



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: 3/6/2019 **VisitType:** Incident Investigation & Follow Up **Arrival:** 9:45 AM **Departure:** 5:30 PM

CCLC-3092

Ninth District Douglas Head Start

3833 Longview Drive Douglasville, GA 30135 Douglas County
 (770) 949-3717 mattie.mcclurkin@ndohs.org

Mailing Address
 Same

Regional Consultant

Colette Bolds
 Phone: (770) 357-7068
 Fax: (770) 357-7067
 colette.bolds@decal.ga.gov
 Joint with: Sherri Thompson

Quality Rated: ★ ★ ★

Compliance Zone Designation		
03/06/2019	Incident Investigation & Follow Up	Good Standing
02/07/2019	Licensing Study	Good Standing
08/16/2018	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	Four Year Olds and Five Year Olds	2	16	C	28	C	NA	NA	Centers
Main	#2	Three Year Olds and Four Year Olds	2	17	C	27	C	NA	NA	Centers
Main	#3	Four Year Olds	2	16	C	27	C	NA	NA	Centers
Main	#4	Three Year Olds and Four Year Olds	2	17	C	27	C	NA	NA	Centers
Main	#5	Four Year Olds and Five Year Olds	2	16	C	27	C	NA	NA	Centers
Main	#6	Three Year Olds	2	13	C	27	C	NA	NA	Centers
Main	#7	Three Year Olds and Four Year Olds	2	14	C	27	C	NA	NA	Centers
Main	#8	Three Year Olds	2	17	C	27	C	NA	NA	Centers
Main	#9-Library		0	0	C	28	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 245

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 126 Total Capacity @35 sq. ft.: 245

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Head Start	129	C

Comments

A Plan of Improvement Follow-up was not required on this date.

A Criminal Records Check citation was issued during today's visit. A One-Day Letter and Affidavit verifying completion of background check video units was reviewed with the Director and left on site at the conclusion of the visit.

Plan of Improvement: Developed This Date 03/06/2019

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.decal.ga.gov/CCS/RulesAndRegulations.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@decal.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://decal.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)



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Findings Report

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The following information is associated with a Incident Investigation & Follow Up:

Staff Records

Records Reviewed: 22

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 07/09/2007	
Staff # 2	Met
Date of Hire: 06/25/2007	
Staff # 3	Met
Date of Hire: 10/11/1999	
Staff # 4	Met
Date of Hire: 07/23/2015	
Staff # 5	Met
Date of Hire: 08/10/2015	
Staff # 6	Met
Date of Hire: 01/10/2005	
Staff # 7	Met
Date of Hire: 08/11/2007	
Staff # 8	Met
Date of Hire: 09/20/2018	
Staff # 9	Met

Records Reviewed: 22

Records with Missing/Incomplete Components: 0

Date of Hire: 11/26/2018

Staff # 10 Met

Date of Hire: 09/17/2007

Staff # 11 Met

Date of Hire: 08/08/2018

Staff # 12 Met

Date of Hire: 02/26/2001

Staff # 13 Met

Date of Hire: 07/18/2011

Staff # 14 Met

Date of Hire: 07/25/2011

Staff # 15 Met

Date of Hire: 07/18/2005

Staff # 16 Met

Date of Hire: 11/30/1992

Staff # 17 Met

Date of Hire: 07/25/2016

Staff # 18 Met

Date of Hire: 08/19/1996

Staff # 19 Met

Date of Hire: 07/29/2014

Staff # 20 Met

Date of Hire: 07/20/2018

Staff # 21 Met

Date of Hire: 05/22/2019

Staff # 22 Met

Date of Hire: 07/21/2008

Staff Credentials Reviewed: 22

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

Not Met

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of all 22 staff files, that one staff person was observed to have a satisfactory Comprehensive Records Check Determination, however, the records check was issued to another licensed center which operates in the same building with the same address as the intended hiring center. The director did not port the satisfactory Comprehensive Records Check Determination before the portability date expired.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review staff record checks upon receipt to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The director sent the staff person to obtain an updated criminal records check while consultant was on site.

Correction Deadline: 3/6/2019