



**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: 10/5/2017 **VisitType:** Monitoring Visit **Arrival:** 9:10 AM **Departure:** 11:30 AM

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

Fax: (866) 359-7490

kesha.mcneal@decals.ga.gov

Mailing Address

Same

Compliance Zone Designation		
10/05/2017	Monitoring Visit	Good Standing
04/17/2017	Licensing Study	Good Standing
10/20/2016	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	Main	Three Year Olds and Four Year Olds	2	16	C	0	NC	NA	NA	Outside, Circle Time, Transitioning	
Total Capacity @35 sq. ft.:			0			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 16			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The center director provided three files for employees hired since the last visit on this date. The facility does not conduct transportation or field trips. The consultant and provider discussed the following items:

- * The center must develop an updated emergency procedures plan. The consultant left a template of the emergency procedure plan for the facility on this date.
- * The consultant and director discussed that a director can only be listed for one licensed site. The current center director revised the center director in Koala Decal during the visit on this date.
- * The consultant and director also discussed portability rules in that portability can be transferred within a twelve month time period.

Plan of Improvement: Developed This Date 10/05/2017

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)

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 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**

Finding

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on the consultant's observation that the carpet in the circle area was not sanitary.

POI (Plan of Improvement)

Floors will be maintained to be safe and sanitary.

Correction Deadline: 11/4/2017

591-1-1-.26 Playgrounds(CR) **Not Met**

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on the consultant's observation that the center had less than three inches of resilient material under the swings on this date.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 10/15/2017

Health and Hygiene

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

Comment

Diapering requirements discussed

Comment

No diapering children enrolled.

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Discussed-Documentation/Procedures. On this date the director stated that no medication is being dispensed.

Safety

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

Comment

Observed-Positive Learning Environment

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) Technical Assistance

Comment

Correct number of mats; disinfecting discussed

Technical Assistance

Please ensure that cots are stored to prevent children's access to them.

Correction Deadline: 10/5/2017

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 1

Staff # 1 Met
Date of Hire: 08/03/2017

Staff # 2 Met
Date of Hire: 09/25/2017

Records Reviewed: 4

Records with Missing/Incomplete Components: 1

Staff # 4

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Staff # 3

Met

Staff Credentials Reviewed: 4

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

Not Met

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on the consultant's review of records that a staff member hired in August 2017 had a records check clearance date not within 12 months from the hire date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 10/5/2017

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

Met

Correction Deadline: 5/17/2017

Corrected on 10/5/2017

It was determined based on the consultant's observation that the staff member had current evidence of first aid and cpr.

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

Met

Comment

On this date Staff comply with all applicable laws and regulations.

Correction Deadline: 10/5/2017

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-Adequate Supervision