



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

OKTIBBEHA COUNTY HEAD START CENTER

License #: 1915

Director: ALBERTINA BELL

Inspection Date: 08/22/2023

Annual/Mid Inspection

Inspector: Paulette Elliott

Program Administration Violations Cited

1. **Out of Compliance:** Current menu is posted. (Rule 1.4.6(C) Page 18)
2. **Out of Compliance:** Valid, up-to-date fire inspection form (#333) is on file. (Rule 1.2.5 Page 10)
3. **Out of Compliance:** All staff members have mandatory 15 contact hours on file (no more than five hours of in-house training may be provided by the child care facility. Acceptable topics for training may include: (a) health and safety, (b) child growth and development, (c) nutrition, (d) planning learning activities, (e) discipline, (f) linkages with community services, (g) communications with families, (h) detection of child abuse, (i) advocacy for early childhood programs, (j) professional issues. (Rule 1.5.8 Page 25)
4. **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:** Based on review of facility records, the two week cycle of menus Form 444, was not complete prior to the renewal inspection for approval. Person responsible for maintaining compliance regarding record deficiencies will be Mrs. Albertina Bell, Director. Compliance due to completion by 09/30/2023.
Person Responsible: Albertina Bell **Date for Completion:** Due By 09/30/2023
2. **POC:** Based on review of facility records, the Fire Survey Form 333, was not complete prior to the renewal inspection for approval. Person responsible for maintaining compliance regarding record deficiencies will be Mrs. Albertina Bell, Director. Compliance due to completion by 09/30/2023.
Person Responsible: Albertina Bell **Date for Completion:** Due By 09/30/2023
3. **POC:** Rule 1.5.8 (2) states in part, ???All child care staff, directors, director designees, and caregivers shall be required to complete 15 contact hours of staff development, accrued during the licensure year, annually.??? Findings: The licensing official observed staff in need of contact hours for the current licensure year. Person responsible for maintaining compliance regarding record deficiencies will be Mrs. Albertina Bell, Director. Compliance due to completion by 10/31/2023.
Person Responsible: Albertina Bell **Date for Completion:** Due By 10/31/2023
4. **POC:** Rule 1.6.3 (8) states in part, ???Each facility shall maintain a notebook containing copies of the MSDH Certificate of Immunization Compliance (MSDH Form #121) for both staff and children at the

facility. The notebook shall contain separate current alphabetical rosters of both staff and children. The certificates shall be filed in alphabetical order to match the current staff and child rosters. Findings: Based on observations and review of staff and children records, the facility failed to assure that they had a current MSDH 121 on each employee and child. Record review revealed (1) child record lacked a current MSDH 121 form. Person responsible for maintaining compliance regarding record deficiencies will be Mrs. Albertina Bell, Director. Compliance due to completion by 09/05/2023. (14 Day Grace Period) Note: If a valid MSDH Form 121 has not been received by the facility after 14 day grace period; child in question cannot not be on the premises.

Person Responsible: Albertina Bell **Date for Completion:** Due By 09/05/2023

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Toddler Classroom Violations Cited

RM 2 (EHS UNIT J) - Classroom Number: 2

No violations cited.

Toddler Classroom - Classroom Number: 2

Preschool Classroom Violations Cited

RM 1 (UNIT G) - Classroom Number: 1

1. **COS:** Thermometers that are not hazardous to children are placed on interior walls at children's height. (Rule 1.11.8(9) Page 58)

Preschool Classroom - Classroom Number: 1

RM 3 (UNIT F) - Classroom Number: 3

No violations cited.

Preschool Classroom - Classroom Number: 3

RM 4 (UNIT I) - Classroom Number: 4

No violations cited.

Preschool Classroom - Classroom Number: 4

RM 5 (UNIT E) - Classroom Number: 5

No violations cited.

Preschool Classroom - Classroom Number: 5

RM 6 (UNIT H) - Classroom Number: 6

No violations cited.

Preschool Classroom - Classroom Number: 6

RM 7 (UNIT C) - Classroom Number: 7

No violations cited.

Preschool Classroom - Classroom Number: 7

RM 8 (UNIT D) - Classroom Number: 8

No violations cited.

Preschool Classroom - Classroom Number: 8

RM 9 (UNIT B) - Classroom Number: 9

No violations cited.

Preschool Classroom - Classroom Number: 9

RM 10 (UNIT A) - Classroom Number: 10

No violations cited.

Preschool Classroom - Classroom Number: 10

RM 11 (UNIT K) - Classroom Number: 11

No violations cited.

Preschool Classroom - Classroom Number: 11

Legend

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

Child Care Director Signature

A handwritten signature in black ink, appearing to read "Angela", with a large, stylized flourish at the end.

MSDH Licensure Representative Signature

Janette Zuro