



**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:** 4/30/2018    **VisitType:** Licensing Study    **Arrival:** 12:25 PM    **Departure:** 2:15 PM

**CCLC-39145**

**Glennville Head Start**

119 Veteran's Drive Glennville, GA 30427 Tattnall County  
(912) 654-1170 mnorman@coastalgacaa.org

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

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kesha.mcneal@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
04/30/2018	Licensing Study	Good Standing
10/05/2017	Monitoring Visit	Good Standing
04/17/2017	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	Main	Three Year Olds and Four Year Olds and Five Year Olds	2	12	C	0	NC	NA	NA	Free Play, Nap, Lunch, Transitioning
Total Capacity @35 sq. ft.:			0			Total Capacity @25 sq. ft.:			0	
Total # Children this Date: 12			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0	

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

The center director provided one file for an employee hired since the last visit.

The center does conduct field trips, but does not conduct transportation and does not administer medications.

On this date the consultant and center director discussed field trips paperwork.

Plan of Improvement: Developed This Date 04/30/2018

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](http://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](mailto: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](mailto:qualityrated@dec.al.ga.gov)

Denise Lynch, Program Official

Date

Kesha McNeal, 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**

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: 4**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

### 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**

**Correction Deadline: 11/4/2017**

**Corrected on 4/30/2018**

**.25(11) - Previous citation observed corrected in that the center has replaced the carpet with tile.**

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

**Comment**

Playground observed to be clean and in good repair.

**Correction Deadline: 10/15/2017**

**Corrected on 4/30/2018**

**.26(8) - Previous citation observed corrected in that the center added resilient surfacing as needed and maintain adequate resiliency.**

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Met**

**Comment**

Center menu meets USDA guidelines.

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decalfga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

There were no diapering children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

**Comment**

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures. Center director stated that no medication is being dispensed.

**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-.13 Field Trips(CR)****Technical Assistance****Comment**

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

**Technical Assistance**

591-1-1-.13(4) - Please ensure that the center has a list of children and adults participating in the trip at the Center and to take the same list on the trip in the possession of the adult in charge of the trip.

**Correction Deadline: 4/30/2018**

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

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Technical Assistance**

591-1-1-.30(1)(b)4 - Please ensure that the center will ensure that a light cover is available for each child and will meet the requirements for laundering.

**Correction Deadline: 4/30/2018**

**Staff Records**

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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/03/2017

Staff # 2

Met

Date of Hire: 09/25/2017

Staff # 4

Met

**Records Reviewed: 5**

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

Date of Hire: 08/01/2017

Staff # 5

Met

Date of Hire: 03/06/2018

**Records Reviewed: 5**

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

Staff # 3

Met

**Staff Credentials Reviewed: 5**

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

**Met**

**Correction Deadline: 10/5/2017**

**Corrected on 4/30/2018**

.09(1)(i) - Previous citation observed corrected in that the staff member had a records check within 12 months from the hire date.

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

**Met**

**Comment**

Complete kits observed in center and on vehicles.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

Discussed that the Center will ensure that all Staff comply with all applicable laws and regulations.

**Correction Deadline: 4/30/2018**

## **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**

Adequate supervision observed on this date.