



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

HAPPY HEARTS DAY CARE

License #: 4687

Director: SHERRY SULLIVAN

Inspection Date: 05/10/2023

Annual/Mid Inspection

Inspector: Ramona Bowden

### 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 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:** During the review of records and licensing official confirmed with fingerprint unit, Caregiver #2 in classroom 4 does not have a current or valid letter of suitability. The licensing official called the Fingerprint Unit. The Fingerprint Unit confirmed Caregiver #2 does not have a current Letter of Suitability. The provider and caregiver were informed the caregiver could not return to the facility without a current Letter of Suitability. Caregiver # 2 was at the facility during inspection. The caregiver was sent home. The provider will submit the required documentation to the licensing official. Technical assistance was provided on completing DocuSign and that no staff should be on a roster or the premises without a valid fingerprint letter. In addition, the provider was informed to check files and records monthly so the facility stays in compliance.

**Person Responsible:** Director Melissa Sullivan **Date for Completion:** Immediately

2. **POC:** During the review of the records, the facility failed to assure that they had a current MSDH 121 shot record on each employee and child. Record revealed 9 children and 1 staff lacked a current MSDH 121 form. Person responsible is director, Melissa Sullivan. Employee left immediately and retrieved MSDH 121 shot record before licensing official left for inspection. Therefore, the facility was in compliance with staff MSDH 121 shot records. However, 9 children records were not current. Compliance due within 14 days by May 24,, 2023. Please submit within 14 days to avoid a monetary penalty of \$50.00 per child. Technical assistance was provided on making sure records are checked monthly to stay in compliance. During the review of records, it was revealed that a disaster drill has not been completed since December 2022.

Technical assistance was provided and the director understands that a drill must be completed by the 10th of each month. Director, Melissa Sullivan will send to licensing official in an email by the 12th of each month the drill log. Licensing official will return to facility to make sure the facility has completed and drill.

**Person Responsible:** Director Mellissa Sullivan **Date for Completion:** May 23, 2023

## **Kitchen Violations Cited**

No violations cited.

## **Nutritional Guidelines Violations Cited**

No violations cited.

## **Playground Violations Cited**

No violations cited.

## **Infant Classroom Violations Cited**

Room 5 - Classroom Number: 5

No violations cited.

Infant Classroom - Classroom Number: 5

Room 6 - Classroom Number: 6

No violations cited.

Infant Classroom - Classroom Number: 6

## **Toddler Classroom Violations Cited**

Room 3 - Classroom Number: 3

No violations cited.

Toddler Classroom - Classroom Number: 3

Room 4 - Classroom Number: 4

No violations cited.

Toddler Classroom - Classroom Number: 4

## **Twos Classroom Violations Cited**

Room 8 - Classroom Number: 8

No violations cited.

Twos Classroom - Classroom Number: 8

## **Preschool Classroom Violations Cited**

Room 2 - Classroom Number: 2

No violations cited.

Preschool Classroom - Classroom Number: 2

Room 7 - Classroom Number: 7

No violations cited.

Preschool Classroom - Classroom Number: 7

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

Room 1 - Classroom Number: 1

No violations cited.

School Age Room - Classroom Number: 1

### **Legend**

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

### **Child Care Director Signature**

A stylized, handwritten signature in black ink, consisting of a large initial 'M' followed by a series of loops and a long horizontal stroke.

### **MSDH Licensure Representative Signature**

A handwritten signature in black ink that reads 'Ramona Bowden' in a cursive script.