



**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:** 3/21/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:15 AM    **Departure:** 12:30 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@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
03/21/2018	Monitoring Visit	Good Standing
08/29/2017	Licensing Study	Good Standing
03/01/2017	Incident Investigation/Monitoring Visit	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 Head Start Hall	Three Year Olds and Four Year Olds	2	10	C	22	C	NA	NA	Transitioning,Lunch
Main	1 Pre-K Hall	PreK	4	17	C	21	C	NA	NA	TV,Circle Time
Main	10 Multi Purpose	Three Year Olds and Four Year Olds	2	14	C	22	C	NA	NA	Centers
Main	11 Sensory Room	Three Year Olds and Four Year Olds	2	13	C	22	C	NA	NA	Circle Time
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	12	C	21	C	NA	NA	Music
Main	2 Pre-K Hall	PreK	2	17	C	21	C	NA	NA	Circle Time,TV
Main	3 Head Start Hall	Three Year Olds and Four Year Olds	2	9	C	21	C	NA	NA	Music
Main	3 Pre-K Hall	PreK	2	17	C	22	C	NA	NA	Music
Main	4 Head Start Hall	Three Year Olds and Four Year Olds	2	15	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	14	C	24	C	NA	NA	Music
Main	6 Head Start Hall	Three Year Olds and Four Year Olds	2	15	C	24	C	NA	NA	Music

Main	7 Head Start Hall	Three Year Olds and Four Year Olds	2	17	C	21	C	NA	NA	Centers,Story	
Main	8 Head Start Hall	Three Year Olds and Four Year Olds	2	17	C	21	C	NA	NA	Music,Centers	
Main	9 Head Start Hall	Three Year Olds and Four Year Olds	4	16	C	22	C	NA	NA	Transitioning,Lun ch,Music	
Total Capacity @35 sq. ft.:			412		Total Capacity @25 sq. ft.:			0			
Total # Children this Date:			203		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 2017 - 2018 fiscal year.

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

The center director stated no field trips and routine transportation is provided.

Plan of Improvement: Developed This Date 03/21/2018

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).



**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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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](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.

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 1/2 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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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](mailto:qualityrated@dec.state.ga.us)

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Jeana Mercer, Program Official

Date

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Connie Boatright, 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-.03 Activities** **Met**

**Comment**

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

**Correction Deadline: 3/21/2018**

**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-.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 rubber maid sweeper was being stored by the hand washing sink in classroom one 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: 3/31/2018**

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition** **Not Evaluated**

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations** **Not Evaluated**

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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**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.

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

**Comment**

Center does not participate in field trips at this time.

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**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.

**Comment**

The consultant observed cots to be stored inside the classrooms and in the halls and were covered as required.

**Correction Deadline: 3/31/2018**

## Staff Records

**Records Reviewed: 54**

**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: 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: 11/09/2009	
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Date of Hire: 01/15/2018	

Staff # 14 Date of Hire: 07/24/2006	Met
Staff # 15	Met
Staff # 16 Date of Hire: 06/02/2017	Met
Staff # 17	Met
Staff # 18 Date of Hire: 10/17/2002	Met
Staff # 19	Met
Staff # 20 Date of Hire: 07/31/2017	Met
Staff # 21 Date of Hire: 07/31/2017	Met
Staff # 22 Date of Hire: 10/26/2015	Met
Staff # 23 Date of Hire: 04/11/2016	Met
Staff # 24 Date of Hire: 01/11/2016	Met
Staff # 25 Date of Hire: 04/10/2014	Met
Staff # 26 Date of Hire: 10/16/2001	Met
Staff # 27 Date of Hire: 11/17/2016	Met
Staff # 28 Date of Hire: 08/22/2005	Met
Staff # 29	Met
Staff # 30	Met

Staff # 31 Date of Hire: 07/29/2015	Met
Staff # 32 Date of Hire: 07/28/2008	Met
Staff # 33 Date of Hire: 08/01/2016	Met
Staff # 34 Date of Hire: 09/19/2016	Met
Staff # 35 Date of Hire: 07/20/2009	Met
Staff # 36 Date of Hire: 08/19/2013	Met
Staff # 37 Date of Hire: 02/20/2018	Met
Staff # 38 Date of Hire: 03/06/1993	Met
Staff # 39	Met
Staff # 40 Date of Hire: 10/16/2017	Met
Staff # 41 Date of Hire: 07/21/2014	Met
Staff # 42	Met
Staff # 43 Date of Hire: 01/01/1978	Met
Staff # 44 Date of Hire: 08/26/2009	Met
Staff # 45	Met
Staff # 46 Date of Hire: 09/18/2001	Met
Staff # 47	Met



**Records Reviewed: 54**

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

Date of Hire: 01/10/2008

Staff # 48 Met

Date of Hire: 01/27/2015

Staff # 49 Met

Date of Hire: 07/28/2008

Staff # 50 Met

Date of Hire: 09/11/2013

Staff # 51 Met

Staff # 52 Met

Staff # 53 Met

Staff # 54 Met

Date of Hire: 04/11/2016

**Staff Credentials Reviewed: 54**

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

**Comment**

Criminal records checks were observed to be complete.

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**591-1-1-.33 Staff Training Met**

**Comment**

Documentation observed of required staff training.

**Correction Deadline: 9/28/2017**

**Corrected on 3/21/2018**

**.33(6) - The previous citation is observed to be corrected.**

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

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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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.