



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

EMERSON FAMILY SCHOOL

License #: 2392

Director: MARY COLEMAN

Inspection Date: 08/24/2021

Annual/Mid Inspection

Inspector: Paulette Elliott

### Program Administration Violations Cited

1. **Out of Compliance:** Valid, up-to-date fire inspection form (#333) is on file. (Rule 1.2.5 Page 10)
2. **Out of Compliance:** All staff members have a valid Letter of Suitability on file. (Rule 1.5.2 Page 21)
3. **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)
4. **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:** Based on review of the facility records, the facility failed to have the annual Fire Survey Form 333 completed upon renewal inspection. Compliance due by 09/30/2021.  
**Person Responsible:** Mary Coleman **Date for Completion:** Due By 09/30/21
2. **POC:** Based on interview of staff and record review, the facility failed to have letters of suitability on file for three (3) newly hired employee's. These employee's fingerprints and CACR are in process. They were not alone attending children. Mary Coleman, director is the person responsible for monitoring and maintaining compliance regarding this class II violation. Compliance of the record deficiency is due by 10/25/2021.  
**Person Responsible:** Mary Coleman **Date for Completion:** 60 Days
3. **POC:** Based on review of the facility records, the facility failed to have 15 mandatory staff contact training hours per employee completed upon renewal inspection. Compliance due by 09/30/2021.  
**Person Responsible:** Mary Coleman **Date for Completion:** Due By 09/30/2021
4. **POC:** Based on review of the facility records, the facility failed to have MSDH Form 121's in compliance for three (3) staff and twelve (12) children enrolled. These MSDH Form 121's were missing from notebook and/or due for update. Recommend biweekly review of facility records to ensure compliance in maintained in timely manner. Mary Coleman, director is responsible for maintaining compliance of this violation.

## Kitchen Violations Cited

No violations cited.

## Nutritional Guidelines Violations Cited

No violations cited.

## Playground Violations Cited

1. **Out of Compliance:** Playground area is clean and free of hazards. (Rule 1.11.11 Page 61)
2. **Out of Compliance:** Tree limbs and other suspended hazards at least seven feet above play surfaces. Fence is free of brush and overgrowth. (CPSC 3.5 Page 16)

### Plan of Correction

1. **POC:** Based on tour of the facility's outdoor playground area, licensing official observed accessible crawl space; due to missing board on side of storage building. Also, protrusion hazards observed along surfacing bordering. Recommend replacing board or block access to this area until repairs can be completed; to include hammering down any protruding bolts/stakes. Compliance due by 09/07/2021.  
**Person Responsible:** Mary Coleman **Date for Completion:** 14 Days
2. **POC:** Based on tour of the facility outdoor playground; the licensing official observed broken tree limbs. Recommend immediate removal. Due date for compliance follow-up 09/07/2021.  
**Person Responsible:** Mary Coleman **Date for Completion:** 14 Days

## Twos Classroom Violations Cited

### 10 - Classroom Number: 10

No violations cited.

### Twos Classroom - Classroom Number: 10

### 9 - Classroom Number: 9

No violations cited.

### Twos Classroom - Classroom Number: 9

## Preschool Classroom Violations Cited

### 8 - Classroom Number: 8

No violations cited.

### Preschool Classroom - Classroom Number: 8

### 6 - Classroom Number: 6

No violations cited.

Preschool Classroom - Classroom Number: 6

4 - Classroom Number: 4

No violations cited.

Preschool Classroom - Classroom Number: 4

2 - Classroom Number: 2

No violations cited.

Preschool Classroom - Classroom Number: 2

3 - Classroom Number: 3

No violations cited.

Preschool Classroom - Classroom Number: 3

### **School Age Room Violations Cited**

11 - Classroom Number: 11

1. **COS:** Menu is posted in classroom. (Rule 1.4.6(c) Page 18)

School Age Room - Classroom Number: 11

### **Legend**

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

### **Child Care Director Signature**



### **MSDH Licensure Representative Signature**

