



**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:** 12/19/2018 **VisitType:** Licensing Study

**Arrival:** 10:15 AM

**Departure:** 4:30 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@decals.ga.gov

Joint with: Laura Johnson

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/19/2018	Licensing Study	Good Standing	
03/21/2018	Monitoring Visit	Good Standing	
08/29/2017	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 and Four Year Olds	2	15	C	22	C	NA	NA	Transitioning, Music
Main	1 Pre-K Hall	PreK	3	17	C	21	C	NA	NA	Transitioning, Centers
Main	10 Multi Purpose	Three Year Olds and Four Year Olds	3	15	C	22	C	NA	NA	Lunch
Main	11 Sensory Room	Three Year Olds and Four Year Olds	2	15	C	22	C	NA	NA	Lunch
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	16	C	21	C	NA	NA	Lunch
Main	2 Pre-K Hall	PreK	2	15	C	21	C	NA	NA	Lunch, Transitioning
Main	3 Head Start Hall	Three Year Olds and Four Year Olds	2	10	C	21	C	NA	NA	Story
Main	3 Pre-K Hall	PreK	2	14	C	22	C	NA	NA	Centers
Main	4 Head Start Hall	Three Year Olds and Four Year Olds	2	17	C	21	C	NA	NA	Lunch
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
Main	6 Head Start Hall	Three Year Olds and Four Year Olds	2	15	C	24	C	NA	NA	Lunch
Main	7 Head Start Hall	Three Year Olds and Four Year Olds	2	14	C	21	C	NA	NA	Free Play
Main	8 Head Start Hall	Three Year Olds and Four Year Olds	2	16	C	21	C	NA	NA	Circle Time
Main	9 Head Start Hall	Three Year Olds and Four Year Olds	2	15	C	22	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 412					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 209					Total Capacity @25 sq. ft.: 0					

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

**Comments**

The purpose of today's visit is to conduct a Licensing Study.

The center is two star Quality Rated.

The center does administer medication.

The center does not provide routine transportation or field trips.

The consultant reviewed all staff files and determined that one employee has a satisfactory fingerprint determination letter on file however no comprehensive on file as required.. The consultant and co-consultant reviewed Koala Outback and had the staff member to call the Criminal Records Unit in Atlanta. It was determined that the staff member had been linked to a different center in error. The consultant's was advised to leave a one-day letter and have the staff member to start the fingerprint process over.

Plan of Improvement: Developed This Date 12/19/2018

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.

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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](mailto: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.

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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](mailto:qualityrated@decals.ga.gov)

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Jeana Mercer, Program Official

Date

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Connie Boatright, Consultant

Date

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Laura Johnson, 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-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

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

**N/A**

**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**

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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on the consultant's observation that a black dust pan was being stored by the hand washing sink in classroom six of the Head Start wing and accessible to the three and four-year-old children.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 12/29/2018**

**Recited on 12/19/2018**

**Technical Assistance**

591-1-1-.25(3) - The center director will request a work form for maintenance in the boy's bathroom on the head start hall to repair the second and third stall walls where the wall is pulling apart at the bottom of the divider. Additionally, the second toilet seat should be replaced.

**Correction Deadline: 12/19/2018**

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.18(5) - The director will monitor both refrigerators in the kitchen to ensure food is stored at forty degrees Fahrenheit or below.

**Correction Deadline: 12/19/2018**

## Health and Hygiene

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

Met

#### Comment

There were no diapered children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Met

#### Comment

Please ensure lids remain on trash containers.

#### 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

The center had complete documentation of conducting drills for fire, tornado and other emergency situations.

**Correction Deadline: 12/24/2018**

### 591-1-1-.27 Posted Notices

Met

#### Comment

Observed all required posted notices.

## Safety

### 591-1-1-.05 Animals

N/A

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

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

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

N/A

#### Comment

Center does not participate in field trips at this time.

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

N/A

#### Comment

Center does not provide routine transportation.

## Sleeping & Resting Equipment

**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: 40****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 09/19/2016	
Staff # 2	Met
Date of Hire: 09/15/2014	
Staff # 3	Met
Date of Hire: 12/03/2018	
Staff # 4	Met
Date of Hire: 07/30/2018	
Staff # 5	Met
Date of Hire: 04/16/1999	
Staff # 6	Met
Date of Hire: 12/03/2018	
Staff # 7	Met
Date of Hire: 04/10/2014	
Staff # 8	Met
Date of Hire: 07/31/2017	
Staff # 9	Met
Date of Hire: 02/27/2017	
Staff # 10	Met
Date of Hire: 10/15/2013	
Staff # 11	Met
Date of Hire: 09/06/2013	
Staff # 12	Met
Date of Hire: 11/09/2009	
Staff # 13	Met
Date of Hire: 01/29/2018	

Staff # 14 Date of Hire: 07/24/2006	Met
Staff # 15 Date of Hire: 10/17/2002	Met
Staff # 16 Date of Hire: 07/31/2017	Met
Staff # 17 Date of Hire: 07/31/2017	Met
Staff # 18 Date of Hire: 10/26/2015	Met
Staff # 19 Date of Hire: 04/11/2016	Met
Staff # 20 Date of Hire: 04/10/2014	Met
Staff # 21 Date of Hire: 10/16/2001	Met
Staff # 22 Date of Hire: 08/22/2005	Met
Staff # 23 Date of Hire: 07/29/2015	Met
Staff # 24 Date of Hire: 07/28/2008	Met
Staff # 25 Date of Hire: 09/19/2016	Met
Staff # 26 Date of Hire: 07/20/2009	Met
Staff # 27 Date of Hire: 08/19/2013	Met
Staff # 28 Date of Hire: 07/30/2018	Met



**Records Reviewed: 40**

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

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Staff # 29 Date of Hire: 02/20/2018	Met
Staff # 30 Date of Hire: 07/21/2014	Met
Staff # 31 Date of Hire: 01/01/1978	Met
Staff # 32 Date of Hire: 08/26/2009	Met
Staff # 33 Date of Hire: 12/03/2018	Met
Staff # 34 Date of Hire: 09/18/2001	Met
Staff # 35 Date of Hire: 08/30/2018	Met
Staff # 36 Date of Hire: 01/10/2008	Met
Staff # 37 Date of Hire: 01/27/2015	Met
Staff # 38 Date of Hire: 07/28/2008	Met
Staff # 39 Date of Hire: 09/11/2013	Met
Staff # 40 Date of Hire: 04/11/2016	Met

**Staff Credentials Reviewed: 40**

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**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**

Complete first aid kits observed in the center.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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