



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection

County Washington Date 01/10/2020

Facility Name St. James Episcopal Day School License Number 2359

Purpose Renewal Inspection / TA Capacity 71

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.	5yr. olds / 8 / caregiver #1, #2
2.	5yr. olds / 13 / caregiver #3
3.	3yr. olds / 9 / caregiver #4
4.	4yr. olds / 11 / caregiver #5
5.	2yr. olds / 8 / caregiver #6, #7
6.	(49)
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	☒	☐	☐	☐
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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	☒	☐	☐	☐
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Playground area clean, shaded, well drained and equipped and fence in good repair	☒	☐	☐	☐
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Playground equipment meets standards	☒	☐	☐	☐
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Pool area clean, fenced, and adequately maintained	☐	☐	☐	☒
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Diaper changing stations adequate in number and each fully supplied (number <u>0</u>) No infants	☐	☐	☐	☒
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Center Director/Individual Shirley Cochran Child Care Representative Teresa Liggett



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter

District IIIDate 01/10/2020

Name ST. James Episcopal Day School License No. 76CDRF-2359
 Address 1026 S. Washington Ave. Greenville, Ms 38701
 Center/Organization/Individual
 Purpose Renewal Inspection/TA Director Ginny Cochran
 Mileage Start — Mileage End —
 County Washington Telephone No. 662-334-4588
 Time In 10:38 a.m. Time Out 12:13 p.m. Total Time —

Findings/Comments The licensing official met with, director Ginny Cochran.

The purpose for this visit was for a renewal inspection/TA visit.

There were no deficiencies noted on today's visit.

A green child care survey card was left with Ginny Cochran.

(TA) Technical assistance was provided on Staff Development Training. The licensing official informed the provider on how to go to the child care website at www.healthymississippi.com to use the Resource Guide for child care providers and Training Organizations with Standing Approval for Staff Development. Also the Child Care Regulations + Guidelines are on the website the new regulations + guidelines were implemented on 01/01/2020. (p.9)

For future questions or concerns please contact, Teresa Liggins, Child care
662-332-8177 office #
662-378-2620 fax # or
go to the website at www.healthymississippi.com.

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 the license.

Ginny Cochran
 Center Director/Designee/Individual

Teresa Liggins
 Child Care Representative

White Copy - Facility File
 Yellow Copy - Operator



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Program Review

Facility Name St. James Episcopal Day School License No. 2359 Date 01/10/2020

- | Yes | No | N/A | |
|-------------------------------------|--------------------------|-------------------------------------|---|
| ☒ | ☐ | ☐ | 1. Policies and procedures (Parent's Handbook) {Rule 1.4.1} |
| ☒ | ☐ | ☐ | 2. Proof of Accident/Liability Insurance or documentation that parent has been notified that no insurance is in effect {Rule 1.4.1 (i) & (j)} |
| ☒ | ☐ | ☐ | 3. Approved arrival and departure procedures {Rule 1.4.1 (2)} |
| ☒ | ☐ | ☐ | 4. Letter of suitability for staff {Rule 1.5.2 & Rule 1.6.4 (1) (f)} |
| ☒ | ☐ | ☐ | 5. Attendance records for children and staff {Rule 1.6.3 (1)} |
| ☒ | ☐ | ☐ | 6. Current alphabetical roster of children (includes date of birth) {Rule 1.6.3 (2)} |
| ☒ | ☐ | ☐ | 7. Current staff roster (includes date of birth & date of hire) {Rule 1.6.3 (3)} |
| ☒ | ☐ | ☐ | 8. Monthly records of fire/disaster drills {Rule 1.6.3 (5)} |
| ☒ | ☐ | ☐ | 9. Medication record with date, time, signature for 90 days {Rule 1.6.3 (6)} |
| ☒ | ☐ | ☐ | 10. Immunization Records for Children and Staff {Rule 1.6.3 (8)} |
| ☒ | ☐ | ☐ | 11. Personnel records (attach employee's records form) {Rule 1.6.4} |
| ☐ | ☐ | ☒ | 12. Volunteer records {Rule 1.6.5 & Rule 1.6.6} |
| ☒ | ☐ | ☐ | 13. Children records (attach children's records form) {Rule 1.6.7} |
| ☐ | ☐ | ☒ | 14. Reports of serious occurrences made as required {Rule 1.7.1} <i>NONE</i> |
| ☐ | ☐ | ☒ | 15. Communicable diseases reported as required {Rule 1.7.3} <i>NONE</i> |
| ☐ | ☐ | ☒ | 16. Daily written reports provided to parents for infants and toddlers {Rule 1.7.4} <i>No infants + toddlers</i> |
| ☒ | ☐ | ☐ | 17. Staff present who hold valid CPR and First Aid Certification {Rule 1.8.1 (4) & (5)} |
| ☒ | ☐ | ☐ | 18. Age appropriate program of activities posted in each room {Subchapter 9} |
| ☐ | ☐ | ☒ | 19. Required toys present in infant room {Rule 1.10.1 (2)} <i>No infants</i> |
| ☐ | ☐ | ☒ | 20. Required toys present in toddler room {Rule 1.10.1 (3)} <i>No toddlers</i> |
| ☒ | ☐ | ☐ | 21. Required toys present preschool room {Rule 1.10.1 (4)} |
| ☒ | ☐ | ☐ | 22. Licensed pest control contractor {Rule 1.11.14} |
| ☐ | ☐ | ☒ | 23. Pets present (proof of immunization as required, signed by veterinarian) {Rule 1.12.6} |
| ☒ | ☐ | ☐ | 24. Appropriate discipline policy followed {Subchapter 14} |
| ☐ | ☐ | ☒ | 25. Appropriate transportation policy followed {Subchapter 15} <i>DOES NOT TRANSPORT</i> |
| ☐ | ☐ | ☒ | 26. Infant feeding schedules posted (Appendix C, VII) <i>No infants</i> |

Comments/Recommendations *Please renew your license on line at www.healthy.ms.com before the license period expires 3/31/2020.*
Items needed: current fire inspection form # 333, current two week cycle menus submit to the licensing official.

- ☒ Pass –
 License to be issued: ☒ Regular ☐ Probational ☐ Restricted
☐ Fail
☐ Follow-up within _____ days

☒ Director

☐ Designee

Teresa Leggin
 Child Care Representative

Food Service Facility Inspection Results

PIMS ID 235	Facility Name, Address St. James Episcopal Day School 1026 S. Washington Ave., Greenville, MS	Date 01/10/2020
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CRITICAL VIOLATIONS

CORRECTION PLAN AND SCHEDULE

—observed no critical violations

Facility received a grade of "A".

Mitzi M. Scarborough Tummy Safe
Certified Manager Licence Number
Exp. 8/17/2021

- ☐ 92020 Scheduled
- ☐ 92030 Followup
- ☐ 92040 Complaint
- ☐ 92050 Consultation
- ☐ 92070 Plan Review/Const.
- ☐ 92080 No Inspection
- ☐ 92090 Restaurant Training

- ☒ 92010 Permit No Charge
- ☐ 92015 Permit 1 \$30.00
- ☐ 92011 Permit 2 \$100.00
- ☐ 92012 Permit 3 \$150.00
- ☐ 92013 Permit 4 \$200.00

Permit Date

Environmental Code

TL3

Please Remit within 10 days to:

Facility Signature

Environmental Signature

White Copy - Facility
Yellow Copy - PIMS
Pink Copy - Environmentalist

Child Care Licensure Playground Checklist

Center Name St. James Episcopal Day School

Inspection Date 01/10/2020

YES NO N/A

- ☒ ☐ ☐ 1. Playground fence less than 3 1/2" from surface. (Rule 1.11.9 (8), pg 60) In good repair, with no gaps? (Rule 1.11.9 (8), pg 60)
- ☒ ☐ ☐ 2. 2 entrances/exits, with one being remote from the building? (Rule 1.11.9 (8), pg 60)
- ☒ ☐ ☐ 3. Is surfacing adequate? If not, where is it inadequate? (CPSC 2.4.2, pg 9-10 & 4.3)
- ☒ ☐ ☐ 4. AC units, high-voltage cabling/wires inaccessible? (Rule 1.11.9 (5), pg 59)
- ☒ ☐ ☐ 5. No standing water present on playground or in/on playground equipment or walkways? (CPSC 2.4.2.2(5), pg 10 & Rule 1.11.11 (4), pg 61)
- ☒ ☐ ☐ 6. Toys & equipment in good repair? (none broken/deteriorating) (Rule 1.10.2 (2), pg 46)
- ☒ ☐ ☐ 7. Sidewalks provide smooth walking surface? (no trip hazards) (CPSC 3.6, pg 16-17)
- ☒ ☐ ☐ 8. All bolts on equipment & fence < 2 threads beyond the nut? Are all bolts and fencing twists/wires facing away from the playground area? (Rule 1.11.9 (5), pg 59)
- ☒ ☐ ☐ 9. Tree limbs at least 7ft. above play surfaces? Is fence free of brush/overgrowth? (CPSC 3.4, 3.5, pg 16)
- ☒ ☐ ☐ 10. Are use zones adequate? If not, where are they inadequate? (CPSC 5.3.9, pg 41)
- ☒ ☐ ☐ 11. If swings are present, are S-hooks in good repair? If not, state deficiency _____ (CPSC 3.2, pg 14; 2.5.2, pg 1 & 5.3.8.1, pg 37)
- ☒ ☐ ☐ 12. If slide is present, is exit height/exit zone adequate? If not, state deficiency _____ (CPSC 5.3.6.4-5 pgs 34-35)
- ☐ ☐ ☒ 13. Are spring rockers a minimum of 6 ft. apart? (ASTM 9.5.1.2 & CPSC 5.3.7, pg 36-37)
- ☒ ☐ ☐ 14. NONE present Is age-appropriate equipment being used? If not, state which pieces are inappropriate _____ (Rule 1.10.2, pg 46 & CPSC 2.2.6, pg 6)
- ☒ ☐ ☐ 15. Is playground area clean & free of hazards? If not, state deficiency _____ (Rule 1.11.11 (1), pg 61)
- ☒ ☐ ☐ 16. Is adequate shade present on the playground? (Rule 1.11.9 (7), pg 60 & CPSC 2.1.1, pg 5)
- ☒ ☐ ☐ 17. Are concrete footings located at least 6" beneath the surface? (Rule 1.10.2 (2), pg 46 & CPSC 3.6, pg 16-17)
- ☐ ☐ ☒ 18. Is wood smooth? Documentation provided that wood has been properly treated. (CPSC 2.5.5, pg 15)

Director Shirley Cochran

Licensing Official Teresa Higgins