



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

CLEVELAND #3 HEAD START ANNEX

License #: 4479

Director: KATHA BROWN

Inspection Date: 09/20/2022

Annual/Mid Inspection

Inspector: Dana Jones

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)

Plan of Correction

1. **POC:** Licensing observed facility failed to have updated roster for children and staff. Licensing also observed several student MSDH 121s on premises. Although the facility was able to show proof of the MSDH 121 due to the provider going to another facility to receive them, the MSDH 121s for all children should remain on the premises at all times.

Person Responsible: Katha Brown, Director **Date for Completion:** ASAP

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

1. **Out of Compliance:** Are there any substitutions shown on menus? (These shall be of comparable food value and shall be recorded on the menu and dated)

Playground Violations Cited

No violations cited.

Preschool Classroom Violations Cited

Three-Five Year Old Classroom - Classroom Number: 1

No violations cited.

Preschool Classroom - Classroom Number: 1

Three-Five Year Old Classroom - Classroom Number: 2

No violations cited.

Preschool Classroom - Classroom Number: 2

Legend

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

Child Care Director Signature

A handwritten signature in black ink that reads "K Blown". The letters are cursive and somewhat stylized.

MSDH Licensure Representative Signature

A handwritten signature in black ink that reads "Dana Jones". The signature is written in a cursive, flowing style.