

Records Check Sheet for Child Care Providers

Please sign the acknowledgment below and send back to your licensing official.

This letter is an acknowledgment from the Mississippi State Health Child Care Licensure Division to the person(s) who will be held responsible for any violations that may be found while conducting any type of inspection.

I, Melody Maw (name), serve in the capacity of owner, director, or director designee of The Preschool Express (center name). I acknowledge that I was instructed to review my records and building to assure that all documents are up-to-date and that the facility is free of hazards.

I realize that by signing this document that I am agreeing that all required documents that are needed for a temporary, mid-year, and renewal inspection for a license are in place at this time.

Melody Maw
Director Signature

7-21-20
Date of Signature

- Approved arrival and departure policy
- Appropriate discipline policy
- Appropriate transportation policy
- Facility Records (Rule 1.5.3)
 - 1) Attendance Records for children and staff
 - 2) Current Unexcused roster for staff and children
- Staff Records (Review Staff Files) (Rule 1.5.4)
 - 1) Application for Employment
 - 2) Documentation (Education, training, background check history for employment)