



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

NORTH BAY YMCA

License #: 2739

Director: BRENDA HERRIN

Inspection Date: 09/15/2022

Annual/Mid Inspection

Inspector: Linnie Gray

### 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)
3. **Out of Compliance:** All child records are present and up-to-date. (Rule 1.6.7 Page 32)

### Plan of Correction

1. **POC:** Based on observations during record checks review, the facility failed to conduct the required criminal history records check on one (1) employee. The letter was expired. The employee was sent home and Director understands that they cannot return back to work until the Licensing Official receives updated fingerprints. Mrs Herrin is responsible for ensuring all employees have updated letters of suitability's and monitor when they're about to expire. Director will review Rule 1.25.9 (2) (c)(d)  
**Person Responsible:** Brenda Herrin **Date for Completion:** September 21, 2022
2. **POC:** -app and fee -fire form 333 -2 cycle snack menu's -contact hours (No Violation until Expiration)  
**Person Responsible:** Brenda Herrin **Date for Completion:** For Renewal
3. **POC:** Based on observations during record checks review, the facility failed to keep staff and children records up-to-date. Mrs Herrin is responsible for making sure all staff and children records are up-to-date. Director will review (Rule 1.6.3 Page 29)  
**Person Responsible:** Brenda Herrin **Date for Completion:** September 21, 2022

### Kitchen Violations Cited

No violations cited.

### Nutritional Guidelines Violations Cited

No violations cited.

## Playground Violations Cited

No violations cited.

## School Age Room Violations Cited

School age-Cafeteria - 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 handwritten signature in black ink that reads "Brenda Herrin". The script is cursive and fluid.

### MSDH Licensure Representative Signature

A handwritten signature in black ink that reads "Jennie Gray". The signature is written in a cursive style, with "Jennie" on the top line and "Gray" on the bottom line.