Child Care Facility Inspection Report

WOOD-FOREST PRESCHOOL ACADEMY

License #: 5519

Director: DORIS DAVIS

Inspection Date: 10/19/2021

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:** All child records are present and up-to-date. (Rule 1.6.7 Page 32)

Plan of Correction

1. **POC:** FBI Letter expired on 1 staff Staff will go get fingerprints done Friday. Immunization expired on 1 staff Staff will go to get MMR shot Friday. Both staff and child w/ expired form 121's need to have immunization form 121 submitted by 11/9/21. Children w/ expired form 121's cannot return to center until form is on file. Owner will be sure that Assistant will keep check on records monthly so that the record book can stay in compliance.
Person Responsible: Owner/Director   **Date for Completion:** 11/9/21

Kitchen Violations Cited

1. **Out of Compliance:** A Certified Food Manager or designated person in charge is present who can demonstrate knowledge and perform duties. (FC 2-101.11, 2-102.11, & 2-103.1)

Plan of Correction

1. **POC:** Food Manager; Facility does not have a food manager at this time because staff turnover rate is high. Owner paid for a staff to take exam, Exam is scheduled to be taken on 10.27.21. Facility will cater food until food manager is in place. A copy of the catering contract will be uploaded. As soon as staff take the exam and receive passing results she will give LO a copy of certificate. Owner will be sure to have a current food manager in place moving forward. LO explained to the Owner/Director that it would be best if director take test or a tenured staff take the exam so that this violation will not occur again
Person Responsible: Owner/Director   **Date for Completion:** 11/19/2021

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Infant Classroom Violations Cited

<u>Infant Class - 1 Year Old - Classroom Number: 3</u>
No violations cited.

<u>Infant Classroom - Classroom Number: 3</u>

Toddler Classroom Violations Cited

<u>1 Year Olds - Classroom Number: 2</u>

1. **Out of Compliance:** Daily reports are made available for toddlers and include: liquid intake, child's disposition, bowel movements, and eating and sleeping patterns. (Rule 1.7.4 Page 35)

<u>Toddler Classroom - Classroom Number: 2</u>

1. **POC:** Daily Notes; LO explained to the staff that daily notes shall go home with the child daily. LO also recommended that staff write names on daily notes at the end of each day so that the forms will already be started, and ready to fill for the next day. Director will be sure that this gets done and monitor staff daily. Director will also give forms to staff so that they will have enough to fill out for the month.
Person Responsible: Owner/Director   **Date for Completion:** 10/20/2021

Twos Classroom Violations Cited

<u>2 Year Olds - Classroom Number: 4</u>
No violations cited.

<u>Twos Classroom - Classroom Number: 4</u>

Preschool Classroom Violations Cited

<u>3 Year Old Class - Classroom Number: 1</u>
No violations cited.

<u>Preschool Classroom - Classroom Number: 1</u>

<u>4 Year Olds - Classroom Number: 5</u>
No violations cited.

<u>Preschool Classroom - Classroom Number: 5</u>

School Age Room Violations Cited

School Age - Classroom Number: 6
No violations cited.

School Age Room - Classroom Number: 6

Legend

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

Child Care Director Signature

MSDH Licensure Representative Signature