



**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:** 4/7/2021    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 1:00 PM

**CCLC-3092**

**Ninth District Douglas Head Start**

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

**Regional Consultant**

Tomekia Hudson

Phone: (770) 544-5978

Fax: (770) 544-5980

tomekia.hudson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
04/07/2021	Licensing Study	Good Standing	
11/04/2020	Monitoring Visit	Good Standing	
12/05/2019	Monitoring Visit	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	#1	Four Year Olds	2	19	C	28	C	NA	NA	Circle Time
Main	#2	Three Year Olds	2	10	C	27	C	NA	NA	Centers
Main	#3	Three Year Olds and Four Year Olds	2	9	C	27	C	NA	NA	Outside
Main	#4	Four Year Olds	2	10	C	27	C	NA	NA	Outside
Main	#5	Three Year Olds and Four Year Olds	2	10	C	27	C	NA	NA	Circle Time
Main	#6	Three Year Olds	2	10	C	27	C	NA	NA	Centers
Main	#7		0	0	C	27	C	NA	NA	
Main	#8		0	0	C	27	C	NA	NA	
Main	#9-Library		0	0	C	28	C	NA	NA	
Total Capacity @35 sq. ft.: 245						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 68			Total Capacity @35 sq. ft.: 245			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Head Start	129	C

**Comments**

An Administrative Review was conducted on 4/7/21. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on 4/14/21 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on April 8, 2021 was reviewed during the virtual inspection.

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/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@dec.state.ga.us](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Mattie McClurkin, Program Official

Date

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Tomekia Hudson, Consultant

Date



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### Findings Report

**Date:** 4/7/2021    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 1:00 PM

#### CCLC-3092

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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

Discussed rotating toys to support the procedures of daily disinfecting during COVID-19 pandemic.

#### 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

Parent authorizations obtained/completed.

### Facility

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Center appears clean and well maintained.

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations** **Met**

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Comment**

Proper hand washing observed throughout the center during virtual visit due to COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

**Comment**

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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

**Comment**

Observed all required posted notices.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 52**

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

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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Date of Hire: 08/10/2015	
Staff # 9	Met
Date of Hire: 08/12/2015	
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Date of Hire: 04/04/2019	
Staff # 13	Met

Staff # 14	Met
Staff # 15 Date of Hire: 05/30/2019	Met
Staff # 16	Met
Staff # 17 Date of Hire: 09/28/2018	Met
Staff # 18	Met
Staff # 19 Date of Hire: 07/18/2005	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24 Date of Hire: 03/14/2019	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27 Date of Hire: 01/01/2005	Met
Staff # 28 Date of Hire: 09/17/2007	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31	Met
Staff # 32 Date of Hire: 07/31/2019	Met
Staff # 33 Date of Hire: 10/11/1999	Met

**Records Reviewed: 52**

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

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Staff # 34	Met
Staff # 35	Met
Date of Hire: 08/01/2007	
Staff # 36	Met
Staff # 37	Met
Staff # 38	Met
Staff # 39	Met
Date of Hire: 07/22/2019	
Staff # 40	Met
Staff # 41	Met
Staff # 42	Met
Staff # 43	Met
Date of Hire: 06/25/2007	
Staff # 44	Met
Staff # 45	Met
Staff # 46	Met
Date of Hire: 07/22/2019	
Staff # 47	Met
Staff # 48	Met
Date of Hire: 07/21/2008	
Staff # 49	Met
Staff # 50	Met
Staff # 51	Met
Staff # 52	Met

**Staff Credentials Reviewed: 15**

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

**Met**

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit



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

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

**Comment**

Documentation observed of required staff training.

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

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order Issued on April 8, 2021.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

**Comment**

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