



LO- Licensing Official  
COS-Corrected on Site  
TA-Technical Assistance  
POC-Plan of Correction  
LOS-Letter of Suitability



MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Encounter

Page 1 of 6

District 5

Date 02.04.20

|               |                                        |               |                       |
|---------------|----------------------------------------|---------------|-----------------------|
| Name          | <u>Kidz 1st Level Learning Center</u>  | License No.   | <u>61CDPFSA-7112</u>  |
| Address       | <u>415 Pearl Drive Pearl, MS 39208</u> |               |                       |
| Purpose       | <u>meet director</u>                   | Director      | <u>Sellena Hunter</u> |
| Mileage Start |                                        | Mileage End   |                       |
| County        | <u>Rankin</u>                          | Telephone No. | <u>601-665-5158</u>   |
| Time In       | <u>8:51 am</u>                         | Time Out      | <u>12:20 pm</u>       |
|               |                                        | Total Time    |                       |

**Findings/Comments** Upon arrival, the supervisor met with director designee Shakelia Dixon. The supervisor informed the director designee of her purpose of visit, which was to meet director Sellena Hunter. The director was not present upon arrival. The director arrived at 10:01 am.

The following was observed:

Subchapter 5: Personnel Requirements

Deficiency: Rule 1.5.7<sup>(2)</sup> Use of Director Designee  
Rule 1.5.7<sup>(2)</sup> - A director designee shall, at a minimum have a high school diploma or GED and two years paid experience.... A director designee shall not retain sole director authority in a facility for more than 24 hours per calendar week.

Findings:

Based on observation when supervisor arrived at facility the director designee was the one present; the director was not present again. Director was not present on previous visits 01.16.20; 01.30.20, and 01.31.20. The director wasn't present at the time of any of the visits in January 2020.

P.O.C (Plan of Correction):

Director will do schedule for director designee and herself that will not have Director designee in charge for more than 24 hours a week. Completion date is Feb 7, 2020. Please submit copy to licensing official.

- Class I II violations may result in a monetary penalty.
- Repeated violations may result in the doubling of a monetary penalty,
- suspension or revocation of license.

Sellena R. Hunter  
Center Director/Designee/Individual  
Mississippi State Department of Health

Chisella Cleary  
Child Care Representative  
Revised 6-24-09

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MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Encounter (Continuation)

Date 2.4.2020

Facility Name Kidz 1st Level Learning Center License No. 61CDPFSA-7112

## Subchapter 5: Personnel Requirements

Deficiency: 1.5.7(3) - when the director designee is in charge of the facility, they shall have full access to all documents of the facility that are necessary for the licensing agency to conduct an inspection or complaint investigation. The documents shall include, but are not limited to, staff records, children's records, safety inspections, and any other material/documents required by the inspecting official.

Findings: Based on observation director designee had limited access to facility's files, records, and to computer. The director designee did not have access into computer in order to print sign in/out sheets for parents to properly sign in and out as required. Director designee did not have access to one(1) staff letter of suitability and one(1) child 721 form; the staff was able to obtain this information. P.O.C. (Plan of Correction) - Director and director designee will print sign in/out sheets for month; and purchase more toner for printer.  
Subchapter 13: Nutrition and Meals completion 02.04.20 print.

Deficiency: 1.13.2 - Nutritional Standards - Meals shall meet the nutritional standards as prescribed in Appendix "C" Minimum Standards for Nutritional Care in Child Care Facilities.

Findings: Based on observation upon arrival children were eating cheerios and milk, and the director designee directed a staff (not cook) to prepare pancakes for the children as well to make sure they had enough to eat. Supervisor was shown 2 different menus, one from Mississippi State Department of Health child care menu planning worksheet, which has not been approved, and another menu (CACFP weekly menu; facilities should always go with most restricted standards, which is MSOHA child care Licensure. The MSOHA menu for week of 2.3-7.20 had ham/cheese biscuit and apple juice and milk for breakfast; this was not served.

Sellena R. Hunter  
Center Director/Designee/Individual

Chisella Clay  
Child Care Representative

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# Child Care Encounter (Continuation)

Date 02.04.20

Facility Name Kidz 1st Level Learning Center License No. 61CDPFSA -7112

Cont. Subchapter 13: Nutrition and Meals (1.13.2)  
Nutritional Standards

Findings cont: while observing the refrigerator, the light was off ~~it~~, and there was a pack of turkey bacon; which is not allowed according to appendix C. The director designee discard the turkey bacon because she stated it had gotten too warm. A food thermometer was not present, as required.

P.O.C  
1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Director submitted 6 weeks of menus to licensing official on 02.31.20 to be reviewed for approval. Director stated she used menus from Mississippi State Department of Health as a guide for creating menus. Until director hear back if her menus were approved, she will follow the ones she submitted for review for approval. Director stated thermometer will be placed in refrigerator today (02.04.20).

Sellene R. Hunter  
Center Director/Designee/Individual

Azula Ellis  
Child Care Representative  
Chivella Clay

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# Child Care Encounter (Continuation)

Date 2.4.2020

Facility Name Kidz 1st Level Learning Center License No. 61CDPFSA-7112

## Subchapter 6: RECORDS

Deficiency: Rule 1.6.3(8) States in part, each facility shall maintain a notebook containing copies of MSDH Certificate of Immunization (MSDH Form #121) for both staff and students on file at the facility.

Findings: After viewing the facility files it was observed (Dore child w/ no MSDHs 121 form on file at the facility. While at the facility the staff - parent was able to retrieve the MSDH 121 form through phone by showing a picture of it and also printed a copy for facility files to placed in the child's folder and a copy was given to the licensing official. This violation was corrected on site on today's visit, Tuesday, February 4, 2020. TA was provided w/ the director on all staff and children must have an updated MSDH form #121 on file for staff and students.

## P.O.C - Plan of Correction

1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Director will use Bright wheel software to keep track of when documents should be updated; it alerts parents and director. Parents has access to this Bright wheel. Director designee has access as well.

## Subchapter 10: Equipment, Toys, and materials

Deficiency Rule 1:10.5 States in part Individual hooks or compartments shall be provided for each child for hanging or storing personal possessions. Hooks shall be spaced well apart so that belongings do not touch those of a another child.

Findings: It was observed that children belongings was on top of the book shelf shack on top of each other, therefore they were not separate. TA was provided with director children must have separate compartments without touching each other.

## P.O.C - Plan of Correction

1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Director/director designee will have parents place belongings on shelves in afterschool room in individual compartments until they transition to their classrooms

Sellena R. Hunter  
 Center Director/Designee/Individual

Chisella Cleary  
 Child Care Representative

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# Child Care Encounter (Continuation)

Date 2.4.2020

Facility Name Kidz 1st Level Learning Center License No. 61CDPFSA-7112

## Subchapter 9: PROGRAM OF ACTIVITIES

Rule 1.9.6(4) Television viewing, including video tapes and/or electronic media, is not allowed for children under the age of two or for staff in the infant and toddler area. The playing of soothing music in the infant and toddler area is acceptable.

Findings: It was observed 4 four toddlers watching television. Technical assistance was provided with the director designee Ms.

Dixon that children under the age of two cannot watch television. This violation was corrected on site on today's visit, Tuesday, February 4, 2020, designee turn off television.

## P.O.C - Plan of Correction

1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Per director designee they will no longer watch the television, instead they will do some learning activities; singing, reading, and finger plays.  
Completion date: 02.05.20

Green Survey Card was left with director at today's visit.

Sellena Hunter  
Center Director/Designee/Individual

Chingella Clay  
Child Care Representative  
Azela Ellis

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MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Encounter (Continuation)

Date 2.4.20

Facility Name Kidz 1st Level Learning Center License No. 61CDPFSA-7112

## Subchapter 7: REPORTS

## Deficiency: Rule 1.7.4

For infants and toddlers, the child care facility shall provide, to the child's parent, daily written reports that include liquid intake, child's disposition, bowel movements, and eating and sleep patterns.

Findings: During observation, it was observed that daily sheets had not been started for the 8 children (toddlers). Licensing official and supervisor reminded the director and 2 staff present in the 1-2 year old classroom that daily sheets should be started at the beginning of morning and documented throughout day to accurately capture the things needed to be documented on daily sheets.

## P.O.C

1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Per director/director designee starting tomorrow morning staff (toddlers) will start daily sheets as children arrive, and document throughout day. Director will provide sheets. Completion date: 02.05.20

## Subchapter 11: BUILDINGS AND GROUNDS

Deficiency: Rule 1.11.1(16) Unused electrical outlets shall be protected by a safety plug cover.

Findings: During the observation it was observed that the outlet covers were uncovered throughout the facility. The licensing official and supervisor reminded the director designee and director of the requirement for all outlets to be covered throughout facility.

## P.O.C

1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Per director/director designee outlet covers will be placed in all uncovered outlets throughout facilities. Will keep extra outlet covers at facility. Staff will be trained on keeping outlet covers covered.

Sellena R. Hunter  
Center Director/Designee/Individual

Chissella Clay  
Child Care Representative

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## Child Care Encounter (Continuation)

Date 02.04.20

Facility Name Kidz 1st Level Learning Center License No. 61CDPFSA-7112

### Subchapter 11: Building and Grounds

Deficiency: Rule 1.11.8(c) states in parts, thermometers shall be placed on interior wall in each classroom at the height of the children eye level.

Findings: LO observed during the walk through of the facility no thermometers posted at child level in each classroom. TA was provided w/ director on purchasing thermometers to place in each classroom wall.

#### P.O.C

1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

Director stated she has thermometers, and will purchase more to have at facility. The thermometers will be put up in every classroom at children's eye level today; Feb. 4, 2020.

### Subchapter 18: Feeding of Infants and Toddlers

Deficiency: Rule 1.18.4 states in parts, food stored or prepared in jars shall be served from a separate dish for each infant or toddler. Any leftovers from the serving dish shall be discarded. Any leftover in jar shall be labeled w/ child's name, dated, refrigerated, and used within the next 24 hours or discarded.

Findings: LO(s) / supervisor observed staff in the 1/2 year old room were feeding children from the jar. TA provided TA w/ director on all foods feed that is stored in jars shall be served from a separate dish for each infant or toddler.

Sellera R Hunter  
Center Director/Designee/Individual

Chivella Clay  
Child Care Representative

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# Child Care Encounter (Continuation)

Date 02.4.2020

Facility Name Kitz 1st Level Learning Center License No. 61CDPFSA-7112

P.O.C. Plan of correction  
 1. What measures will you put into place to correct the violation and how will you prevent recurrence of the violation? 2. Who will be responsible for monitoring violation from recurrence? 3. What is the date of completion?

cont. Subchapter 18: Feeding of Infants and Toddlers

Director/Director Designee will train staff on how to properly feed toddlers and label food.

Sellena R. Hunter  
 Center Director/Designee/Individual

Chivella Gray  
 Child Care Representative

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