



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

OAK FOREST HEAD START License #: 4255

Director: Evelyn Samuels (Acted as Designee)

Inspection Date: 09/19/2022

Annual/Mid Inspection

Inspector: LeKesha Sandifer

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:** Volunteer 121 forms on file-Licensing officials observed 5 Foster Grandparents (volunteer) in the classrooms with no form 121 on file. It was stated that they work from 7:30-12:30 each day. All five Foster Grandparents were sent home and should not return until a 121 form is on file at the facility and a copy is sent licensing official via email. Email address was given to onsite acting director. 1 Kitchen Staff without form 121- Kitchen staff will not return to work until 121 is on file at facility and a copy is sent to licensing official.

Person Responsible: Director **Date for Completion:** 9/20/2022

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Infant Classroom Violations Cited

Infant-2 Year - Classroom Number: 8

1. **Out of Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)
 - Doris Owah
2. **COS:** Daily reports are made available for infants and include: liquid intake, child's disposition, bowel movements, and eating and sleeping patterns. (Rule 1.7.4 Page 35)
 - Daily sheets were present but had no documentation for today. Caregiver was told to start daily sheet at the beginning of each day.

Infant Classroom - Classroom Number: 8

Twos Classroom Violations Cited

2-3 Year - Classroom Number: 7

1. **In Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)
 - A. Wilson E.Green-Volunteer

Twos Classroom - Classroom Number: 7

Preschool Classroom Violations Cited

3 Year - Classroom Number: 1

1. **In Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)
 - S.Evans B.Wells-Volunteer

Preschool Classroom - Classroom Number: 1

4 Year - Classroom Number: 6

1. **In Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)
 - H.Cavett L.Harrison

Preschool Classroom - Classroom Number: 6

3-4 Year - Classroom Number: 4

1. **In Compliance:** Proper staff to child ratio maintained. (Rule 1.8.1 Page 37)
 - A.Watkins R.Williams

Preschool Classroom - Classroom Number: 4

Legend

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

Child Care Director Signature

Erin Sma

MSDH Licensure Representative Signature

L. K. Sma

Q. Sma



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Encounter

District 7Date 9.19.22

Name <u>Oak Forrest Head Start</u>	License No. <u>4255</u>
Address _____	Center/Organization/Individual _____
Purpose <u>Renewal</u>	Director _____
Mileage Start _____	Mileage End _____
County _____	Telephone No. _____
Time In _____	Time Out _____
Total Time _____	

Findings/Comments

Infant - 2 year - Classroom #8

1. Out of Compliance: Proper staff to child ratio maintained. (Rule 1.8.1 page 37)

P.O.C.: licensing official observed classroom over staff to child ratio by 1 (one). There was one (1) staff with (6) six children ages Infant to 2 year old. This was corrected by placing one 2 year old in classroom #7

Center Director/Designee/Individual

Child Care Representative

 White Copy - Facility File
 Yellow Copy - Operator