



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: 9/8/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 2:00 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@decal.ga.gov

Mailing Address
 Same

Quality Rated: ★ ★

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 09/08/2021 | Licensing Study | Good Standing |
| 01/20/2021 | Monitoring Visit | Good Standing |
| 09/17/2020 | Licensing Study | Good Standing |

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.

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 HS Inclusion | Three Year Olds | 2 | 7 | C | 21 | C | NA | NA | Nap |
| Main | 1 Pre-K | PreK | 3 | 12 | C | 31 | C | NA | NA | Transitioning |
| Main | 10 Multi Purpose | Three Year Olds | 2 | 11 | C | 22 | C | NA | NA | Nap |
| Main | 11 Sensory Room | | 0 | 0 | C | 22 | C | NA | NA | Not In Use |
| 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 | 1a Head Start Hall | | 0 | 0 | C | 22 | C | NA | NA | Not In Use |
| Main | 2 HS Inclusion | Three Year Olds | 2 | 10 | C | 21 | C | NA | NA | Nap |
| Main | 2 Pre-K | PreK | 3 | 14 | C | 25 | C | NA | NA | Transitioning |
| Main | 2a Head Start Hall | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 3 HS Inclusion | Three Year Olds | 2 | 9 | C | 22 | C | NA | NA | Nap, Transitioning |
| Main | 3 Pre-K | PreK | 3 | 14 | C | 25 | C | NA | NA | Music, Transitioning, TV |
| Main | 3a Head Start Hall | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 4 HS Inclusion | | 0 | 0 | C | 22 | C | NA | NA | Not In Use |
| Main | 4a Head Start Hall | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 5 Head Start Hall | Three Year Olds and Four Year Olds | 2 | 7 | C | 21 | C | NA | NA | Nap |
| Main | 5a Head Start Hall | | 0 | 0 | C | 24 | C | NA | NA | Not In Use |

| | | | | | | | | | | |
|---------------------------------|-------------------|---------------------------------|---|----|-------------------------------|----|---|----|----|------------|
| Main | 6 Head Start Hall | Three Year Olds | 2 | 14 | C | 21 | C | NA | NA | Nap |
| Main | 7 Head Start Hall | | 0 | 0 | C | 24 | C | NA | NA | Not In Use |
| Total Capacity @35 sq. ft.: 471 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 98 | | Total Capacity @35 sq. ft.: 471 | | | Total Capacity @25 sq. ft.: 0 | | | | | |

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

Comments

Due to COVID-19 Pandemic, no in person visit was completed. The administrative review and virtual visit was completed on 09-08-2021. The center director stated they have a total of 45 staff with 6 being new hires since the consultant's last visit. The center director stated no medication has been administered, no field trips or routine transportation provided.

Plan of Improvement: No Plan Developed

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@dec.state.ga.us.

- 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.state.ga.us/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.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Jeana Mercer, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 9/8/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 2:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The consultant observed age appropriate activities through out the center.

Correction Deadline: 9/8/2021

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

Met

Comment

Toys and equipment were observed 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: 5

Records with Missing/Incomplete Components: 0

| | |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | 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.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Playground observed to be clean and in good repair.

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://decalfga.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

Proper hand washing observed throughout the center.

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

Comment

The center director stated no medication has been administered since the consultant's last visit.

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.

Staff Records

Records Reviewed: 45

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 07/28/2008

Staff # 2 Met

Date of Hire: 07/24/2006

Staff # 3 Met

Date of Hire: 07/26/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

| | |
|--------------------------|---------------------------------------------------------------------------------------------|
| Staff # 4 | Met |
| Date of Hire: 07/26/2021 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 5 | Met |
| Date of Hire: 02/24/2020 | |
| Staff # 6 | Met |
| Date of Hire: 10/22/2019 | |
| Staff # 7 | Met |
| Date of Hire: 09/11/2013 | |
| Staff # 8 | Met |
| Date of Hire: 07/27/2020 | |
| Staff # 9 | Met |
| Date of Hire: 07/17/2019 | |
| Staff # 10 | Met |
| Date of Hire: 08/28/2007 | |
| Staff # 11 | Met |
| Date of Hire: 07/26/2021 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 12 | Met |
| Date of Hire: 08/30/2018 | |
| Staff # 13 | Met |
| Date of Hire: 03/12/2019 | |
| Staff # 14 | Met |
| Date of Hire: 10/07/2019 | |
| Staff # 15 | Met |
| Date of Hire: 07/31/2017 | |
| Staff # 16 | Met |
| Date of Hire: 12/11/2011 | |
| Staff # 17 | Met |
| Date of Hire: 04/10/2014 | |
| Staff # 18 | Met |
| Date of Hire: 09/07/2010 | |

| | |
|----------------------------------------|----------------------------------------------------------------------------------------------------|
| Staff # 19 Date of Hire: 05/01/2002 | Met |
| Staff # 20 Date of Hire: 07/26/2021 | Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 21 Date of Hire: 07/29/2019 | Met |
| Staff # 22 Date of Hire: 08/15/2019 | Met |
| Staff # 23 Date of Hire: 11/18/2019 | Met |
| Staff # 24 Date of Hire: 07/31/2017 | Met |
| Staff # 25 Date of Hire: 02/10/2020 | Met |
| Staff # 26 Date of Hire: 10/16/2001 | Met |
| Staff # 27 Date of Hire: 07/28/2008 | Met |
| Staff # 28 Date of Hire: 02/10/2020 | Met |
| Staff # 29 Date of Hire: 09/19/2016 | Met |
| Staff # 30 Date of Hire: 07/29/2019 | Met |
| Staff # 31 Date of Hire: 07/31/2017 | Met |
| Staff # 32 Date of Hire: 01/20/2020 | Met |
| Staff # 33 Date of Hire: 03/09/2021 | Met |

Records Reviewed: 45

Records with Missing/Incomplete Components: 0

| | |
|----------------------------------------|-----|
| Staff # 34 Date of Hire: 05/03/1995 | Met |
| Staff # 35 Date of Hire: 08/01/2016 | Met |
| Staff # 36 Date of Hire: 09/08/2020 | Met |
| Staff # 37 Date of Hire: 08/19/2013 | Met |
| Staff # 38 Date of Hire: 03/29/2019 | Met |
| Staff # 39 Date of Hire: 10/17/2002 | Met |
| Staff # 40 Date of Hire: 01/10/2008 | Met |
| Staff # 41 Date of Hire: 01/27/2015 | Met |
| Staff # 42 Date of Hire: 02/25/2019 | Met |
| Staff # 43 Date of Hire: 01/11/2021 | Met |
| Staff # 44 Date of Hire: 08/22/2005 | Met |
| Staff # 45 Date of Hire: 04/11/2016 | Met |

Staff Credentials Reviewed: 11

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 6 file(s) for employees hired since last visit.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Correction Deadline: 2/1/2021

Corrected on 9/8/2021

.33(3) - The previous citation was observed to be corrected. All staff hired over 90 days have completed Health and Safety Training as required.

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.