



### Facility

**Name:** *Y D I Headstart - Velarde* **License Number:** *94598*  
**Address:** *HWY 68, Velarde, NM 87582*  
**Phone:** *5058521300* **Fax:**  **E-mail:** *ptrujillo@ydinm.org*

### License Information

**Type:** *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *10/05/2017* **Expiration Date:** *10/04/2018*

### Capacity

**Over Age 2:** *20* **Under Age 2:** *0* **Night Care:** *0* **Playground:** *20*  
**Square Footage:** *0*

### Census

**Over 2:** *9* **Under 2:** *0*

### Classrooms

**Number of Classrooms:** *1*

### Days and Hours of Operation

<b>Monday</b> <i>7:30 AM - 2:00 PM</i>	<b>Tuesday</b> <i>7:30 AM - 2:00 PM</i>	<b>Wednesday</b> <i>7:30 AM - 2:00 PM</i>	<b>Thursday</b> <i>7:30 AM - 2:00 PM</i>	<b>Friday</b> <i>7:30 AM - 2:00 PM</i>
<b>Saturday</b> <i>Closed</i>	<b>Sunday</b> <i>Closed</i>			

### Inspection

**Date:** *08/21/2018* **Time In:** *10:00 AM* **Time Out:** *11:15 AM* **Purpose:** *Annual*

### Licensure

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

## Administrative Requirements (*continued*)

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 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 Compliance

8.16.2.22 F Personnel Records **Non-compliance**

*The center failed to have 3 out of 3 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.*

### *Corrective Action Plan*

*The center will put processes in place to ensure that all care giving staff sign annual statements of non-conviction.*

Regulation: 8.16.2.22.F.1.f

Date to be Completed: 09/20/2018

8.16.2.22 G Personnel Handbook Compliance

## Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements Compliance

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 N/A

8.16.2.24 D Diapering and Toileting Compliance

8.16.2.24 E Additional Requirements for Children with Special Needs N/A

8.16.2.24 F Additional Requirements for Night Care N/A

8.16.2.24 G Physical Environment Compliance

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

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>Compliance</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>N/A</i>

### Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	<i>Compliance</i>
8.16.2.29 B Pest Control	<i>Compliance</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>
8.16.2.29 H Safety Compliance	<i>Compliance</i>
8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances	<i>Compliance</i>
8.16.2.29 J Pets	<i>N/A</i>

**Additional Comments**

*Have a fire drill and emergency evacuation scheduled for next week. Great job!*

**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: *Pamela Trujillo*