



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Child Care Facility Inspection Report

MID-TOWN HEAD START CENTER

License #: 1048

Director: RACHEL TOWNSEND

Inspection Date: 12/13/2022

Annual/Mid Inspection

Inspector: Jemeria Davis

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 personnel records are present and up-to-date (employment application may be acceptable). (Rule 1.6.4 Page 30)

Plan of Correction

1. **POC:** During the records review, the licensing official observed no staff files present at the facility. Each staff (total of 5) was able to show proof of letter of suitability, MSDH 121 FORM, diploma/degree and CPR/1st aid. Licensing officials provided technical assistance to the director explaining how staff files should be set up as well as staff and student binder. Director informed licensing official she had been transferred to the facility 3 days ago and she is in the process of getting all records in complete order. More technical assistance will be provided as needed. A follow up will be conducted. Rule 1.6.3(2) Rule 1.6.3(3) Rule 1.6.3(8) Rule 1.6.3(9) Rule 1.6.4 (1) Rule 1.6.4 (2)

Person Responsible: Director **Date for Completion:** 12/16/2022

Kitchen Violations Cited

No violations cited.

Nutritional Guidelines Violations Cited

No violations cited.

Playground Violations Cited

No violations cited.

Preschool Classroom Violations Cited

3 Year Olds - Classroom Number: 1

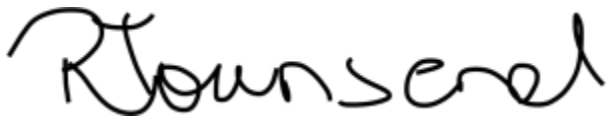
No violations cited.

Preschool Classroom - Classroom Number: 1

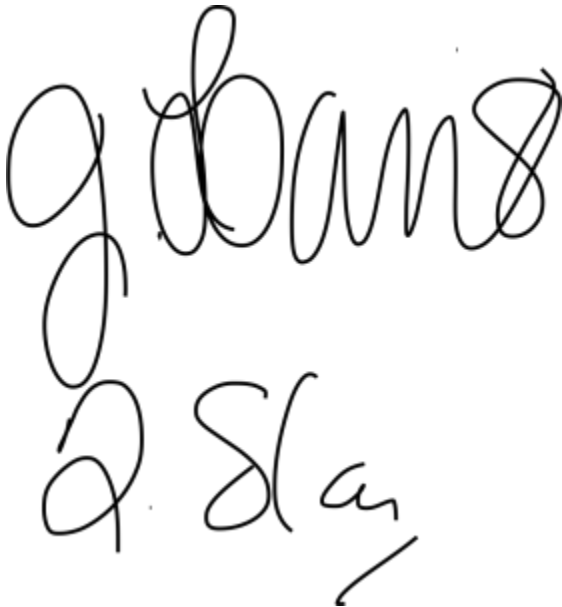
Legend

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

Child Care Director Signature

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

MSDH Licensure Representative Signature

A handwritten signature in black ink, appearing to read "g. Davis" on the first line and "A. Slan" on the second line.