



### Facility

**Name:** PMS Headstart - Tierra Contenta **License Number:** 94609  
**Address:** 3908 Paseo del Sol, Santa Fe, NM 87507  
**Phone:** 5054384165 **Fax:** **E-mail:** andrea.vigil@pmsnm.org

### License Information

**Type:** 5 Star FOCUS Child Care Center **Status:** Licensed **Issue Date:** 12/30/2018 **Expiration Date:** 12/29/2019

### Capacity

**Over Age 2:** 36 **Under Age 2:** 16 **Night Care:** 0 **Playground:** 44  
**Square Footage:** 0

### Census

**Over 2:** 0 **Under 2:** 14

### Classrooms

**Number of Classrooms:** 5

### Days and Hours of Operation

<b>Monday</b> 7:30 AM - 2:30 PM	<b>Tuesday</b> 7:30 AM - 2:30 PM	<b>Wednesday</b> 7:30 AM - 2:30 PM	<b>Thursday</b> 7:30 AM - 2:30 PM	<b>Friday</b> 7:30 AM - 2:30 PM
<b>Saturday</b> Closed	<b>Sunday</b> Closed			

### Inspection

**Date:** 01/18/2019 **Time In:** 1:30 PM **Time Out:** 1:50 PM **Purpose:** Complaint

### Licensure

8.16.2.11 A Types of Licenses	Not Inspected
8.16.2.11 B Renewal of License	Not Inspected
8.16.2.11 D Non-transferable Restrictions of License	Not Inspected
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	Not Inspected
8.16.2.17 E, F Surveys for Child Care Facilities	Not Inspected
8.16.2.18 D Complaints	Not Inspected
8.16.2.21 A Licensing Requirements	Not Inspected
8.16.2.21 B Capacity of Centers	Not Inspected

**Licensure (continued)**

8.16.2.21 C Incident Reporting Requirements	Not Inspected
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**Administrative Requirements**

8.16.2.22 A Administrative Records	Not Inspected
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8.16.2.22 B Mission, Philosophy and Curriculum Statement	Not Inspected
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8.16.2.22 C Policy and Procedures	Not Inspected
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8.16.2.22 D Family Handbook	<b>Non-compliance</b>
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*The center does have a parent handbook that includes policies and procedures. The following policy was violated: **a list of people authorized to pick up the child and an authorization form signed by parent or guardian; identification of person authorized by the parent or guardian to pick up the child shall be verified at pick-up.***

*Corrective Action Plan*

*Either Director or Family Service Assistant at front office will check for ID to verify person is authorized to pick up child if they do not recognize the individual.*

*Open communication with parents in the mornings at drop-offs, Find out from parents if someone different is coming to pick-up the child.*

*Have emergency contact/authorization pick-up checklist updated on a quarterly basis.*

Regulation: 8.16.2.22.D.1.

Date to be Completed: 02/15/2019

8.16.2.22 E Children's Records	Not Inspected
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8.16.2.22 F Personnel Records	Not Inspected
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8.16.2.22 G Personnel Handbook	Not Inspected
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**Personnel & Staffing**

8.16.2.23 A Personnel and Staffing Requirements	Not Inspected
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8.16.2.23 B Staff Qualifications and Training	Not Inspected
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8.16.2.23 C Staff/Child Ratios and Group Sizes	Not Inspected
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**Services & Care of Children**

8.16.2.24 A Guidance	Not Inspected
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8.16.2.24 B Naps or Rest Period	Not Inspected
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8.16.2.24 C Additional Requirements for Infants and Toddlers	Not Inspected
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### Services & Care of Children *(continued)*

8.16.2.24 D Diapering and Toileting	<i>Not Inspected</i>
8.16.2.24 E Additional Requirements for Children with Special Needs	<i>N/A</i>
8.16.2.24 F Additional Requirements for Night Care	<i>N/A</i>
8.16.2.24 G Physical Environment	<i>Not Inspected</i>
8.16.2.24 H Social-Emotional Responsive Environment	<i>Not Inspected</i>
8.16.2.24 I Equipment and Program	<i>Not Inspected</i>
8.16.2.24 J Outdoor Play Areas	<i>Not Inspected</i>
8.16.2.24 K Swimming, Wading and Water	<i>N/A</i>
8.16.2.24 L Field Trips	<i>Not Inspected</i>

### Food Service

8.16.2.25 B Meals and Snacks	<i>Not Inspected</i>
8.16.2.25 C Menus	<i>Not Inspected</i>
8.16.2.25 D Kitchens	<i>Not Inspected</i>
8.16.2.25 E Meal Times	<i>Not Inspected</i>

### Health & Safety Requirements

8.16.2.26 A Hygiene	<i>Not Inspected</i>
8.16.2.26 B First Aid Requirements	<i>Not Inspected</i>
8.16.2.26 C Medication	<i>Not Inspected</i>
8.16.2.27 A-D Illness Requirements for Centers	<i>Not Inspected</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>Not Inspected</i>
8.16.2.29 B Pest Control	<i>Not Inspected</i>
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>

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

8.16.2.29 G Toilet and Bathing Facilities	Not Inspected
8.16.2.29 H Safety Compliance	Not Inspected
8.16.2.29 H3(f)(i)(k) Safety Compliance	Not Inspected
8.16.2.29 J Pets	N/A

**Additional Comments**

Complaint that took place on 1/9/19 was partially substantiated and a CAP will be done.

**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: *Diana Martinez*



Facility Representative: *Andrea Vigil*