



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

MANCHESTER ACADEMY

License #: 7775

Director: TRACY FOUCHE

Inspection Date: 10/12/2022

Annual/Mid Inspection

Inspector: Lisa Allen

Program Administration Violations Cited

1. **Out of Compliance:** Current menu is posted. (Rule 1.4.6(C) Page 18)
2. **Out of Compliance:** All staff members have a valid Letter of Suitability on file. (Rule 1.5.2 Page 21)

Plan of Correction

1. **POC:** During the kitchen inspection, the licensing official observed menus and the evacuation plan, not being posted in the kitchen. The menus and the evacuation plan should be posted in the facility kitchen. Technical assistance was given on posting the menus and making sure that the children in the two-year-old program only eat the approved food items.

Person Responsible: Director **Date for Completion:** Oct 13, 2022

2. **POC:** During the inspection the licensing official observed that four teacher's FBI letters are in process in the system. A phone call was made to the fingerprint unit where the licensing official was informed that money and the child abuse registry form was needed to complete the process. This information was entered while the licensing official was at the facility. A copy of the receipt of payment for clearance letters was received also. Facility has to close due to suitability letters on new employee's not being submitted. It was explained to the director that before an employee starts employment, the employee should have a valid letter of suitability and immunization record on file. A binder with the staff's information (given to director via email form 289 pg. 2) shall be available for licensing official during record and review.

Person Responsible: Director **Date for Completion:** Oct 19 2022

Kitchen Violations Cited

No violations cited.

Plan of Correction

1. **POC:** During the kitchen inspection, the licensing official observed boxes on the floor, a thermometer missing in the school fridge, and unapproved food items. Technical assistance was given on placing the boxes on the shelves and making sure that only the approved food items are being served to the children. Per the director a thermometer will be placed in the fridge by the end of the day.

Person Responsible: Director **Date for Completion:** Oct 14, 2022

Nutritional Guidelines Violations Cited

1. **Out of Compliance:** An approved menu posted in the food preparation area.
2. **Out of Compliance:** No hot dogs, corndogs, bologna, bacon, sausage, pancake sticks, small chicken nuggets, fish sticks, and steak fingers observed at the facility are served at any time.
3. **Out of Compliance:** Pre-fried items (e.g., French fries, tator tots, hash browns, chicken strips, etc.) are limited to being served once a week.

Plan of Correction

1. **POC:** During the inspection, the licensing official observed unapproved food items and the menu not posted. Technical assistance was given on posting the approved menu and what food items can be served to the two years in the facility program.

Person Responsible: Director **Date for Completion:** Oct 13, 2022

Playground Violations Cited

No violations cited.

Twos Classroom Violations Cited

Early Two Year Olds - Classroom Number: 1

1. **Out of Compliance:** Daily schedule is posted in classroom. (Rule 1.4.6(b) Page 18)

Twos Classroom - Classroom Number: 1

1. **POC:** Technical assistance was given on posting the detailed daily schedule and correct wall thermometer on the classroom walls, and hand washing procedures. Technical assistance was also given making sure that the children are attended when going to the restrooms. The daily schedule and wall thermometer should be posted by the timeframe given.

Person Responsible: Director **Date for Completion:** Oct 12, 2022

Two Year Olds - Classroom Number: 2

1. **Out of Compliance:** Daily schedule is posted in classroom. (Rule 1.4.6(b) Page 18)

Twos Classroom - Classroom Number: 2

Legend

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

Child Care Director Signature

