



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: 5/6/2019 **VisitType:** Monitoring Visit **Arrival:** 9:30 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: ★ ★

Compliance Zone Designation		
05/06/2019	Monitoring Visit	Good Standing
12/19/2018	Licensing Study	Good Standing
03/21/2018	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	3	15	C	22	C	NA	NA	Transitioning, Outside
Main	1 Pre-K Hall	PreK	3	12	C	21	C	NA	NA	Transitioning, Outside
Main	10 Multi Purpose	Three Year Olds and Four Year Olds	3	14	C	22	C	NA	NA	Centers
Main	11 Sensory Room	Three Year Olds and Four Year Olds	3	17	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	2	15	C	21	C	NA	NA	Transitioning, Outside
Main	2 Pre-K Hall	PreK	2	15	C	21	C	NA	NA	Outside, Transitioning
Main	3 Head Start Hall	Three Year Olds and Four Year Olds	3	13	C	21	C	NA	NA	Transitioning, Outside
Main	3 Pre-K Hall	PreK	3	17	C	22	C	NA	NA	Outside, Transitioning

Main	4 Head Start Hall	Three Year Olds and Four Year Olds	2	12	C	21	C	NA	NA	Outside, Transitioning
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	16	C	24	C	NA	NA	Outside, Transitioning
Main	6 Head Start Hall	Three Year Olds and Four Year Olds	2	11	C	24	C	NA	NA	Transitioning, Outside
Main	7 Head Start Hall	Three Year Olds and Four Year Olds	3	11	NC	21	C	NA	NA	Outside, Transitioning
Main	8 Head Start Hall	Three Year Olds and Four Year Olds	3	14	C	21	C	NA	NA	Outside, Transitioning
Main	9 Head Start Hall	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Centers
			Total Capacity @35 sq. ft.: 412			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 194			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 2018 - 2019 fiscal year.

The center currently has a two-star Quality Rating. The center director stated medication is administered, no field trips or routine transportation is provided.

Plan of Improvement: Developed This Date 05/06/2019

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@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



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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: 5/6/2019

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

Comment

Equipment and toys was observed to be in good repair.

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) **Met**

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 12/29/2018

Corrected on 5/6/2019

.25(13) - The previous citation is observed to be corrected on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.26(4) - The center director will ensure that all playground fencing measures 4 feet tall. The center director stated the center has put in a work order for this to be completed before the beginning of next school year.

Correction Deadline: 5/6/2019

Technical Assistance

591-1-1-.26(6) - The center director will ensure that the red, blue and yellow gum set located on the head start playground is free of chipping paint.

Correction Deadline: 5/16/2019

Food Service

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

Met

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.

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)**Technical Assistance****Technical Assistance**

591-1-1-.30(4) - Reminder that all cots and mats are to be covered when stored in a location accessible to the children.

Correction Deadline: 5/6/2019

Staff Records

Records Reviewed: 60**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
Date of Hire: 12/03/2018	
Staff # 5	Met
Date of Hire: 07/30/2018	
Staff # 6	Met
Date of Hire: 12/03/2018	
Staff # 7	Met
Date of Hire: 05/01/2000	

Staff # 8 Date of Hire: 04/10/2014	Met
Staff # 9 Date of Hire: 07/31/2017	Met
Staff # 10 Date of Hire: 02/27/2017	Met
Staff # 11 Date of Hire: 10/15/2013	Met
Staff # 12 Date of Hire: 11/09/2009	Met
Staff # 13 Date of Hire: 01/29/2018	Met
Staff # 14 Date of Hire: 03/12/2019	Met
Staff # 15 Date of Hire: 03/12/2018	Met
Staff # 16 Date of Hire: 07/24/2006	Met
Staff # 17 Date of Hire: 09/07/2010	Met
Staff # 18 Date of Hire: 10/17/2002	Met
Staff # 19 Date of Hire: 05/03/1995	Met
Staff # 20 Date of Hire: 01/29/2019	Met
Staff # 21 Date of Hire: 07/28/2008	Met
Staff # 22 Date of Hire: 07/31/2017	Met

Staff # 23 Date of Hire: 07/31/2017	Met
Staff # 24 Date of Hire: 10/26/2015	Met
Staff # 25 Date of Hire: 04/11/2016	Met
Staff # 26 Date of Hire: 12/11/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 27 Date of Hire: 04/17/2019	Met
Staff # 28 Date of Hire: 04/10/2014	Met
Staff # 29 Date of Hire: 10/16/2001	Met
Staff # 30 Date of Hire: 07/31/2017	Met
Staff # 31 Date of Hire: 04/10/2014	Met
Staff # 32 Date of Hire: 08/22/2005	Met
Staff # 33 Date of Hire: 03/29/2019	Met
Staff # 34 Date of Hire: 02/25/2019	Met
Staff # 35 Date of Hire: 01/07/2019	Met
Staff # 36 Date of Hire: 07/29/2015	Met
Staff # 37 Date of Hire: 07/28/2008	Met

Staff # 38 Date of Hire: 09/19/2016	Met
Staff # 39 Date of Hire: 02/26/2016	Met
Staff # 40 Date of Hire: 07/20/2009	Met
Staff # 41 Date of Hire: 08/19/2013	Met
Staff # 42 Date of Hire: 02/20/2018	Met
Staff # 43 Date of Hire: 07/21/2014	Met
Staff # 44 Date of Hire: 08/26/2009	Met
Staff # 45 Date of Hire: 12/03/2018	Met
Staff # 46 Date of Hire: 09/18/2001	Met
Staff # 47 Date of Hire: 08/30/2018	Met
Staff # 48 Date of Hire: 01/10/2008	Met
Staff # 49 Date of Hire: 09/24/2018	Met
Staff # 50 Date of Hire: 01/27/2015	Met
Staff # 51 Date of Hire: 03/12/2019	Met
Staff # 52 Date of Hire: 07/28/2008	Met

Records Reviewed: 60

Records with Missing/Incomplete Components: 0

Staff # 53 Date of Hire: 09/11/2013	Met
Staff # 54 Date of Hire: 07/31/2017	Met
Staff # 55 Date of Hire: 10/15/2013	Met
Staff # 56 Date of Hire: 02/25/2019	Met
Staff # 57 Date of Hire: 10/26/2015	Met
Staff # 58 Date of Hire: 04/11/2016	Met
Staff # 59 Date of Hire: 09/11/2013	Met
Staff # 60 Date of Hire: 03/12/2019	Met

Staff Credentials Reviewed: 60

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided [] 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.

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.