



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: 9/25/2018 **VisitType:** Licensing Study

Arrival: 8:30 AM

Departure: 11:10 AM

CCLC-27904

Hallmark Heights Head Start

605 Hightower Street Valdosta, GA 31601 Lowndes County
 (229) 244-7773 ajohnson@cpheadstart.org

Regional Consultant

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@decal.ga.gov

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.
09/25/2018	Licensing Study	Good Standing	
02/27/2018	Monitoring Visit	Good Standing	
10/04/2017	POI Follow Up	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	Rm A	PreK	2	4	C	21	C	NA	NA	Breakfast
Main	Rm B	Three Year Olds	2	13	C	21	C	NA	NA	Breakfast
Main	Rm C	Three Year Olds	2	17	C	20	C	NA	NA	Breakfast, Transitioning
Main	Rm D	Three Year Olds	2	15	C	21	C	NA	NA	Music, Breakfast, Transitioning
Main	Rm E	Three Year Olds	2	16	C	20	C	NA	NA	Transitioning, Breakfast, Music
Total Capacity @35 sq. ft.: 103						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 65						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground 1	98	C

Comments

The purpose of today's visit is a licensing study. This is the first visit of the fiscal year. The center is a Head Start Program. the center does not transport children.

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/RuleAndRegulations.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

Antranette Johnson, Program Official

Date

Beth Houtz, 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-.03 Activities

Met

Comment

Lesson Plans were observed to be up to date and posted in each classroom.

Correction Deadline: 9/25/2018

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.

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**

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)**Technical Assistance**

Correction Deadline: 2/27/2018

Corrected on 9/25/2018

.25(13) - This citation was observed to be corrected on this date. No hazards were accessible to children in care.

Technical Assistance

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair.

The consultant observed the far right cabinet door under the handwashing sink in classroom E to have a broken hinge. The Director will submit a work order to have the door hinge repaired.

Correction Deadline: 9/25/2018

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.

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**

No diapered children enrolled. Hand washing requirements for diapering were discussed with the director on this date.

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

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Fire and Safety drills were observed to be documented and up to date.

Correction Deadline: 9/30/2018

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

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

No infants enrolled. 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: 18****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 03/04/2016

Staff # 2

Met

Date of Hire: 07/28/2014

Staff # 3	Met
Date of Hire: 05/30/2017	
Staff # 4	Met
Date of Hire: 05/04/2018	
Staff # 5	Met
Date of Hire: 08/24/2016	
Staff # 6	Met
Date of Hire: 02/15/2017	
Staff # 7	Met
Date of Hire: 09/26/2016	
Staff # 8	Met
Date of Hire: 02/16/2016	
Staff # 9	Met
Date of Hire: 07/31/2018	
Staff # 10	Met
Date of Hire: 08/31/2018	
Staff # 11	Met
Date of Hire: 09/25/2015	
Staff # 12	Met
Date of Hire: 05/01/2018	
Staff # 13	Met
Date of Hire: 09/07/2016	
Staff # 14	Met
Date of Hire: 08/27/2018	
Staff # 15	Met
Date of Hire: 03/06/2018	
Staff # 16	Met
Date of Hire: 08/09/2018	
Staff # 17	Met
Date of Hire: 05/04/2015	

Records Reviewed: 18

Records with Missing/Incomplete Components: 0

Staff # 18

Met

Date of Hire: 07/31/2018

Staff Credentials Reviewed: 18

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

Met

Comment

Criminal records checks were observed to be complete.

Comment

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

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

Met

Comment

Evidence observed of 50% 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: 11/3/2017

Corrected on 9/25/2018

.33(3) - This 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.