



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

CLEVELAND #3 HEAD START ANNEX

License #: 4479

Director: MAE ENGLISH

Inspection Date: 04/07/2022

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)
2. **Out of Compliance:** All child records are present and up-to-date. (Rule 1.6.7 Page 32)

#### Plan of Correction

1. **POC:** Licensing observed (7) children with expired MSDH 121 forms. Facility was given 14 days to submit.  
**Person Responsible:** Mae English, Director    **Date for Completion:** 04/27/2022

### 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-Four Year Old - Classroom Number: 1

No violations cited.

Preschool Classroom - Classroom Number: 1

Three-Four Year Old - 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 "Mae English". The signature is written in a cursive style with a large, stylized 'M' and 'E'.

### **MSDH Licensure Representative Signature**

A handwritten signature in black ink that reads "Dana Jones". The signature is written in a cursive style with a large, stylized 'D' and 'J'.