



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Date: 8/26/2019 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 5:00 PM

CCLC-1786

Ware County Head Start Center

1235 McDonald Street Waycross, GA 31501 Ware County
 (912) 285-1844 jmercer@myactionpact.org

Regional Consultant

Connie Boatright

Phone: (912) 544-9701
 Fax: (912) 544-9700
 connie.boatright@dec.al.gov

Mailing Address
 Same

Joint with: Chrissy Miller

Quality Rated: ★ ★

| Compliance Zone Designation | | | Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 08/26/2019 | Licensing Study | Good Standing | |
| 05/06/2019 | Monitoring Visit | Good Standing | |
| 12/19/2018 | Licensing Study | Good Standing | |

Ratios/License Capacity

| Building | Room | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes |
|----------|-------------------|------------------------------------|-------|----------|------|------------|--------------|------------|--------------|-----------------------|
| Main | 1 Head Start Hall | Three Year Olds | 3 | 13 | C | 22 | C | NA | NA | Nap,Outside,Lun ch |
| Main | 1 Pre-K Hall | PreK | 2 | 20 | C | 21 | C | NA | NA | Nap,Lunch,Outsi de,TV |
| Main | 10 Multi Purpose | Three Year Olds | 2 | 13 | C | 22 | C | NA | NA | Nap,Lunch,Outsi de |
| Main | 11 Sensory Room | Three Year Olds | 2 | 14 | C | 22 | C | NA | NA | Lunch,Nap,Outsi de |
| Main | 12 Extended Care | | 0 | 0 | C | 22 | C | NA | NA | Not In Use |
| Main | 13 Outside Hall | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 14 Outside Hall | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 15 Outside Hall | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 2 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 14 | C | 21 | C | NA | NA | Nap,Lunch |
| Main | 2 Pre-K Hall | PreK | 2 | 18 | C | 21 | C | NA | NA | Nap,Lunch,Outsi de,TV |
| Main | 3 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 14 | C | 21 | C | NA | NA | Not In Use,Nap,Lunch |
| Main | 3 Pre-K Hall | PreK | 2 | 16 | C | 22 | C | NA | NA | Outside,TV,Nap, Lunch |

| | | | | | | | | | | |
|---------------------------------|-------------------|------------------------------------|---------------------------------|----|---|-------------------------------|---|----|----|--------------------------|
| Main | 4 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 16 | C | 21 | C | NA | NA | Outside,Lunch,Nap |
| Main | 4 Pre-K Hall | | 0 | 0 | C | 22 | C | NA | NA | Not In Use |
| Main | 5 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 15 | C | 24 | C | NA | NA | Lunch,Not In Use,Outside |
| Main | 6 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 12 | C | 24 | C | NA | NA | Outside,Nap,Lunch |
| Main | 7 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 13 | C | 21 | C | NA | NA | Lunch,Nap,Outside |
| Main | 8 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 12 | C | 21 | C | NA | NA | Nap,Lunch,Outside |
| Main | 9 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 14 | C | 22 | C | NA | NA | Outside,Nap,Lunch |
| Total Capacity @35 sq. ft.: 412 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |
| Total # Children this Date: 204 | | | Total Capacity @35 sq. ft.: 412 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| <u>Building</u> | <u>Playground</u> | <u>Playground Occupancy</u> | <u>Playground Compliance</u> |
|-----------------|-------------------|-----------------------------|------------------------------|
| Main | Plygrd - Main | 204 | C |

Comments

This Licensing Study is the first regulatory visit for Ware County Head Start Center this 2019 - 2020 fiscal year.

The center director stated medication is administered, no field trips or routine transportation is provided.

The center currently has a two - star Quality Rating.

Plan of Improvement: Developed This Date 08/26/2019

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@decals.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decals.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decals.ga.gov

Jeana Mercer, Program Official

Date

Connie Boatright, Consultant

Date

Chrissy Miller, Consultant

Date



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Findings Report

Date: 8/26/2019 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 5:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(2) The consultant observed all classrooms in use to have current and up to date lesson plans posted.

Correction Deadline: 8/26/2019

Comment

591-1-1-.03(8) The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 8/26/2019

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

The consultant observed toys and equipment to be clean and in good repair.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3

Met

| | |
|------------|-----|
| Child # 4 | Met |
| Child # 5 | Met |
| Child # 6 | Met |
| Child # 7 | Met |
| Child # 8 | Met |
| Child # 9 | Met |
| Child # 10 | Met |

591-1-1-.08 Children's Records

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

| |
|-----------------|
| Facility |
|-----------------|

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)

Not Met

Comment

591-1-1-.26(4) The consultant observed that two strands of wire was added to the top of the chain link fence located on the head start and Pre - K playground, bringing the fence to at least 48 inches tall.

Correction Deadline: 8/26/2019

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the large blue, red and yellow gym set located on the headstart playground has the following hazards:

- Two of two red standing platforms was chipping large amounts of paint.
- Nine of nine red post are chipping paint.
- Two of two red handle bars was chipping paint.
- Nine of nine red steps was chipping paint.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 9/5/2019

Comment

591-1-1-.26(8) The consultant measured appropriate amounts of resilient surface within fall zones.

Correction Deadline: 9/5/2019

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Center menu meets USDA guidelines.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)

Met

Comment

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)

Met

Comment

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

591-1-1-.21(3) The consultant observed a thoroughly completed fire and tornado drill log to be posted in the front foyer of the center and in each classroom.

Correction Deadline: 8/31/2019

591-1-1-.22 Parental Access

Met

Comment

591-1-1-.22 The consultant observed the parental access notice to be posted in the front foyer of the center.

Correction Deadline: 8/26/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)

Met

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Records Reviewed: 34**Records with Missing/Incomplete Components: 1**

| | |
|--|-----|
| Staff # 1 Date of Hire: 07/28/2008 | Met |
| Staff # 2 Date of Hire: 07/29/2015 | Met |
| Staff # 3 Date of Hire: 07/24/2006 | Met |
| Staff # 4 Date of Hire: 09/11/2013 | Met |
| Staff # 5 Date of Hire: 01/29/2019 | Met |
| Staff # 6 Date of Hire: 10/13/1992 | Met |
| Staff # 7 Date of Hire: 04/10/2014 | Met |
| Staff # 8 Date of Hire: 08/30/2018 | Met |
| Staff # 9 Date of Hire: 03/12/2019 | Met |
| Staff # 10 Date of Hire: 08/01/2016 | Met |
| Staff # 11 Date of Hire: 07/31/2017 | Met |
| Staff # 12 Date of Hire: 12/11/2011 | Met |
| Staff # 13 Date of Hire: 04/10/2014 | Met |
| Staff # 14 Date of Hire: 09/07/2010 | Met |

| | |
|--|-----|
| Staff # 15 Date of Hire: 07/29/2019 | Met |
| Staff # 16 Date of Hire: 08/15/2019 | Met |
| Staff # 17 Date of Hire: 07/31/2017 | Met |
| Staff # 18 Date of Hire: 10/16/2001 | Met |
| Staff # 19 Date of Hire: 07/28/2008 | Met |
| Staff # 20 Date of Hire: 09/19/2016 | Met |
| Staff # 21 Date of Hire: 07/29/2019 | Met |
| Staff # 22 Date of Hire: 07/31/2017 | Met |
| Staff # 23 Date of Hire: 05/03/1995 | Met |
| Staff # 24 Date of Hire: 03/29/2019 | Met |
| Staff # 25 Date of Hire: 08/19/2013 | Met |
| Staff # 26 Date of Hire: 01/10/2008 | Met |
| Staff # 27 Date of Hire: 02/25/2019 | Met |
| Staff # 28 Date of Hire: 01/27/2015 | Met |
| Staff # 29 Date of Hire: 02/25/2019 | Met |

Records Reviewed: 34

Records with Missing/Incomplete Components: 1

| | |
|--|---------|
| Staff # 30 Date of Hire: 07/30/2018 | Met |
| Staff # 31 Date of Hire: 02/27/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate | Not Met |
| Staff # 32 Date of Hire: 01/07/2019 | Met |
| Staff # 33 Date of Hire: 08/22/2005 | Met |
| Staff # 34 Date of Hire: 04/11/2016 | Met |

Staff Credentials Reviewed: 15

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Met**

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR **Met**

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

The consultant observed a complete first aid kit in the center.

591-1-1-.24 Personnel Records **Met**

Comment

591-1-1-.24(1) The center director will ensure that the required training certificates are kept in the staff files.

Correction Deadline: 8/31/2019

591-1-1-.33 Staff Training **Not Met**

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on the consultants review of all staff files that four of seventy - eight staff members have been hired more than 90 days and do not have the required health & safety training as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 9/25/2019

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on the consultants review of all staff files that one of seventy - eight staff members do not have the required ten hours of annual training for 2018 as required.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 9/25/2019

591-1-1-.31 Staff(CR)

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.