



MISSISSIPPI STATE DEPARTMENT OF HEALTH

## Child Care Facility Data Sheet

Facility Name Helping Hands Outreach Svc. Date 5/7/08  
 Physical Address 3120 Utica Ave., Jxn 39209  
 Operator Lynn Stapleton Daytime Telephone Number 601-713-1824  
☒ Commercial Facility ☐ Occupied Residence 1967 Year Building was constructed  
 Total # of Floors 1 # of Floors Used for Child Care 1 # of Rooms 5 # of Rooms Used for Child Care \_\_\_\_\_  
 Construction: Masonry ☒ Brick \_\_\_\_\_ Frame \_\_\_\_\_ Metal \_\_\_\_\_ Other \_\_\_\_\_

### I. Building/Grounds

#### A. General

- ☒ 1. Install two (2) easily opened outward opening doors (minimum 32 inches wide) equipped with single action opening hardware.
- ☐ 2. Walls – ☐ clean ☐ repair ☐ paint ☐ replace
- ☒ 3. Floors – ☐ clean ☐ repair ☐ paint ☐ replace
- ☒ 4. Ceiling – ☐ clean ☐ repair ☐ paint ☐ replace (water spots)
- ☒ 5. Install plug covers on all outlets.
- ☐ 6. Barriers installed as needed – ☐ kitchen ☐ stairways ☐ windows ☐ porches ☐ other \_\_\_\_\_
- ☐ 7. Handrails – ☐ steps ☐ landings ☐ toilets ☐ other \_\_\_\_\_
- ☐ 8. Heating/cooling – ☐ gas ☒ electric ☐ other \_\_\_\_\_
- Note – Non-electric heat/cool systems or appliances require carbon monoxide monitors to be installed as well as smoke detectors. All gas heaters must be vented to outdoors.
- ☐ 9. Unapproved heaters must be removed.
- ☐ 10. Install adequate, proper heating and/or cooling systems.
- ☒ 11. Hang child safe thermometers at child level in every room utilized by children.
- ☒ 12. Install additional lighting. Note – All lights must be shielded.
- ☒ 13. Install telephone accessible to caregivers.
- ☒ 14. Install individual compartments or hooks for each child.
- ☐ 15. Provide diaper changing stations in all rooms housing children who are not toilet trained.
- Note – Diaper changing stations must have hot and cold water and may not be used for any purpose except diapering. Number of diaper changing stations \_\_\_\_\_.
- ☒ 16. Approved – ☐ waste water ☐ water supply
- ☒ 17. Post emergency evacuation plan.
- ☐ 18. Hot and cold running water at all hand washing sinks.
- ☐ 19. Buildings constructed prior to 1967 shall be tested for lead.

#### B. Kitchen/Food Preparation Area

- ☒ 1. Install adequate refrigeration with thermometer provided.
- ☐ 2. Install adequate cooking appliances (stoves/microwaves/ovens).
- Note – Number and type must be based on menu evaluation and number of meals to be prepared.

*Copy of bill*

**B. Kitchen/Food Preparation Area (continued)**

- ☐ 3. Install approved stove hood, vented to outside per fire codes.
- ☐ 4. Install separate freezer when 50+ children are served.
- ☐ 5. Install approved dishwasher. \_\_\_\_\_
- ☐ 6. Install three (3) compartment sink.
- ☐ 7. Install food preparation sink.
- ☐ 8. Install mop sink.
- ☐ 9. Install handwashing sink. Note – All sinks must have hot and cold water.

**C. Grounds**

- ☒ 1. Install an approved play area with fence. 4'
- ☒ 2. Remove all hazards including non-approved playground equipment.
- ☒ 3. Playground equipment must be approved before installation.
- ☒ 4. Playground evaluation must be completed before opening for business.
- ☒ 5. Safe arrival/departure areas.
- ☒ 6. Soil must be tested for lead.
- ☒ 7. Other 2 gates – one remote from building

**II. Furniture And Equipment****A. Furniture**

- ☒ 1. Appropriate
- ☒ 2. Child size
- ☒ 3. Adequate number

**B. Furniture**

- N/A ↓
- ☐ 1. Approved location of laundry equipment
  - ☐ 2. Required toys available (see Section X, 10-1, Regulations Governing Licensure of Child Care Facilities)
  - ☐ 3. Approved bedding – ☐ cribs ☐ cots ☐ pads

Note – 24 hour and night time care require bedding with minimum 3 inch mattresses.

**III. Other**

- ☒ Comply with local zoning, building and fire safety codes.

**IV. Recommendations**

Suggest you have fire dept. out next for their inspection

Suggest you mail Child Abuse forms today and submit fingerprints within next few days.

I'll send directions for soil test

Operator/Center/Date

Licensing Officer



\* outward-opening, single-action door for inside doors

348-360

\* Measured for playground - provide shade

## Child Care Encounter

District IV

Date 5/7/08

Name Helping Hands Outreach License No. pending

Address 3120 Utica Ave. SYN 39209

Center/Organization/Individual

Purpose Initial Site Visit Director Crystal Stapleton

County Hinds Telephone No. 601-

Time In 8:49 Time Out 11:40 Total Time 2 hr 50 min

### Findings/Comments

I am here for an initial site visit and am assisted by Crystal and Ms. Lynn Stapleton. This is a non-profit org.

This program will be for after-school and summer camp as a community center for children in this area. The after-school program will have the same children 3 or more days per week and will also sponsor Abstinence, Drug Abuse and tutoring programs. The summer camp will have the same children each day. All children will be properly enrolled.

A Parent's Handbook per Regs section 4 will be required before moving to a regular license, as well as daily activity schedules (section 9), discipline and transportation policies (see sections 14 & 15).

A liability statement or waiver of liability signed by a parent of each child and dated is required. Monthly fire drills are required to be logged per sec. 12.

\* Nutritional guidelines This center will follow Claiborne Elem. School Summer Feeding Program. (attend)

Each staff person must be certified in both CPR + 1st Aid before center opens.

Fire dept. should be contacted ASAP as they will probably require some changes.

Please refer to section 19 regarding swimming and water activities.

Crystal Stapleton  
Center Director/Individual

Katie Howell  
Child Care Representative

White Copy - Facility File  
Yellow Copy - Encounter File  
Pink Copy - Individual

Turning Safe certification through MSU County Extension Div. and a hand-wash sink in a kitchen area are required unless you purchase/pre-purchase pre-packaged snacks + juices. Please call with any questions/concerns. A final opening - ready to go.