

<b>Center Name:</b> Westbrook Baptist Church		<b>Address:</b> 1420 N. Thornton Clovis, NM 88101			<b>Phone:</b> (575)762-2152			
<b>License Number:</b> 165283	<b>Issue Date:</b> 03/3/2017	<b>Expiration Date:</b> 12/2/2017	<b>Type:</b> 2 Star Child Care Center		<b>Status:</b> Licensed			
<b>Capacity</b>					<b>Census</b>			
Over Age 2:	105	Under Age 2:	0	Night Care:	0	Playground:	50	
					Over 2:	3	Under 2:	-
<b>Days and Hours of Operation</b>								
<b>Morning</b>		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:							Closed	Closed
Closing Times:								
<b>Afternoon</b>		<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:		03:00 P	03:00 PM	03:00 P	03:00 PM	03:00 P		
Closing Times:		06:00 P	06:00 P	06:00 P	06:00 P	06:00 P		
<b># of Classrooms:</b> 4		<b>Purpose:</b> Annual		<b>Date:</b> 03/02/2017		<b>Time:</b> 03:00		
<b>Comments</b> T/ TA Staff and children records. Expulsion policy group size								

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

### Licensure

<b>8.16.2.40 A LICENSING REQUIREMENTS</b>	Compliance
<b>8.16.2.40 B CAPACITY OF A PROGRAM</b>	Compliance
<b>8.16.2.40 C, D INCIDENT REPORTING REQUIREMENTS</b>	Not Inspected

### Administrative Requirements

<b>8.16.2.41 A ADMINISTRATION RECORDS</b>	Compliance
<b>8.16.2.41 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT</b>	Compliance
<b>8.16.2.41 C PARENT HANDBOOK</b>  <u>Deficiencies</u> The program did not have a parent handbook that included policies and procedures. The following general information needs to be include Expulsion Policy. Regulation: 8.16.2.41C(2c)  <u>Corrective Action Plan</u> A parent handbook with required general information and program policies and procedures will be completed and distributed. Date to be Completed: 04/02/2017	Compliance
<b>8.16.2.41 D, 8.16.2.42 D CHILDREN'S RECORDS</b>	Non-compliance

<b>Center Name:</b> Westbrook Baptist Church	<b>License Number:</b> 165283	<b>Date:</b> 03/02/2017
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**Administrative Requirements**

**Deficiencies**

Of the 4 children's records reviewed, 4 is/are missing the date the child first attended the program. See Children's Records 8.16.2.41form for the child(ren) with missing information.

**Regulation:** 8.16.2.41D(1)(d)

**Corrective Action Plan**

The first attendance date will be added and the program will review all children's records to ensure complete information is on file.

**Date to be Completed:** 04/02/2017

**Deficiencies**

Of the 4 children's records reviewed, 4 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 8.16.2.41form for the child(ren) with missing information.

**Regulation:** 8.16.2.41D(2)(b)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The program will review all children's records to ensure contact information for a physician or medical center is on file.

**Date to be Completed:** 04/02/2017

**Deficiencies**

Of the 4 children's records reviewed, 4 is/are missing a document giving the program permission to transport the child in a medical emergency and authorization for medical treatment signed by a parent or guardian. See Children's Records 8.16.2.41form for the child(ren) with missing information.

**Regulation:** 8.16.2.41D(2)(c)

**Corrective Action Plan**

Parents will be advised to review and add missing information. The program will review all children's records to ensure emergency medical transportation and treatment authorization is on file.

**Date to be Completed:** 04/02/2017

<b>8.16.2.41 E PERSONNEL RECORDS</b>	Compliance
<b>8.16.2.41 F PERSONNEL HANDBOOK</b>	Compliance
<b>Personnel &amp; Staffing</b>	
<b>8.16.2.42 A PERSONNEL AND STAFFING REQUIREMENTS</b>	Compliance
<b>8.16.2.42 B STAFF QUALIFICATIONS</b>	Compliance
<b>8.16.2.42 C TRAINING</b>	Compliance
<b>Services &amp; Care of Children</b>	
<b>8.16.2.43 A GUIDANCE</b>	Compliance
<b>8.16.2.43 B PHYSICAL ENVIRONMENT</b>	Compliance
<b>8.16.2.43 C SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT</b>	Compliance
<b>8.16.2.43 D EQUIPMENT AND PROGRAM</b>	Compliance
<b>8.16.2.43 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS</b>	Not Inspected

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<b>Services &amp; Care of Children</b>		
8.16.2.43 G SWIMMING, WADING AND WATER		N/A
8.16.2.43 H FIELD TRIPS		N/A
8.16.2.43 F OUTDOOR PLAY AREAS		Compliance
<b>Food Service</b>		
8.16.2.44 B MEALS AND SNACKS		Compliance
8.16.2.44 C KITCHENS		Compliance
<b>Health &amp; Safety Requirements</b>		
8.16.2.45 A HYGIENE		Compliance
8.16.2.45 B FIRST AID REQUIREMENTS		Compliance
8.16.2.45 C MEDICATION		Compliance
8.16.2.45 D ILLNESSES		Compliance
8.16.2.46 A-H TRANSPORTATION REQUIREMENTS		Compliance
<b>Buildings, Grounds &amp; Safety</b>		
8.16.2.47 A HOUSEKEEPING		Compliance
8.16.2.47 B PEST CONTROL		Compliance
8.16.2.47 C MECHANICAL SYSTEMS		Compliance
8.16.2.47 D LIGHTING, LIGHTING FIXTURES AND ELECTRICAL		Compliance
8.16.2.47 E EXITS AND WINDOWS		Compliance
8.16.2.47 F TOILET AND BATHING FACILITIES		Compliance
8.16.2.47 G SAFETY COMPLIANCE		Compliance
8.16.2.47 H SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES		Compliance
8.16.2.47 G, I PETS		Compliance

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.

*Susie Aragon* 4:20

03/02/2017

*Deanna Cole*

03/02/2017

Surveyor: Susie Aragon

Date

Facility Rep: Deanna Cole

Date