



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

BIG MINDS LITTLE HEARTS ACADEMY

License #: 7732

Director: HOPE DONALSON

Inspection Date: 11/08/2023

Annual/Mid Inspection

Inspector: Joycelyn Woods

Program Administration Violations Cited

1. **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)
2. **Out of Compliance:** Facility has not made any major changes without notification to child care licensure division. (Rule 1.4.4)
3. **Out of Compliance:** Transportation policy which ensures the (1) proper loading and unloading of children is present, (2) proper occupant restraint in vehicles is present, (3) proper staff-to-child ratios are maintained at all times during transportation is present. (Rule 1.15.2 Page 75)

Plan of Correction

1. **POC:** Renewal Documents Needed on or before 12.18.2023 Fire Inspection Report 2 week menu cycle Zoning Letter Contact Hours Complete Online Application Licensing official observed no education credentials on some staff. Licensing official explained the importance of having the education credentials for each staff member in the binder asked of the licensing official. This shows if the caregiver is qualified to be a caregiver or not. Roster must be updated. There were children file folders observed but their names were not listed on the roster. Medical statements are needed for the children with allergies on file. One seatbelt is broken on the transit van. Van is only allowed to seat 12 passengers for school age pickup. Director stated that she will take the van to a shop to fix it. Director is currently working on a back room in the facility to be approved for an afterschool room. Licensing official explained to the facility director that once the room is completed, the once will be added to capacity. The licensing official measured the room for 68 children. Facilities maximum capacity is 60. Facility may not exceed more than 60 children at the facility at one time. Changes were made to the playground with director notifying licensing official. Licensing official stated to the director that the specifications on the playground must be submitted. If playground equipment is not ASTM 1487 approved, Equipment has to be removed from playground. Licensing official also stated to the director that moving forward with making any changes to the facility, then licensing official must be notified before changes are made. At the time of notifying licensing official of the change, the licensing official will let the director know if the change is approved or not. Director

understood.

Person Responsible: Porchia Amiker **Date for Completion:** Dec. 18, 2023

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

1. **Out of Compliance:** Appropriate surfacing material is present and meets minimum required compressed loose-fill surfacing depths (e.g., 6 inches for shredded/recycled rubber; 9 inches for sand, pea gravel, wood mulch (non-CCA), and woodchips). (Appendix D 2.4 & 2.5 Page 8-10)
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:** Surfacing must be added to the playground. Licensing official observed not enough surfacing under the slides. Overgrowth and vegetation must be removed from the fence line on the playground. Director stated that she will get the grass man to come and cut tree limbs up 7 feet high and remove the overgrowth and vegetation from the fence line.

Person Responsible: Porchia Amiker **Date for Completion:** 11.17.2023

Infant Classroom Violations Cited

Infant - Classroom Number: 5

1. **Out of Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)

Infant Classroom - Classroom Number: 5

1. **POC:** This room was out of ratio by 2 children. There was one caregiver with 7 children in the infant room. Another caregiver came in to assist with the ratio. Director stated that she hire a floater to float in the designated areas needed. This violation was out of compliance due to a staff member calling out for work, which put facility out of compliance. Licensing official stated to the director that when things like that happen, notify licensing official at the time of call out with a phone call and follow up with an email. Director understood.

Person Responsible: Porchia Amiker **Date for Completion:** 11.02.2023

Twos Classroom Violations Cited

Twos - Classroom Number: 4

No violations cited.

Twos Classroom - Classroom Number: 4

2s And 3s - Classroom Number: 1

No violations cited.

Twos Classroom - Classroom Number: 1

Preschool Classroom Violations Cited

Preschool 3 - Classroom Number: 2

No violations cited.

Preschool Classroom - Classroom Number: 2

Preschool 3s 4s - Classroom Number: 7

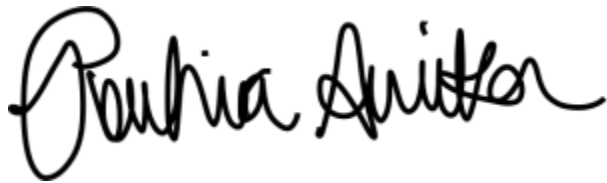
No violations cited.

Preschool Classroom - Classroom Number: 7

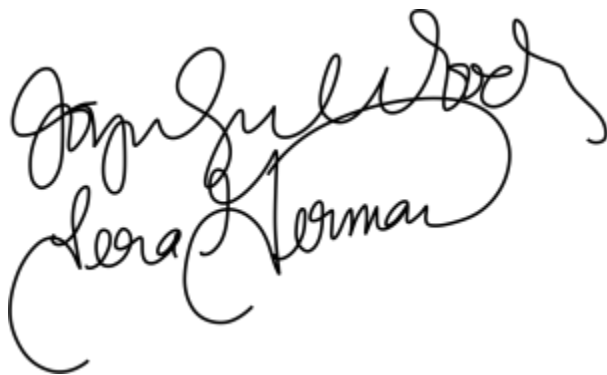
Legend

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

Child Care Director Signature

A handwritten signature in black ink that reads "Patricia Smith". The script is cursive and fluid.

MSDH Licensure Representative Signature

A handwritten signature in black ink that reads "Tara Herman". The script is cursive and fluid, with a large loop at the end.