



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: 2/27/2018 **VisitType:** Monitoring Visit **Arrival:** 8:50 AM **Departure:** 10:30 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

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beth.houtz@dec.al.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.
02/27/2018	Monitoring Visit	Good Standing	
10/04/2017	POI Follow Up	Good Standing	
10/04/2017	Licensing Study	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	14	C	21	C	NA	NA	Music,Circle Time
Main	Rm B	Three Year Olds and Four Year Olds	2	14	C	21	C	NA	NA	Transitioning,Ce nters
Main	Rm C	Four Year Olds and Five Year Olds	2	16	C	20	C	NA	NA	Circle Time
Main	Rm D	Three Year Olds and Four Year Olds	2	15	C	21	C	NA	NA	Centers,Transitio ning
Main	Rm E	Three Year Olds	2	16	C	20	C	NA	NA	Centers,Transitio ning,Circle Time
Total Capacity @35 sq. ft.: 103						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 75						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 monitoring visit and to follow up on any previous rule citations. The center does not provide transportation. There have been two new hires since the last visit.

Plan of Improvement: Developed This Date 02/27/2018

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. 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@dec.al.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://dec.al.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). 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.al.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@dec.al.ga.gov

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 Monitoring Visit:

Activities and Equipment

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

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. A blue and green chair in Classroom B was observed to have a torn edge on the left hand side exposing the inside foam. The Center will repair or replace the chair so it does not pose a hazard to children in care.

Correction Deadline: 2/27/2018

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(7) requires center staff to ensure bathrooms are cleaned daily with a disinfectant. In classroom B there is a strong urine odor in the far bathroom. The Center will ensure the bathrooms are cleaned daily with a disinfectant.

Correction Deadline: 2/27/2018

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 observation that in classrooms B, C, and D the storage closets were not locked and had the keys in the door allowing children in care to the following hazards: vacuum, dust pan, broom, disinfectant cleaner, Expo board cleaner, and purses. Additionally, in classroom E a stapler and a three hole punch were sitting on a shelf and accessible to children in care.

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: 2/27/2018

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

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. The consultant observed a water fountain that had been covered in a plastic bag. The bag was torn and had filled up with water at the bottom. Children had not been on the playground due to the wet conditions. The Center will remove the plastic bag and dispose of the water.

Correction Deadline: 2/27/2018

Health and Hygiene

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

There were no diapered children enrolled in the program on this date.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

Safety

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

Technical Assistance

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags.

The consultant observed the cots in classrooms D and E not to be covered. The cot cover was located next to the cots balled up on a shelf. The Director will ensure that cots are covered when not in use to prevent children's access to them.

Correction Deadline: 2/27/2018

Staff Records

Records Reviewed: 21	Records with Missing/Incomplete Components: 0
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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
Staff # 5	Met
Staff # 6	Met
Date of Hire: 08/24/2016	
Staff # 7	Met
Date of Hire: 09/22/2017	
Staff # 8	Met
Date of Hire: 03/21/2017	
Staff # 9	Met
Date of Hire: 09/26/2016	
Staff # 10	Met
Date of Hire: 02/16/2016	
Staff # 11	Met
Date of Hire: 02/24/2017	
Staff # 12	Met

Records Reviewed: 21**Records with Missing/Incomplete Components: 0**

Date of Hire: 11/13/2017

Staff # 13

Met

Date of Hire: 12/28/2016

Staff # 14

Met

Date of Hire: 09/25/2015

Staff # 15

Met

Date of Hire: 09/07/2016

Staff # 16

Met

Date of Hire: 08/21/2017

Staff # 17

Met

Date of Hire: 07/26/2011

Staff # 18

Met

Date of Hire: 05/28/2009

Staff # 19

Met

Date of Hire: 05/04/2015

Staff # 20

Met

Date of Hire: 02/27/2017

Staff # 21

Met

Date of Hire: 07/19/2017

Staff Credentials Reviewed: 21

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

Criminal records checks were observed to be complete.

Comment

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

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

591-1-1-.33(3)- This rule is deferred until the licensing visit. The Director had to leave during the visit to attend a meeting and the consultant did not have access to the employee files. All staff files will be reviewed during the next visit.

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

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

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

Staff observed to provide direct supervision and be attentive to children's needs.

591-1-1-.32 Supervision(CR)**Met****Comment**

Center observed to maintain appropriate staff:child ratios.