



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

MARY C. JONES HEAD START CENTER

License #: 0233

Director: ALMETA ROBERTS

Inspection Date: 02/08/2022

Follow-Up Inspection

Inspector: Lisa Allen

### 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 personnel records are present and up-to-date (employment application may be acceptable). (Rule 1.6.4 Page 30)

### Plan of Correction

1. **POC:** Upon arrival the licensing official met Ms. Elam the facility new director. The purpose of todays visit is to conduct a follow up inspection to review the staff records. The licensing official was informed by the facility director and upper management Ms. Luster that the key to the door where the files are kept is not working. They have been in contact with a locksmith that is coming to the facility to open the door and get a new key made. The repairs should be made by Feb 10, 2022. At this time due to the door being lock the staff records can not be reviewed. Another follow up inspection is needed to review the staff records in order to process the facility renewal.

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

### Legend

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

**Child Care Director Signature**

A stylized, cursive handwritten signature in black ink. The signature is composed of several loops and curves, with a small, distinct mark at the end.

**MSDH Licensure Representative Signature**

A handwritten signature in black ink that reads "J. Allen". The "J" is large and loops around, while "Allen" is written in a more straightforward cursive style.