



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: 3/10/2020 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 1:30 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

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connie.boatright@decal.ga.gov

Joint with: Jerica Davis

Mailing Address

Same

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.
03/10/2020	Monitoring Visit	Good Standing	
08/26/2019	Licensing Study	Good Standing	
05/06/2019	Monitoring Visit	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	3	13	C	22	C	NA	NA	Outside, Transitioning
Main	1 Pre-K Hall	PreK	2	16	C	21	C	NA	NA	Outside, Transitioning, Centers
Main	10 Multi Purpose	Three Year Olds and Four Year Olds	2	13	C	22	C	NA	NA	Centers
Main	11 Sensory Room	Three Year Olds and Four Year Olds	2	15	C	22	C	NA	NA	Centers
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	3	13	C	21	C	NA	NA	Nap
Main	2 Pre-K Hall	PreK	2	18	C	21	C	NA	NA	Lunch, Transitioning
Main	3 Head Start Hall	Three Year Olds and Four Year Olds	2	14	C	21	C	NA	NA	Transitioning, Lunch, Nap
Main	3 Pre-K Hall	PreK	2	14	C	22	C	NA	NA	Transitioning
Main	4 Head Start Hall		0	0	C	21	C	NA	NA	Not In Use

Main	4 Pre-K Hall	Three Year Olds and Four Year Olds	2	18	C	22	C	NA	NA	Lunch, Transitioning	
Main	5 Head Start Hall	Three Year Olds and Four Year Olds	3	15	C	24	C	NA	NA	Nap, Transitioning, Outside	
Main	6 Head Start Hall	Three Year Olds and Four Year Olds	2	13	C	24	C	NA	NA	Transitioning, Circle Time	
Main	7 Head Start Hall	Three Year Olds and Four Year Olds	3	16	C	21	C	NA	NA	Outside, Lunch	
Main	8 Head Start Hall	Three Year Olds and Four Year Olds	3	15	C	21	C	NA	NA	Outside, Transitioning, Nap	
Main	9 Head Start Hall	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Lunch	
						Total Capacity @35 sq. ft.: 412		Total Capacity @25 sq. ft.: 0			
Total # Children this Date: 205			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 Monitoring Visit is the second regulatory visit for Ware County Head Start Center this 2019 - 2020 fiscal year. The center assistant director stated medication is provided, no field trips or routine transportation is provided. The center currently has a two star Quality - Rating. The center has hired fourteen new staff since the consultants last visit. The consultant reviewed all staff files and finds that each staff member has a satisfactory comprehensive fingerprint criminal records clearance determination on file and correct portability was verified on this date.

Plan of Improvement: Developed This Date 03/10/2020

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.al.ga.gov/CCS/RulesAndRegulations.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

Jerica Davis, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

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)

Met

Comment

Center does not provide swimming activities.

Facility

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)

Technical Assistance

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children. Please ensure potting soil is stored inaccessible to the children when not in use.

591-1-1-.26 Playgrounds(CR)**Not Met****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 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: 3/24/2020**Recited on 3/10/2020****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that three fence posts on the far back right side of the headstart playground had exposed concrete. Additionally, in the far right corner of the large playground there was exposed black landscaping tarp posing a tripping hazard next to the chime equipment in the corner and at the ends of the red tunnel.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 3/24/2020

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://decal.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

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

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.

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)

Technical Assistance

Technical Assistance

Please ensure that a sheet or similar covering and a light cover is provided for each child during nap time.

Correction Deadline: 3/10/2020

Staff Records

Records Reviewed: 54

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 07/28/2008

Staff # 2

Met

Date of Hire: 06/28/2019

Staff # 3

Met

Date of Hire: 07/29/2015

Staff # 4 Met

Date of Hire: 07/24/2006

Staff # 5 Met

Staff # 6 Met

Staff # 7 Met

Date of Hire: 09/11/2013

Staff # 8 Met

Date of Hire: 01/29/2019

Staff # 9 Met

Date of Hire: 10/13/1992

Staff # 10 Met

Date of Hire: 07/29/2019

Staff # 11 Met

Date of Hire: 04/10/2014

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: 08/01/2016

Staff # 16 Met

Date of Hire: 04/08/2019

Staff # 17 Met

Date of Hire: 10/21/2019

Staff # 18 Met

Date of Hire: 07/31/2017

Staff # 19 Met

Date of Hire: 12/11/2011

Staff # 20 Met

Date of Hire: 10/21/2019

Staff # 21 Met

Date of Hire: 05/11/2019

Staff # 22 Met

Date of Hire: 04/10/2014

Staff # 23 Met

Date of Hire: 09/07/2010

Staff # 24 Met

Date of Hire: 07/29/2019

Staff # 25 Not Met

Date of Hire: 08/15/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 26 Met

Date of Hire: 11/18/2019

Staff # 27 Met

Date of Hire: 07/31/2017

Staff # 28 Met

Date of Hire: 02/10/2020

Staff # 29 Met

Date of Hire: 10/16/2001

Staff # 30 Met

Date of Hire: 07/28/2008

Staff # 31 Met

Date of Hire: 02/10/2020

Staff # 32 Met

Date of Hire: 05/01/2019

Staff # 33 Met

Date of Hire: 09/19/2016

Staff # 34 Date of Hire: 07/29/2019	Met
Staff # 35 Date of Hire: 07/31/2017	Met
Staff # 36 Date of Hire: 05/03/1995	Met
Staff # 37 Date of Hire: 12/16/2019	Met
Staff # 38 Date of Hire: 03/29/2019	Met
Staff # 39 Date of Hire: 08/19/2013	Met
Staff # 40 Date of Hire: 07/21/2014	Met
Staff # 41 Date of Hire: 06/04/2019	Met
Staff # 42 Date of Hire: 07/23/2019	Met
Staff # 43 Date of Hire: 09/15/2014	Met
Staff # 44 Date of Hire: 11/18/2019 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	Not Met
Staff # 45 Date of Hire: 02/24/2020	Met
Staff # 46 Date of Hire: 01/10/2008	Met
Staff # 47 Date of Hire: 02/25/2019	Met
Staff # 48	Met

Records Reviewed: 54**Records with Missing/Incomplete Components: 2**

Date of Hire: 01/27/2015

Staff # 49 Met

Date of Hire: 02/25/2019

Staff # 50 Met

Date of Hire: 07/30/2018

Staff # 51 Met

Date of Hire: 05/31/2019

Staff # 52 Met

Date of Hire: 01/07/2019

Staff # 53 Met

Date of Hire: 08/22/2005

Staff # 54 Met

Date of Hire: 04/11/2016

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.

Comment

Director provided 14 file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR Not Met**Comment**

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

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined that four new staff members has been hired more than 90 days and does not have proof of completing CPR and First Aide on file as required.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 3/31/2020**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 three 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: 3/31/2020

Recited on 3/10/2020

Correction Deadline: 9/25/2019

Corrected on 3/10/2020

.33(6) - The previous citation was observed to be corrected on this date.

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.