



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter

District 5Date 07/18/2022

Name <u>Madison Oak Preschool</u>	License No. <u>45CDPF-6255</u>
Address <u>122 Lone Wolf Dr. Madison, MS 39110</u>	
Center/Organization/Individual	
Purpose <u>Follow-up</u>	Director <u>Brooke Martin</u>
Mileage Start	Mileage End
County <u>Madison</u>	Telephone No. <u>601-499-4465</u>
Time In <u>11:20am</u>	Time Out <u>1:13pm</u>
Total Time	

Findings/Comments The purpose of this site visit is to conduct a facility follow-up. The MSBH licensing official met with the facility owners/directors. [REDACTED] and [REDACTED]. The purpose of the visit was acknowledged and the following observations were made:

- Please note, the facility owner/director #1, provided a copy of the current staff roster and the facility staff binder.
- Please note, the facility owner/director #1, verified that two staff (new hires) did not have a valid FBI LOS as of 07/18/2022. Technical assistance was provided to the owner/director #1 regarding the MSBH Regulatory Amendments dated 02/12/2022 regarding fingerprinting and background check requirements, per Subchapter 5, Rule 1.5.2 (1 & b).
- The owner/director #1, made an immediate correction by removing the staff from the classroom. The staff were sent to obtain the required fingerprinting.

Per the owner/director #1, the staff-to-child ratio remains in compliance. A facility walkthrough and staff-child count will be conducted.

- Based on the provided staff roster and a review of the facility staff binder for FBI LOS and Form 12115, the listed staff will need valid documents (See the Encounter page 2) Subchapter 5, Rule 1.5.2 (1 & b) Subchapter 6 Rule 1.6.4 (1, e).
- Also, the facility was provided technical assistance was provided regarding the placement of the update staff contacts in the MSBH LAR facility file.

[REDACTED] Director/Designee/Authorized

[Signature] Child Care Representative

White Copy - Facility File
Yellow Copy - Operator

 MISSISSIPPI STATE DEPARTMENT OF HEALTH
Child Care Encounter
(Continuation)

Date 07/28/2022

Facility Name Madison Oak Preschool License No. 45CNP-16755

Observed deficiencies: Per the MSDH Supervisory review and instructions.

Subchapter
Rule 1.5.4(1,c)

Based on observations made during the facility records review and review of the current staff roster, there were two (2) new hire staff present who did not have a valid FBI LOS on file. Technical assistance was provided to the facility owner/director #1 regarding the MSDH regulatory guidelines and amendments dated 07.12.2022 regarding fingerprinting and background check requirements. The facility owner/director made an immediate correction by removing the staff from the classroom. The staff were sent to obtain the required fingerprints and Form 121 documentation. The MSDH licensing official informed the owner/director #1 both verbally and in writing that the staff is not allowed to return to the facility without a valid FBI LOS and MS Form 121 per the MSDH Child Care Regulatory Guidelines.

Subchapter 5
Rule 1.5.2(1a,b)

Based on observations made during the facility records review and a review of the current staff roster, there were nine (9) staff who did not have a valid MS Form 121 on file. Technical assistance was provided to the facility owner/director #1 regarding the MSDH regulatory guidelines regarding the required staff and child immunizations. The facility owner/director #1 was provided contact information for the MSDH Immunization office and online portal. The MSDH licensing official informed the owner/director #1 both verbally and in writing that the staff members are not allowed to return to the facility without a valid MS Form 121 per the MSDH Child Care Regulatory Guidelines.

A Plan of Correction will be submitted. A MSDH Supervisory review is



CCF II
 Child Care Representative

White Copy - Facility File
 Yellow Copy - Operator

 MISSISSIPPI STATE DEPARTMENT OF HEALTH
Child Care Encounter
(Continuation)

Date 07/28/2022

Facility Name Madison Oak Preschool License No. 45CDPF-6755

1) Who will be the person responsible for maintaining the compliance per MSDH regulations and monitoring to prevent the recurrence of the violation?

Per the facility owner/director # [REDACTED] effective August 1, 2022

Please note, the facility owner/director #1 will email a written plan of operations and staffing for 07/29/2022 to verify compliance with the MSDH regulatory guidelines regarding staffing and records.

2) What measures will you, as a facility, put into place to correct the immediate violation and how will you prevent the recurrence of the violation?

Per the facility owner/director #1, the immediate correction is to remove the staff that do not have valid FBI LOS and Form 12115 from the classroom until valid documentation may be provided. All future new hires and staff will maintain a valid FBI LOS and MS Form 12115 file.

3) What is the date of the expected completion for compliance.

Immediately, effective 07/28/2022

*Class I and Class II violations may result in a monetary penalty. Repeated violations may result in the probation, suspension, or revocation of the facility.


 [REDACTED] - CCR 311
 Child Care Representative

White Copy - Facility File
 Yellow Copy - Operator

MISSISSIPPI STATE DEPARTMENT OF HEALTH
Child Care Encounter
(Continuation)

Date 07/15/2022

Facility Name Madison Oak Preschool License No. #6755

Staff documentation required:

[Redacted] under 18 yrs of age. Was not present on site.
 Franklin - MS Form 121 needs a ✓ for compliance.
 [Redacted] has a valid MS Form 121 on file. Has a Florida
 immunization on file.
 [Redacted] has a valid MS Form 121 on file.
 [Redacted] needs a valid MS Form 121 on file.
 [Redacted] has a valid MS Form 121 on file.
 New Hire needs a valid FBI LOS and MS Form 121.
 [Redacted] verification of Lmme immunizations was verified through
 New Hire needs a valid FBI LOS and MS Form 121.
 New Hire, has not started working yet. Needs a valid
 FBI LOS and Form 121.
 (this person is also Keyonna Millsap due to name change)
 Will need a valid Form 121 under Keyonna Lawry.

Staff - Child Count during site visit

Ones - 1 staff	[Redacted]	children
Ones - 1 staff	[Redacted]	children
Twos - 1 staff	[Redacted]	staff Evelyn Huse 11 children
Infants - 1 staff	[Redacted]	staff Charity Ross 4 children
Old Infants - 1 staff	[Redacted]	1 children
Three-Fours - 1 staff	[Redacted]	1 staff Joyce Grant Cowart (Building II)

[Redacted]  Child Care Representative

White Copy - Facility File
 Yellow Copy - Operator