



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

MARSHALL ACADEMY

License #: 7572

Director: MALAURA WOODS

Inspection Date: 02/24/2022

Annual/Mid Inspection

Inspector: Kristen Taylor

Program Administration Violations Cited

1. **Out of Compliance:** All staff members have a valid Letter of Suitability on file. (Rule 1.5.2 Page 21)
2. **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)
3. **Out of Compliance:** All child records are present and up-to-date. (Rule 1.6.7 Page 32)

Plan of Correction

1. **POC:** During review of records, CCFI observed that the facility does not have an updated fire/disaster drill log. Facility will conduct drills and update log by March 10, 2022. Once the log is updated, facility will send copy to CCFI.
Person Responsible: Director **Date for Completion:** March 10, 2022
2. **POC:** During review of records, CCFI observed that staff files were not organized and missing documents. CCFI also observed there was not a staff roster or child roster for the required documents. CCFI will return in two weeks to review files.
Person Responsible: Director **Date for Completion:** March 10, 2022
3. **POC:** During review of records, CCFI observed three staff without a letter of suitability. CCFI and Director reviewed online fingerprint system. The fingerprints were in process. After speaking with the fingerprint unit, the three caregivers were missing the child abuse registry forms. Director will send in the those documents for the three caregivers by tomorrow, February 24th. Director and caregivers know they cannot be left alone with children until letters of suitability are on file at the facility.
Person Responsible: Director **Date for Completion:** February 24, 2022
4. **POC:** During review of records, CCFI observed four children that updated 121s. The facility will have updated 121s on file at the facility by March 10th. Facility will send copies to CCFI once received. If the child does not have an updated 121 on file at the facility by March 10th, the child cannot return to the facility until there is.
Person Responsible: Director **Date for Completion:** March 10, 2022

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Infant Classroom Violations Cited

Room 1 - Classroom Number: 1

No violations cited.

Infant Classroom - Classroom Number: 1

Toddler Classroom Violations Cited

Room 2 - Classroom Number: 2

No violations cited.

Toddler Classroom - Classroom Number: 2

Preschool Classroom Violations Cited

Room 3 - Classroom Number: 3

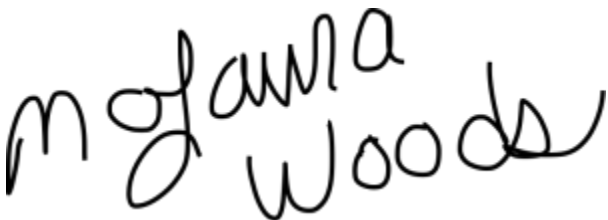
No violations cited.

Preschool Classroom - Classroom Number: 3

Legend

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

Child Care Director Signature

A handwritten signature in black ink that reads "M. Glawna Woods". The signature is written in a cursive, flowing style.

MSDH Licensure Representative Signature

Kristen Taylor