



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

# Child Care Facility Inspection Report

MRS. SHEILA'S CLUBHOUSE

License #: 5285

Director: SHEILA SHOWS

Inspection Date: 04/05/2023

Annual/Mid Inspection

Inspector: Tiffany Slay

### 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:** License Official observed to students with missing 121 forms. Director stated that one student go to the doctor tomorrow and one student is a teacher child that has the updated form at home. Director has been given 14 days to get updated 121 forms on file. A copy of the updated forms can be emailed to license official on or before April 19, 2023.

**Person Responsible:** Director Owner    **Date for Completion:**

### Kitchen Violations Cited

No violations cited.

### Nutritional Guidelines Violations Cited

No violations cited.

### Playground Violations Cited

No violations cited.

### Toddler Classroom Violations Cited

One - Classroom Number: 8

No violations cited.

Toddler Classroom - Classroom Number: 8

### **Twos Classroom Violations Cited**

Two - Classroom Number: 6

No violations cited.

Twos Classroom - Classroom Number: 6

### **Preschool Classroom Violations Cited**

Four - Classroom Number: 4

No violations cited.

Preschool Classroom - Classroom Number: 4

Four - Classroom Number: 5

No violations cited.

Preschool Classroom - Classroom Number: 5

### **Legend**

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

### **Child Care Director Signature**

A handwritten signature in black ink, appearing to read "Dina Shave".

### **MSDH Licensure Representative Signature**

A handwritten signature in black ink, appearing to read "D. Harris".

