



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: 10/4/2017 **VisitType:** Licensing Study **Arrival:** 12:35 PM **Departure:** 2:30 PM

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@dec.al.ga.gov

Mailing Address

Same

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.
10/04/2017	POI Follow Up	Good Standing	
10/04/2017	Licensing Study	Good Standing	
09/13/2017	Complaint Closure	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	17	C	21	C	NA	NA	Story
Main	Rm B	Three Year Olds	2	14	C	21	C	NA	NA	Transitioning, Lunch
Main	Rm C	Three Year Olds	2	19	C	20	C	NA	NA	Clean Up, Lunch
Main	Rm D	Three Year Olds	2	15	C	21	C	NA	NA	Lunch, Transitioning, Story
Main	Rm E	Three Year Olds	2	14	C	20	C	NA	NA	Music, Transitioning
Total Capacity @35 sq. ft.: 103						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 79						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 licensure study. This is the first visit of the fiscal year. The center does not provide transportation.

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).



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. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

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-.12 Equipment & Toys(CR)

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

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

Observed-Records Complete/Well Organized

Facility

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)	Met
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Comment

Observation-Center Clean/Well Maintained

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

The consultant observed two spindly roots, one by the double gate leading to parking lot and other between swings and digging toy, that need to be removed or spray painted so they do not pose a tripping hazard.

Correction Deadline: 10/4/2017

Food Service

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

Menu Meets USDA Guidelines for lunch children had pork chop, mashed potatoes, greens, cornbread, and milk.

Health and Hygiene

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

No diapered children enrolled. Diapering requirements discussed.

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

Observed-Proper Hand Washing Throughout

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

Director stated that no medication is currently dispensed.

Policies and Procedures

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

Reminder to update posted menu to current month.

Safety

591-1-1-.05 Animals	Met
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Comment

No Animals Kept

591-1-1-.11 Discipline(CR)	Met
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Comment

Observed-Positive Learning Environment

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

No Field Trips at This Time

591-1-1-.36 Transportation(CR)**Met****Comment**

No Routine Transportation Provided

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Observed-Pleasant Naptime Environment. No infants enrolled.

Staff Records**Records Reviewed: 19****Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 03/04/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 07/28/2014

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3

Met

Date of Hire: 05/30/2017

Staff # 4

Met

Staff # 5

Met

Staff # 6

Met

Date of Hire: 08/24/2016

Staff # 7

Met

Date of Hire: 03/21/2017

Staff # 8

Met

Date of Hire: 09/26/2016

Staff # 9

Not Met

Date of Hire: 02/16/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Records Reviewed: 19**Records with Missing/Incomplete Components: 3**

Staff # 10 Date of Hire: 02/24/2017	Met
Staff # 11 Date of Hire: 12/28/2016	Met
Staff # 12 Date of Hire: 09/25/2015	Met
Staff # 13 Date of Hire: 09/07/2016	Met
Staff # 14 Date of Hire: 08/21/2017	Met
Staff # 15 Date of Hire: 07/26/2011	Met
Staff # 16 Date of Hire: 05/28/2009	Met
Staff # 17 Date of Hire: 05/04/2015	Met
Staff # 18 Date of Hire: 02/27/2017	Met
Staff # 19 Date of Hire: 07/19/2017	Met

Staff Credentials Reviewed: 19**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

Comment

Four Hired since last visit

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 a review of staff records that three out of eighteen staff files reviewed did not have complete health and safety training.

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: 11/3/2017

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

Met

Comment

Lead staff education requirements

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Appropriate Staff:Child Ratios