



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

OAK FOREST HEAD START

License #: 4255

Director: Kisha Irving (reported she
is acting director)

Inspection Date: 03/02/2022

Annual/Mid Inspection

Inspector: LeKesha Sandifer

Program Administration Violations Cited

1. **Out of Compliance:** Parent is provided with following information: (1) operation information, (2) arrival and departure procedures, (3) program activity information, (4) health and emergency procedures, (5) state regulations. A parent handbook may be used for this purpose. See Rule 1.4.1 for complete list of all required policy information. (Rule 1.4.1 Page 15)
2. **Out of Compliance:** Facility has a qualified Director or Director Designee onsite. (Rule 1.5.3 Page 22)
3. **Out of Compliance:** All staff members have a valid Letter of Suitability on file. (Rule 1.5.2 Page 21)
4. **Out of Compliance:** At least one staff member with valid CPR/First Aid certification is onsite. (Rule 1.8.1 Page 38)
5. **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)
6. **Out of Compliance:** All personnel records are present and up-to-date (employment application may be acceptable). (Rule 1.6.4 Page 30)
7. **Out of Compliance:** All child records are present and up-to-date. (Rule 1.6.7 Page 32)

Plan of Correction

1. **POC:** Qualified Director, Letter of Suitability for all staff, CPR/First Aid Certification, Facility Records, Personnel records, Child records-No records were onsite director stated all records were at central office being prepared.
Person Responsible: Owner **Date for Completion:** 3/7/22

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:** Certified Food Manager-Food Manager listed is no longer an employee at facility. Facility had no records on file for a certified food manager.

Person Responsible: Owner **Date for Completion:** 3-7-22

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

1. **Out of Compliance:** Appropriate surfacing material is present and meets minimum required compressed loose-fill surfacing depths (e.g., 6 inches for shredded/recycled rubber; 9 inches for sand, pea gravel, wood mulch (non-CCA), and woodchips). (Appendix D 2.4 & 2.5 Page 8-10)

Plan of Correction

1. **POC:** Appropriate surfacing-Licensing Official observed playground in need of surfacing.
Person Responsible: Owner **Date for Completion:** 3/16/22

Twos Classroom Violations Cited

C) 2-3 Year Old - Classroom Number: 3

No violations cited.

Twos Classroom - Classroom Number: 3

Preschool Classroom Violations Cited

F) 3-4 Year - Classroom Number: 1

No violations cited.

Preschool Classroom - Classroom Number: 1

A) 3-4 Year - Classroom Number: 2

No violations cited.

Preschool Classroom - Classroom Number: 2

B) 3-4 Year - Classroom Number: 6

No violations cited.

Preschool Classroom - Classroom Number: 6

D) 3-4 Year - Classroom Number: 5

1. **Out of Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)

Preschool Classroom - Classroom Number: 5

1. **POC:** staff-to-child ratio: LO observed classroom being over ratio by 1 child. This was corrected on site by placing 1 child in classroom A. Director will be responsible for ensuring compliance.
Person Responsible: Owner **Date for Completion:** 3/2/22

Legend

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

Child Care Director Signature

Kisha Ching

MSDH Licensure Representative Signature

Kisha Sordif
Janyla N. Archot