



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

OAK FOREST HEAD START

License #: 4255

Director: TEAIRA JONES

Inspection Date: 02/22/2023

Annual/Mid Inspection

Inspector: LeKesha Sandifer

Program Administration Violations Cited

1. **COS:** Current license is displayed in a conspicuous place. (Rule 1.2.10 Page 11)
2. **Out of Compliance:** All staff members have a valid Letter of Suitability on file. (Rule 1.5.2 Page 21)
3. **COS:** 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 official observed 6 foster grandparents without a valid Letter of suitability on file. Volunteer sign in sheet hours were counted and each would need a letter of suitability before returning to the facility. A copy of letter of suitability must be sent to Licensing official upon return/
Person Responsible: Director Designee **Date for Completion:** 2/22/23

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Toddler Classroom Violations Cited

1 Year - Classroom Number: 8

1. **COS:** Daily reports are made available for toddlers and include: liquid intake, child's disposition, bowel movements, and eating and sleeping patterns. (Rule 1.7.4 Page 35)

Toddler Classroom - Classroom Number: 8

Twos Classroom Violations Cited

2-3 Year - Classroom Number: 7

No violations cited.

Twos Classroom - Classroom Number: 7

Preschool Classroom Violations Cited

3 Year - Classroom Number: 1

No violations cited.

Preschool Classroom - Classroom Number: 1

3-5 Year - Classroom Number: 6

No violations cited.

Preschool Classroom - Classroom Number: 6

3-4 Year - Classroom Number: 4

No violations cited.

Preschool Classroom - Classroom Number: 4

Legend

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

Child Care Director Signature

A handwritten signature in black ink, appearing to read "Chelsie R. [unclear]", written over a white background.

MSDH Licensure Representative Signature

Vera Horne
Lekesha Scott