



**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: 8/24/2017 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 1:05 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

Compliance Zone Designation		
08/24/2017	Monitoring Visit	Good Standing
03/20/2017	Licensing Study	Good Standing
08/03/2016	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	Fifth Right	PreK	2	18	C	23	C	NA	NA	Centers
Main	First Left	Three Year Olds	3	17	C	23	C	NA	NA	Outside
Main	First Right	Three Year Olds	2	16	C	23	C	NA	NA	Outside
Main	Fourth Right	Three Year Olds	2	15	C	22	C	NA	NA	Outside
Main	Second Left	Two Year Olds and Three Year Olds	2	16	C	22	C	NA	NA	Centers
Main	Second Right	PreK	2	18	C	22	C	NA	NA	Circle Time
Main	Third Right	Four Year Olds	2	16	C	22	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 157						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 116			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 08/24/2017

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. 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.

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.

- 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.

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)

Kimberly Godbee, Program Official

Date

Ruby Norman, Consultant

Date



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Findings Report

Date: 8/24/2017 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 1:05 PM

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The following information is associated with a Monitoring Visit:

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

Facility

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

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Technical Assistance

591-1-1-.25(13) - Please ensure hazards are inaccessible to children.

Correction Deadline: 8/24/2017

Correction Deadline: 4/3/2017

Corrected on 8/24/2017

.25(3) - The previous citation was corrected in that no peeling baseboards were observed in the third right and fourth right classrooms.

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation in the First Right Classroom two electrical outlets were uncovered by the computer desk. It was also determined that in the Second Left Classroom one electrical outlet was uncovered by the computer desk.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 8/24/2017

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

Comment

Discussed-Fluff/Redistribute Surface

Health and Hygiene

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

Comment

No infants enrolled.

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Observed-Complete Documentation

Safety

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

Comment

Observed-Positive Learning Environment

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

Comment

Observed-Complete Documentation

Comment

Vehicle had fire extinguisher and first aid kit

Sleeping & Resting Equipment

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

Comment

Correct number of mats

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 3

Staff # 1 Met
Date of Hire: 09/05/2000

Staff # 2 Met
Date of Hire: 12/02/1971

Staff # 3 Not Met

Date of Hire: 12/15/2016

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 4 Met

Date of Hire: 08/31/1995

Staff # 5 Met

Date of Hire: 08/08/2003

Staff # 6 Met

Date of Hire: 01/04/1994

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 Not Met

Date of Hire: 12/01/2007

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

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

Records Reviewed: 24**Records with Missing/Incomplete Components: 3**

Staff # 17 Date of Hire: 04/18/2017	Met
Staff # 18 Date of Hire: 09/14/2016	Met
Staff # 19 Date of Hire: 11/21/2016	Met
Staff # 20 Date of Hire: 09/14/2016	Met
Staff # 21 Date of Hire: 08/15/2006	Met
Staff # 22	Met
Staff # 23 Date of Hire: 08/01/2014	Met
Staff # 24 Date of Hire: 05/05/2014	Not Met

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff Credentials Reviewed: 24

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

Criminal Records Check complete

591-1-1-.24 Personnel Records	Not Met
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Finding

Previously Cited: 591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. The center did not have documentation to show that all staff had completed orientation. It was determined, based on review of records, that two staff did not have evidence of completing orientation in their file on this date.

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that one staff did not have documentation of orientation on file.

POI (Plan of Improvement)

Previously Cited: The center will ensure that documentation of orientation is on file.

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 8/24/2017

Recited on 8/24/2017

591-1-1-.33 Staff Training **Not Met**

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that one staff did not have health and safety training complete and on file.

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: 9/23/2017

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) **Met**

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Direct Supervision/Attentive Staff