



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection

County Hancock Date 01-22-2021

Facility Name Holy Trinity Catholic Sch License Number 7351

Purpose mid year Capacity 30

All Items In Red Are Critical

	In	Out	COS	N/A
Qualified director present	☒	☐	☐	☐
Proper staff to child ratio present	☒	☐	☐	☐
Room and playground capacity met	☒	☐	☐	☐
Center capacity met	☒	☐	☐	☐
License/complaint visible	☒	☐	☐	☐
Certified food manager	☒	☐	☐	☐

Sanitation Approved

Garbage and garbage bins maintained	☒	☐	☐	☐
Vector control maintained	☒	☐	☐	☐
Water system approved and functioning	☒	☐	☐	☐
Waste water system approved and functioning	☒	☐	☐	☐
Food service approved	☐	☒	☐	☐

Possible Monetary Penalty

	Monetary Penalty
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

	Age/Child/Staff Name
1.	<u>ones - 10</u>
2.	
3.	
4.	<u>Twos - 12</u>
5.	
6.	
7.	

Other Items - Must be corrected

	In	Out	COS	N/A
Children's belongings separated/stored	☒	☐	☐	☐
Evacuation plans posted	☒	☐	☐	☐
Menus posted and served	☒	☐	☐	☐
Plan of activities	☒	☐	☐	☐

Building and Grounds

Walls, ceilings, floors, toys, equipment clean and in good repair	☒	☐	☐	☐
Lighting approved	☒	☐	☐	☐
Heating/cooling approved	☒	☐	☐	☐
Ventilation adequate	☒	☐	☐	☐
Glass approved and shielded	☒	☐	☐	☐
Telephone on premises, available, and functioning	☒	☐	☐	☐
Electrical outlets protected	☒	☐	☐	☐
Large appliances located properly	☒	☐	☐	☐
Sinks and toilets working properly	☒	☐	☐	☐
Hot water at all sinks, not to exceed 120°	☒	☐	☐	☐
Children barred from kitchen	☒	☐	☐	☐
Vending machine snacks meet nutritional guidelines, if present	☐	☐	☐	☒
Exits, doors and fastening devices single action approved and in good working order	☒	☐	☐	☐
Exits unobstructed	☒	☐	☐	☐
Required smoke detectors, carbon monoxide monitors, fire extinguishers and thermometers placed properly and in good working order	☒	☐	☐	☐
First aid kits stocked and easily accessible	☒	☐	☐	☐
Playground area clean, shaded, well drained and equipped and fence in good repair	☒	☐	☐	☐
Playground equipment meets standards	☒	☐	☐	☐
Pool area clean, fenced, and adequately maintained	☐	☐	☐	☒
Diaper changing stations adequate in number and each fully supplied (number _____)	☒	☐	☐	☐

Center Director/Individual Reini McWheeChild Care Representative Quentin S. S.



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter

District IXDate 01-22-2021

Name <u>Holy Trinity Catholic School</u>	License No. <u>7351</u>
Address <u>301 S Second St., Bay St. Louis</u>	
Center/Organization/Individual	
Purpose <u>mid-year</u>	Director <u>Berni McNeil</u>
Mileage Start _____	Mileage End _____
County <u>Hancock</u>	Telephone No. _____
Time In <u>10:30 Am</u>	Time Out <u>1:30 pm</u>
Total Time _____	

Findings/Comments

Subchapter 4, ~~code~~ ~~code~~ Facility Policies and Procedures

Deficiency: Rule 1.4.4 - Changes in Facility Operations:
The operator shall immediately notify the licensing agency of any major ~~code~~ changes affecting of the child care facilities operations.

Finding: During a review of the facility sign-in/out sheets, it was observed that the facility began offering extended hours without notifying the licensure official. ~~the~~ facility operating hours (previously approved) are 7:30-3:15. Hours have ~~been~~ been extended to 5:30 pm.

Director Berni McNeil states that Principal Patience Cohen started the ~~after~~ after care/extended hours.

AC: Director Berni McNeil will notify Principal Patience Cohen that the following items need to be sent to the licensure official:

- Updated menus (for approval) to reflect the addition of 1 more afternoon snack
- Updated Daily Schedule for program to reflect extended hours
- ~~Documentation~~ (for approval)

Berni McNeil
Center Director/Designee/Individual

Amanda K. Smith
Child Care Representative

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Yellow Copy - Operator



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter (Continuation)

Date 01-22-2021

Facility Name HTCS

License No. 7351

- Name and Qualifications of person serving as Director Designee during after care/extended hours.
 - Facility will send within 14 days from this date.
- Subchapter 8 Staffing

Deficiency: Rule 1.8.1(3) - During all hours of operation, including arrival and departure, a child care facility employee shall be present to whom administrative and supervisory responsibilities have been assigned. This child care facility employee must meet the minimum qualifications of a director or director designee.

Finding: Based on staff interviews with the Director it was stated that she (the director) leaves 3:30 pm every afternoon. This leaves no Director/Director Designee during the extended hours for the program.

PBC: Director Phebi McNeil will notify Principal Patience Clasen that the aftercare/extended hours may not operate without a Director or Designee. Designee Qualifications were provided to Ms. McNeil. Ms. McNeil will notify Ms. Clasen what the following items are needed in order to approve a Designee

- ID#, LOS, copy of degree or HS Diploma, copy of certificates for 3 required classes (Rules and Reg, Playground Safety, Director Orientation)
- Proof of at least 2 yrs. paid experience in a licensed child care facility

After care/extended hours must not operate until a Director or Designee has been approved by

Phebi McNeil
Center Director/Designee/Individual

Patience Clasen
Child Care Representative

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Yellow Copy - Operator



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Child Care Encounter (Continuation)

Date 01-22-2021

Facility Name HTCS

License No. 7351

Appendix C Nutritional Standards

Deficiency: App. C Feeding Schedule for ^{Infants &} Children
One Year of Age and Older (3) - No more than
four and no less than ~~2~~ two and one half
hours time period must elapse between the beginning
of a meal and snack.

Finding: Facility is operating over nine hours.
Upon review of Sign-In/Out Sheets facility was
operating ~~was~~ until 5:30 pm. According approved
menus the last snack is served at 2:00 p.m.

POC: Director Reini McNeil will notify Principal
Patience Clasen that the facility ~~must~~ must
send revised menus to licensure official, showing
~~the~~ addition of another snack in the afternoon.
The facility has 1 week to submit the revised
menus for approval.

Class I and II violations may result in a monetary
penalty. Repeated violations may result in the
doubling of a monetary penalty; Suspension, or
revocation of license.

TA provided on Rules 1.4.4, 1.8.1(3), App. C Nutritional
Standards

Reini McNeil
Center Director/Designee/Individual

Amanda H. Sizemore
Child Care Representative

White Copy - Facility File
Yellow Copy - Operator