



**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: 8/29/2017 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 4:00 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

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connie.boatright@decal.ga.gov

Mailing Address

Same

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.
08/29/2017	Licensing Study	Good Standing	
03/01/2017	Incident Investigation/Monitoring Visit	Good Standing	
03/01/2017	Complaint Closure	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 and Four Year Olds	2	15	C	22	C	NA	NA	Nap
Main	1 Pre-K Hall	PreK	3	20	C	21	C	NA	NA	Lunch
Main	10 Multi Purpose	Four Year Olds	2	11	C	22	C	NA	NA	Nap
Main	11 Sensory Room	Three Year Olds and Four Year Olds	2	11	C	22	C	NA	NA	Nap
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	10	C	21	C	NA	NA	Nap
Main	2 Pre-K Hall	PreK	2	20	C	21	C	NA	NA	Lunch
Main	3 Head Start Hall	Three Year Olds and Four Year Olds	3	11	C	21	C	NA	NA	Nap
Main	3 Pre-K Hall	PreK	3	19	C	22	C	NA	NA	Lunch
Main	4 Head Start Hall	Three Year Olds and Four Year Olds	2	15	C	21	C	NA	NA	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	12	C	24	C	NA	NA	Nap
Main	6 Head Start Hall	Three Year Olds and Four Year Olds	2	6	C	24	C	NA	NA	Nap
Main	7 Head Start Hall	Three Year Olds and Four Year Olds	2	11	C	21	C	NA	NA	Nap

Main	8 Head Start Hall	Three Year Olds and Four Year Olds	3	11	C	21	C	NA	NA	Nap
Main	9 Head Start Hall	Three Year Olds and Four Year Olds	3	13	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 412						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 185			Total Capacity @35 sq. ft.: 412			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plygrd - Main	204	C

Comments

This Licensing Study is the first regulatory visit for Ware County Head Start Center this 2017 - 2018 fiscal year.


The center director stated no field trips or transportation is provided.

The consultant reviewed all staff files and finds that each staff member has a satisfactory fingerprint criminal records check clearance determination letter on file.

No infants are enrolled.

Plan of Improvement: Developed This Date 08/29/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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Free Technical Assistance
 Eligible for \$1,000 Materials Mini Grant
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 Great Marketing Tool
 Raises the Bar in Child Care
 For More Information:
 Email: QualityRated@decga.gov or Call: 855-800-7747

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@dec.al.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://dec.al.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)

Jeana Mercer, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Met****Comment**

The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 8/29/2017

591-1-1-.12 Equipment & Toys(CR)**Met****Comment**

Observed-Variety Throughout Center

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

No Swimming Activities Provided

Children's Records

Records Reviewed: 6**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

591-1-1-.08 Children's Records**Met****Comment**

Observed-Records Complete/Well Organized

Comment

Parent Agreements Obtained/Completed

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Observation-Clean and Well Maintained

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

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

591-1-1-.25(3) - The center director will ensure that the center and surrounding premises will be kept clean, free of debris and in good repair. (Frayed duct tape located in the head start classroom number 3).

Correction Deadline: 8/29/2017**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Observation-Clean/Good Repair

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Staff Stated Proper Knowledge

591-1-1-.17 Hygiene(CR)**Met****Comment**

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR)**Met****Comment**

The Assistant Director stated no medications are currently being administered.

Policies and Procedures

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

Met

Comment

The consultant observed the fire drill log to be documented thoroughly.

Correction Deadline: 9/3/2017

591-1-1-.22 Parental Access

Met

Comment

The consultant observed the parental access notice to be posted on the parent bulletin board.

Correction Deadline: 8/29/2017

591-1-1-.27 Posted Notices

Met

Comment

Observed-All Notices Posted

Safety

591-1-1-.05 Animals

Met

Comment

No Animals Kept

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

Met

Comment

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

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

Met

Comment

No Field Trips at This Time

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

Met

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats; disinfecting discussed .

Comment

No infants are enrolled.

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 55

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 09/19/2016

Staff # 2 Met

Date of Hire: 09/15/2014

Staff # 3 Met

Date of Hire: 09/14/2005

Staff # 4 Met

Staff # 5 Met

Date of Hire: 04/16/1999

Staff # 6 Met

Staff # 7 Met

Date of Hire: 04/10/2014

Staff # 8 Met

Date of Hire: 10/15/2013

Staff # 9 Met

Date of Hire: 09/06/2013

Staff # 10 Met

Date of Hire: 04/14/2015

Staff # 11 Met

Date of Hire: 11/09/2009

Staff # 12 Met

Date of Hire: 02/17/2017

Staff # 13 Met

Staff # 14 Met

Date of Hire: 07/24/2006

Staff # 15 Met

Staff # 16 Met

Date of Hire: 06/02/2017

Staff # 17 Met

Staff # 18 Met

Date of Hire: 10/17/2002

Staff # 19	Met
Staff # 20	Met
Date of Hire: 07/31/2017	
Staff # 21	Met
Date of Hire: 07/31/2017	
Staff # 22	Met
Date of Hire: 07/31/2017	
Staff # 23	Met
Date of Hire: 10/26/2015	
Staff # 24	Met
Date of Hire: 04/11/2016	
Staff # 25	Met
Date of Hire: 01/11/2016	
Staff # 26	Met
Date of Hire: 07/31/2017	
Staff # 27	Met
Date of Hire: 04/10/2014	
Staff # 28	Met
Date of Hire: 10/16/2001	
Staff # 29	Met
Date of Hire: 11/17/2016	
Staff # 30	Met
Date of Hire: 08/22/2005	
Staff # 31	Met
Staff # 32	Met
Date of Hire: 07/31/2017	
Staff # 33	Met
Staff # 34	Met
Date of Hire: 07/29/2015	
Staff # 35	Not Met

Date of Hire: 07/28/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 36

Met

Date of Hire: 08/01/2016

Staff # 37

Met

Date of Hire: 09/19/2016

Staff # 38

Not Met

Date of Hire: 07/20/2009

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 39

Met

Date of Hire: 08/19/2013

Staff # 40

Met

Staff # 41

Met

Date of Hire: 07/21/2014

Staff # 42

Met

Staff # 43

Met

Date of Hire: 08/26/2009

Staff # 44

Met

Staff # 45

Met

Date of Hire: 09/18/2001

Staff # 46

Met

Date of Hire: 01/10/2008

Staff # 47

Met

Date of Hire: 01/27/2015

Staff # 48

Met

Date of Hire: 07/28/2008

Staff # 49

Met

Date of Hire: 09/11/2013

Staff # 50

Met

Records Reviewed: 55

Records with Missing/Incomplete Components: 2

Staff # 51 Date of Hire: 08/07/2014	Met
Staff # 52 Date of Hire: 09/02/2001	Met
Staff # 53	Met
Staff # 54	Met
Staff # 55 Date of Hire: 04/11/2016	Met

Staff Credentials Reviewed: 55

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment

Criminal Records Check complete

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

Comment

Observed-50% Certified First Aid & CPR

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

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 consultant's review of all staff files that one staff member completed six hours of annual training where ten hours are required. Additionally, a second staff member completed nine hours of annual training where ten hours are 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: 9/28/2017

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

Comment

Lead staff education requirements

Staffing and Supervision

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

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Direct Supervision/Attentive Staff

Correction Deadline: 3/1/2017

Corrected on 8/29/2017

.32(7) - The previous citation is observed to be corrected on this date.