



**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: 1/24/2018 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 1:20 PM

CCLC-3536

Deans Bridge Road Head Start

3237 Deans Bridge Road Augusta, GA 30906 Richmond County
(706) 796-2227 kgodbee@csraeoaheadstart.org

Regional Consultant

Ruby Norman

Phone: (770) 405-7959

Fax: (404) 591-5187

laura.davis@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
01/24/2018	Licensing Study	Good Standing
08/24/2017	Monitoring Visit	Good Standing
03/20/2017	Licensing Study	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	Fifth Right	PreK	2	16	C	23	C	NA	NA	Centers
Main	First Left		0	0	C	23	C	NA	NA	
Main	First Right	Three Year Olds	3	14	C	23	C	NA	NA	Art
Main	Fourth Right	Three Year Olds	3	13	C	22	C	NA	NA	Circle Time
Main	Second Left	Two Year Olds	2	13	C	22	C	NA	NA	Circle Time
Main	Second Right	PreK	2	19	C	22	C	NA	NA	Circle Time
Main	Third Right	Four Year Olds	2	15	C	22	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 157

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 90

Total Capacity @35 sq. ft.: 157

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main-Play Yard	88	C

Comments

Plan of Improvement: Developed This Date 01/24/2018

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

Kimberly Godbee, Program Official

Date

Ruby Norman, Consultant

Date



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Findings Report

Date: 1/24/2018 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 1:20 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please ensure a current lesson plan is posted in the classroom.

Correction Deadline: 1/24/2018

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

Met

Comment

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

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

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that one child's file did not have the address of the release person. It was also determined that one child's file did not have emergency contact person information.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 1/24/2018

Facility

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 in the third right classroom there was a bottle of lotion in an unlocked cabinet. It was also determined in the second left classroom there was a purse on a shelf in the back right side of the classroom.

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: 1/24/2018**Correction Deadline: 8/24/2017****Corrected on 1/24/2018**

.25(8) - Correction of previous citation, there were no uncovered electrical outlets observed on this date.

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

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene

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

No diapered children enrolled.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the fire drill log was not complete from March to May 2017. It was also determined that the tornado log was missing for September 2017 and there were no emergency situation drills conducted.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 1/29/2018

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)**Not Met****Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that the unload check was not complete for the field trip to Maxwell Library on January 24, 2018.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 1/25/2018

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that the second check was missing for the Field trip to Maxwell Library on January 24, 2018.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 1/24/2018

Sleeping & Resting Equipment

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

Comment

The correct number of mats observed,

Staff Records

Records Reviewed: 25

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 09/05/2000	
Staff # 2	Met
Date of Hire: 12/02/1971	
Staff # 3	Met
Date of Hire: 12/15/2016	
Staff # 4	Met
Date of Hire: 08/31/1995	
Staff # 5	Met
Date of Hire: 08/08/2003	
Staff # 6	Not Met
Date of Hire: 01/04/1994	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 7	Met
Date of Hire: 12/01/2015	
Staff # 8	Met

Date of Hire: 01/20/2015

Staff # 9 Met

Date of Hire: 06/01/2015

Staff # 10 Met

Date of Hire: 12/01/2007

Staff # 11 Met

Date of Hire: 12/07/2015

Staff # 12 Met

Date of Hire: 09/01/2015

Staff # 13 Met

Date of Hire: 01/05/1994

Staff # 14 Met

Date of Hire: 08/17/2015

Staff # 15 Met

Date of Hire: 01/03/2017

Staff # 16 Met

Date of Hire: 09/26/2016

Staff # 17 Met

Date of Hire: 04/18/2017

Staff # 18 Met

Date of Hire: 09/14/2016

Staff # 19 Met

Date of Hire: 11/21/2016

Staff # 20 Not Met

Date of Hire: 09/14/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 21 Met

Date of Hire: 08/15/2006

Staff # 22 Met

Staff # 23 Met

Records Reviewed: 25

Records with Missing/Incomplete Components: 2

Date of Hire: 08/01/2014

Staff # 24

Met

Date of Hire: 01/18/2018

Staff # 25

Met

Date of Hire: 05/05/2014

Staff Credentials Reviewed: 25

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Criminal records checks were observed to be complete.

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

Not Met

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that one staff did not have a current CPR and first aid certificate complete and on file.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 2/23/2018

591-1-1-.24 Personnel Records

Met

Correction Deadline: 8/24/2017

Corrected on 1/24/2018

.24(1) - Correction of previous citation, all new staff had documentation of orientation complete and on file on this date.

591-1-1-.33 Staff Training

Not Met

Correction Deadline: 9/23/2017

Corrected on 1/24/2018

.33(3) - Correction of previous citation, all staff had health and safety complete and on file on this date.

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the cook did not have four clock hours of training in food nutrition.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 2/23/2018

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

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

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