

Center Name: PMS Headstart - Tierra Contenta		Address: 3908 Paseo del Sol Santa Fe, NM 87507			Phone: (505)438-4165		
License Number: 94609	Issue Date: 12/30/2016	Expiration Date: 12/29/2017	Type: 5 Star FOCUS Child Care Center		Status: Licensed		
Capacity					Census		
Over Age 2:	28	Under Age 2:	16	Night Care:	0	Playground:	44
		Over 2:	16			Under 2:	26
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:	02:30 PM	02:30 PM	02:30 PM	02:30 PM	02:30 PM		
# of Classrooms: 4	Purpose: Semi-Annual		Date: 04/26/2017		Time: 12:10 PM		
Comments							

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	Compliance
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Compliance
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	Not Inspected
8.16.2.21 A LICENSING REQUIREMENTS	Compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Not Inspected
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	Non-compliance

Center Name: PMS Headstart - Tierra Contenta	License Number: 94609	Date: 04/26/2017
Administrative Requirements		
<p><u>Deficiencies</u> There was no record of each child's arrival and/or departure time and dates of attendance initialed by a parent, guardian, or person authorized to pick up the child. Of the 42 children present 40 were signed in. See Children's Records 8.16.2.22 form for the child(ren) with missing information and/or authorization.</p> <p>Regulation: 8.16.2.22E(1)(j)</p> <p><u>Corrective Action Plan</u> Parents will be advised to sign in and out each child daily and staff will monitor for completion.</p> <p>Date to be Completed: 04/28/2017</p>		
<p>8.16.2.22 F PERSONNEL RECORDS</p> <p><u>Deficiencies</u> From the review of staff records, it was determined that 1 out of 6 staff records does/do not include a background check. See Staff Records 8.16.2.22 form for staff with this missing information.</p> <p>Regulation: 8.16.2.22F(1)(e)</p> <p><u>Corrective Action Plan</u> The center will obtain documentation of a background check.</p> <p>Date to be Completed: 05/05/2017</p> <p><u>Deficiencies</u> The center failed to have 1 out of 6 person(s) providing care to sign an annual statement that they have, or have never had, an arrest or substantiated referral to a child protective services agency. See Staff Records 8.16.2.22 form for staff with this missing information.</p> <p>Regulation: 8.16.2.22F(1)(f)</p> <p><u>Corrective Action Plan</u> The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.</p> <p>Date to be Completed: 05/05/2017</p>	Compliance	
<p>8.16.2.22 G PERSONNEL HANDBOOK</p>	Not Inspected	
Personnel & Staffing		
<p>8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS</p>	Compliance	
<p>8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING</p> <p><u>Deficiencies</u> Educators did not complete the following training within 3-months: Health and Safety Training</p> <p>Regulation: 8.16.2.23B(2)(b)</p> <p><u>Corrective Action Plan</u> All educators, regardless of the number of hours per week, will complete the above listed training.</p> <p>The following staff members need to complete the required training:</p> <p>Date to be Completed: 05/26/2017</p>	Non-compliance	
<p>8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES</p>	Non-compliance	

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Personnel & Staffing

Deficiencies

The center failed to post the capacity for each activity/interest area. 4 out of 4 classrooms failed to post the capacity for each activity/interest area.

Regulation: 8.16.2.23 C (2)(b)

Corrective Action Plan

Each activity/interest area will have a posted capacity, which may vary according to the activity and size of the space, and will not exceed the group size requirement as specified in Paragraph (1) of Subsection C of 8.16.2.23 NMAC

Date to be Completed: 05/26/2017

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
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	Compliance
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Compliance
8.16.2.24 I EQUIPMENT AND PROGRAM	Compliance
8.16.2.24 J OUTDOOR PLAY AREAS	Compliance
8.16.2.24 K SWIMMING, WADING AND WATER	N/A
8.16.2.24 L FIELD TRIPS	Not Inspected

Food Service

8.16.2.25 B MEALS AND SNACKS	Compliance
8.16.2.25 C MENUS	Compliance
8.16.2.25 D KITCHENS	Compliance
8.16.2.25 E MEAL TIMES	Compliance

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	Compliance
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

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Buildings, Grounds & Safety		
8.16.2.29 C MECHANICAL SYSTEMS		Compliance
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		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.

 2:10pm

04/26/2017



04/26/2017

Surveyor: Franchesca Archuleta	Date	Facility Rep: Cecilia Rios Carrillo	Date
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