



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter

District IDate 5/2/2019

Name	<u>St. Luke Christian Academy</u>	License No.	<u>1788</u>
Address	<u>7491 Hacks Cross Road, Olive Branch, MS 38654</u>		
Purpose	<u>POC Follow-up</u>	Director	<u>Tamara</u>
Mileage Start		Mileage End	
County	<u>DeSoto</u>	Telephone No.	<u>(662) 895-3511</u>
Time In	<u>10:43am</u>	Time Out	<u>11:30am</u>
		Total Time	

Findings/Comments Here to conduct a POC Follow-up from Encounter dated 3/14/19. Upon arrival licensing official met with Tamara Wiggins

- Licensing official faxed and emailed POC reminder to Tamara Wiggins on 4/17/2019 @ 10:58am.
- Licensing official rec'd. a call from Tamara Wiggins on 4/18/2019, stating that she has completed all POC and will email or fax POC to licensing official. As of 5/1/2019, licensing official has not rec'd. any POC.

Director has started working on POC, by developing forms to assist with POC items.

Technical Assistance:

- Licensing official assist director with POC - (from encounter dated 3/14/19)
 - ① developing policy/log sheet for LOS
 - ② developing log sheet for MSDH 121
 - ③ Director will contact Carol Bishop today by 4pm for technical assistance with menu writing, at 662-842-3878 or email at carol.bishop@healthymiss.com.

Childcare Questionnaire was provided to Tamara Wiggins at exit conference.

Tamara Wiggins
Center Director/Designee/Individual

Jessica Dockery
Child Care Representative

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