



**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:** 10/3/2017    **VisitType:** Licensing Study    **Arrival:** 8:55 AM    **Departure:** 11:05 AM

**CCLC-35234**

**Dublin Head Start**

1014 MLK Jr. Dr. Dublin, GA 31040 Laurens County  
 (478) 272-2866 shataviaholmes.mgcaa@gmail.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@decal.ga.gov

**Mailing Address**

Same

<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.
10/03/2017	Licensing Study	Good Standing	
02/02/2017	Monitoring Visit	Good Standing	
08/10/2016	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	Room 1	Three Year Olds	1	17	NC	19	C	NA	NA	Outside, Transitioning
Main	Room 2	Three Year Olds and Four Year Olds	1	16	NC	20	C	NA	NA	Circle Time
Main	Room 3	Four Year Olds and Five Year Olds	2	12	C	19	C	NA	NA	Story
Main	Room 4	Three Year Olds	2	17	C	19	C	NA	NA	Centers
Main	Room 5	Three Year Olds	2	16	C	19	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 96			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 78			Total Capacity @35 sq. ft.: 96							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only one	52	C

**Comments**

Plan of Improvement: Developed This Date 10/03/2017

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](http://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.

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**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](mailto: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.

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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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William Goforth, Program Official

Date

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Brandi Mangino, 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: 1**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2

Met

Child # 3

Met

Child # 4

Met

Child # 5

Met

**591-1-1-.08 Children's Records**

**Technical Assistance**

**Technical Assistance**

Please ensure that parents information is listed on enrollment forms.

Correction Deadline: 10/3/2017

## Facility

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

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Reminder-Keep Hazards Inaccessible

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

**Comment**

Discussed-Fluff/Redistribute Surface

Correction Deadline: 2/2/2017

Corrected on 10/3/2017

.26(4) - Citation observed to be corrected.

## Health and Hygiene

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

Correction Deadline: 2/16/2017

Corrected on 10/3/2017

.10(1) - Citation observed to be corrected on this date.

Correction Deadline: 2/16/2017

Corrected on 10/3/2017

.10(2) - Citation observed to be corrected.

Correction Deadline: 3/4/2017

Corrected on 10/3/2017

.10(3)(a) - Citation observed to be corrected.

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

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

Observed-Complete Documentation

## Safety

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

**Comment**

Observed-Discussion/Redirection

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**

Correct number of mats; disinfecting discussed

## Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 02/21/2002	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 09/01/1994	
Staff # 4	Met
Date of Hire: 08/05/2016	
Staff # 5	Met
Date of Hire: 09/19/2016	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 08/05/2010	
Staff # 8	Met
Date of Hire: 12/01/1997	
Staff # 9	Met
Date of Hire: 09/15/2015	
Staff # 10	Met
Staff # 11	Met
Date of Hire: 10/30/2011	
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Date of Hire: 10/31/2016	
Staff # 15	Met

Date of Hire: 07/28/2015

**Staff Credentials Reviewed: 15****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on consultant observation that in Room 2 the first aid kit was accessible to children in care in that it was on sitting next to the kids handwashing sink and not stored away.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 10/13/2017****591-1-1-.31 Staff(CR)****Met****Comment**

Lead staff education requirements met.

**Staffing and Supervision****591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on consultant observation upon entering Room 1 the classroom was about to go outside, the class had a ratio of one staff member to 17 three-year-old children, the staff member went outside, and a few minutes later another staff member came outside.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 10/3/2017****Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on consultant observation that Room 2 had a mixed ratio of four children that were four-year-old, and 12 children that were three-year-old present in the classroom with one staff member. Based on rule the class should have maintained a ratio one one staff member to 15 children.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 10/3/2017**

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

**Met**

**Comment**

Observed-Adequate Supervision