



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

POTTER'S HOUSE FAMILY SERVICE CENTER

License #: 0337

Director: LEVON KINARD

Inspection Date: 06/07/2022

Annual/Mid Inspection

Inspector: Paulette Elliott

Program Administration Violations Cited

1. **Out of Compliance:** Valid, up-to-date fire inspection form (#333) is on file. (Rule 1.2.5 Page 10)
2. **Out of Compliance:** All staff members have mandatory 15 contact hours on file (no more than five hours of in-house training may be provided by the child care facility. Acceptable topics for training may include: (a) health and safety, (b) child growth and development, (c) nutrition, (d) planning learning activities, (e) discipline, (f) linkages with community services, (g) communications with families, (h) detection of child abuse, (i) advocacy for early childhood programs, (j) professional issues. (Rule 1.5.8 Page 25)
3. **Out of Compliance:** All required facility records are present and up-to-date: (1) child and employee attendance records, (2) alphabetical roster of children, (3) alphabetical roster of staff and volunteers, (4) current license, (5) records of monthly fire /disaster drills, (6) medication log, (7) volunteer log, (8) notebook of 121 forms for staff members and children w/roster, (9) notebook with Letters of Suitability for all employees w/roster. (Rule 1.6.3 Page 29)

Plan of Correction

1. **POC:** Based on observations and review of records, the facility had not completed Fire Survey Form 333, prior to the annual renewal inspection. Person responsible for maintaining compliance of this record deficiency will be Levon Kinard, operator. Compliance due for completion by 07/31/2022.
Person Responsible: Levon Kinard **Date for Completion:** Due By 07/31/2022
2. **POC:** Based on observations and review of records, The licensing official observed staff in need of contact hours for the current licensure year. Person responsible for maintaining compliance will be Levon Kinard, operator. Compliance due for completion by 08/31/2022.
Person Responsible: Levon Kinard **Date for Completion:** Due By 08/31/2022
3. **POC:** Base on observations and review of staff and children records, the facility failed to assure that they had a current MSDH 121 on each employee and child. Record review revealed one (1) employee and four (4) children records lacked a current MSDH 121 form.
Person Responsible: Levon Kinard **Date for Completion:** Due By 06/21/2022

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Infant Classroom Violations Cited

2-Nursery - Classroom Number: 2

No violations cited.

Infant Classroom - Classroom Number: 2

Toddler Classroom Violations Cited

4 - Classroom Number: 4

No violations cited.

Toddler Classroom - Classroom Number: 4

Twos Classroom Violations Cited

1 - Classroom Number: 1

No violations cited.

Twos Classroom - Classroom Number: 1

Preschool Classroom Violations Cited

3 - Classroom Number: 3

No violations cited.

Preschool Classroom - Classroom Number: 3

School Age Room Violations Cited

5 - Classroom Number: 5

No violations cited.

School Age Room - Classroom Number: 5

Legend

- COS: Corrected on Site
- POC: Plan of Correction

Child Care Director Signature

Lew Kim D

MSDH Licensure Representative Signature

Donette Elliott