 C Staff/Child Ratios and Group Sizes *Not Inspected*

Services & Care of Children

8.16.2.24 A Guidance *Not Inspected*

8.16.2.24 B Naps or Rest Period *Not Inspected*

8.16.2.24 C Additional Requirements for Infants and Toddlers *Not Inspected*

8.16.2.24 D Diapering and Toileting *Not Inspected*

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

8.16.2.24 F Additional Requirements for Night Care *N/A*

8.16.2.24 G Physical Environment *Not Inspected*

8.16.2.24 H Social-Emotional Responsive Environment *Not Inspected*

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, Wadding and Water *Not Inspected*

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 *Not Inspected*

8.16.2.26 B First Aid Requirements *Not Inspected*

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*

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping *Not Inspected*

8.16.2.29 B Pest Control *Not Inspected*

Buildings, Grounds & Safety (continued)

8.16.2.29 C Mechanical Systems	<i>Not Inspected</i>
8.16.2.29 D Water and Waste	<i>Not Inspected</i>
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	<i>Not Inspected</i>
8.16.2.29 F Exits and Windows	<i>Not Inspected</i>
8.16.2.29 G Toilet and Bathing Facilities	<i>Not Inspected</i>
8.16.2.29 H Safety Compliance	<i>Not Inspected</i>
8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	<i>Not Inspected</i>
8.16.2.29 J Pets	<i>Not Inspected</i>

Additional Comments

Follow up visit for Semi Annual visit made on 08/21/18.

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: *Cecilia Arenivas*