



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

MEADOWBROOK PRESCHOOL

License #: 3878

Director: KIMBERLY MADDEN

Inspection Date: 08/14/2023

Annual/Mid Inspection

Inspector: Denise Love

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 staff members have mandatory 15 contact hours on file (no more than five hours of in-house training may be provided by the child care facility. Acceptable topics for training may include: (a) health and safety, (b) child growth and development, (c) nutrition, (d) planning learning activities, (e) discipline, (f) linkages with community services, (g) communications with families, (h) detection of child abuse, (i) advocacy for early childhood programs, (j) professional issues. (Rule 1.5.8 Page 25)
3. **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)

Plan of Correction

1. **POC:** Subchapter 5: Personnel Requirements Rule 1.5.2(1)(1a)(1b) Before a prospective staff member may begin work in a child care facility a valid Letter of Suitability must have been issued by the MSDH Criminal Records Check Unit. The child care facility shall submit the following for processing: (a.) A completed fingerprint card and fees, as appropriate, shall be submitted to the Mississippi State Department of Health (MSDH) for processing. A copy of the submitted fingerprint card, fees paid, and evidence of mailing shall be maintained in the employee's personnel file until the facility receives notification from the Mississippi State Department of Health (Department) verifying the employee's suitability for employment. (b.) If the facility is notified that the fingerprints submitted were incomplete or of such poor quality that prevented processing, the facility shall reprint the individual and/or resubmit the necessary information within ten days of the dated letter on the notification. A Child Abuse Registry Form shall be submitted to the Department of Human Services for processing. A copy of the submitted form and evidence of mailing shall be maintained in the employee's personnel file until the facility receives notification from the Department of the employee's suitability for employment. Deficiency: During observation of the facility records and classrooms, LO observed two staff members without valid letters of suitability in two classrooms. LO informed the director that the two staff members have to leave the facility and cannot return to the facility until updated letters of suitability have been received. Supervisory review. Possible monetary

penalty.

Person Responsible: Kimberly Madden **Date for Completion:** 08/14/2023

2. **POC:** During observation of the facility records LO observed 2 staff members and 13 children that didn't have a copy of form #121. The facility will have 14 days to submit updated form #121. The staff members and children are not allowed in the facility until updated form #121 are received.

Person Responsible: Kimberly Madden **Date for Completion:** 14 Days (08/28/2023)

Kitchen Violations Cited

No violations cited.

Plan of Correction

1. **POC:** The director has enrolled in a food manager certification program while LO was still in the facility. The director will have 14 days to complete the food manager certification.

Person Responsible: Kimberly Madden **Date for Completion:** 14 Days (08/28/2023)

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Infant Classroom Violations Cited

Infants (6-12 Months) - Classroom Number: 103

No violations cited.

Infant Classroom - Classroom Number: 103

Toddler Classroom Violations Cited

MDO-Toddlers (18-24 Months) - Classroom Number: 104

No violations cited.

Toddler Classroom - Classroom Number: 104

MDO-Toddlers (12-24 Months) - Classroom Number: 105

No violations cited.

Toddler Classroom - Classroom Number: 105

MDO-Toddlers (12-24 Months) - Classroom Number: 106

No violations cited.

Toddler Classroom - Classroom Number: 106

Twos Classroom Violations Cited

Two Year Olds - Classroom Number: 111

No violations cited.

Twos Classroom - Classroom Number: 111

Two Year Olds - Classroom Number: 107

No violations cited.

Twos Classroom - Classroom Number: 107

Two Year Olds - Classroom Number: 109

No violations cited.

Twos Classroom - Classroom Number: 109

Preschool Classroom Violations Cited

Three Year Olds - Classroom Number: 205

No violations cited.

Preschool Classroom - Classroom Number: 205

Three Year Olds - Classroom Number: 209

No violations cited.

Preschool Classroom - Classroom Number: 209

Four Year Olds - Classroom Number: 207

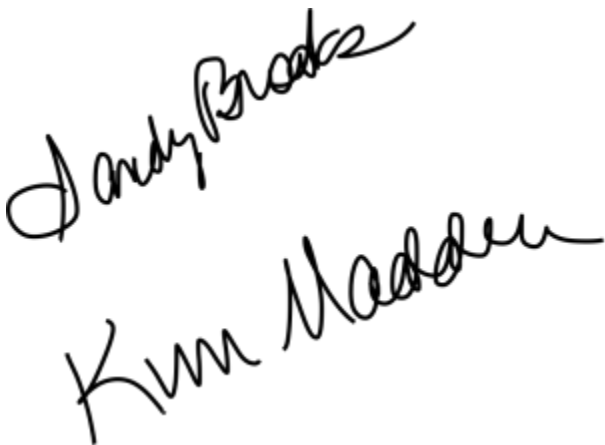
No violations cited.

Preschool Classroom - Classroom Number: 207

Legend

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

Child Care Director Signature

Two handwritten signatures in black ink. The first signature, "Sandy Brooks", is written in a cursive style and is positioned above the second signature, "Kim Madden", which is also in cursive.

MSDH Licensure Representative Signature

Denise Lorne

Labor

John W. W.