



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

TINY STEPS ACADEMY

License #: 6616

Director: DENEKA ALEXANDER

Inspection Date: 12/01/2021

Follow-Up Inspection

Inspector: Amanda Smith

### Program Administration Violations Cited

1. **COS:** 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:** Ms. Alexander will ensure that all staff and children files are accessible to the Director/Designee in her absence.  
**Person Responsible:** Deneka Alexander **Date for Completion:** Immediately
2. **POC:** Please submit the following for Renewal: Application Fee Fire Form 333 2 week cycle of menus Contact hours for 5 staff  
**Person Responsible:** Deneka Alexander **Date for Completion:** For Renewal

### Playground Violations Cited

No violations cited.

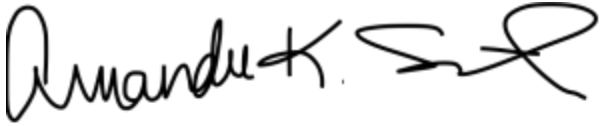
#### Legend

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

**Child Care Director Signature**

A handwritten signature in black ink, appearing to be "Dana", with a horizontal line drawn below it.

**MSDH Licensure Representative Signature**

A handwritten signature in black ink, appearing to be "Amanda K. Smith".A handwritten signature in black ink, appearing to be "Linné Gray".