



**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

**Cover Sheet**

**Date:** 11/21/2022 **VisitType:** Monitoring Visit

**Arrival:** 1:10 PM

**Departure:** 2:20 PM

**CCLC-2310**

**Melford E. Glass Sr. Head Start Center- Haralson County**

1814 Macedonia Church Road Buchanan, GA 30113 Haralson County  
 (770) 646-8318 vanessam@tallatoonacap.org

**Regional Consultant**

Chasity Baugh

Phone: (770) 357-1717

Fax: (770) 357-1720

chasity.baugh@dec.al.ga.gov

**Mailing Address**

1814 Macedonia Church Rd  
 Buchanan, GA 30113

**Quality Rated:** ★ ★

<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.
11/21/2022	Monitoring Visit	Good Standing	
01/12/2022	Licensing Study	Good Standing	
08/23/2021	Monitoring Visit	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	EHS 1		0	0	C	11	C	NA	NA		
Main	EHS 2		2	0	C	8	C	NA	NA	Not In Use	
Main	Room A (left)		0	0	C	14	C	NA	NA		
Main	Room A (left)		0	0	C	15	C	NA	NA		
Main	Room B (Middle)		0	0	C	14	C	NA	NA		
Main	Room B (Middle)		0	0	C	15	C	NA	NA		
Main	Room C (right)		0	0	C	12	C	NA	NA		
Main	Room C (right)		0	0	C	14	C	NA	NA		
Total Capacity @35 sq. ft.:					103	Total Capacity @25 sq. ft.:					0
Total # Children this Date: 0			Total Capacity @35 sq. ft.:			103	Total Capacity @25 sq. ft.:				0

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

A Monitoring Visit was completed on November 21, 2022. System error, not generating staff members name.

Plan of Improvement: No Plan Developed 01/01/0001

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RulesAndRegulations.aspx> , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

\_\_\_\_\_  
Vanessa McCalla, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chasity Baugh, 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**

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

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**N/A**

**Comment**

Center does not provide swimming activities.

**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)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**591-1-1-.25 Physical Plant-Structural/Mechanical**

**Met**

**Correction Deadline: 1/26/2022**

**Corrected on 11/21/2022**

**.25(19) - This previous citation was observed to be corrected.**

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

Playground not observed on this date.

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

There were no children present on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

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**Safety**

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

There were no children present on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**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.

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**Staff Records**

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**Records Reviewed: 67****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 08/11/2017

Staff # 2	Met
Staff # 3	Met
Date of Hire: 04/11/2022	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Date of Hire: 08/26/2022	
Staff # 7	Met
Date of Hire: 08/26/2022	
Staff # 8	Met
Date of Hire: 08/26/2022	
Staff # 9	Met
Date of Hire: 10/18/2021	
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Date of Hire: 08/01/2022	
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 08/01/2022	
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Date of Hire: 08/26/2022	
Staff # 20	Met
Staff # 21	Met

Date of Hire: 01/03/2022

Staff # 22 Met

Date of Hire: 10/28/2021

Staff # 23 Met

Staff # 24 Met

Staff # 25 Met

Date of Hire: 08/01/2022

Staff # 26 Met

Date of Hire: 09/06/2019

Staff # 27 Met

Date of Hire: 01/03/2022

Staff # 28 Met

Staff # 29 Met

Date of Hire: 07/21/2016

Staff # 30 Met

Date of Hire: 11/02/2021

Staff # 31 Met

Date of Hire: 09/20/2021

Staff # 32 Met

Staff # 33 Met

Date of Hire: 09/15/2022

Staff # 34 Met

Date of Hire: 11/06/2017

Staff # 35 Met

Date of Hire: 07/27/2021

Staff # 36 Met

Staff # 37 Met

Date of Hire: 10/15/2022

Reminder - Health & Safety training is required within 90  
calendar days of hired

Staff # 38 Met

Date of Hire: 12/06/2021

Staff # 39 Met

Date of Hire: 07/27/2021

Staff # 40 Met

Date of Hire: 08/26/2022

Staff # 41 Met

Date of Hire: 08/01/2016

Staff # 42 Met

Date of Hire: 08/31/2022

Staff # 43 Met

Date of Hire: 08/01/2022

Staff # 44 Met

Staff # 45 Met

Date of Hire: 04/12/2016

Staff # 46 Met

Date of Hire: 10/13/2016

Staff # 47 Met

Staff # 48 Met

Staff # 49 Met

Date of Hire: 08/09/2014

Staff # 50 Met

Date of Hire: 08/31/2021

Staff # 51 Met

Date of Hire: 08/12/2022

Staff # 52 Met

Staff # 53 Met

Date of Hire: 03/19/2014

Staff # 54 Met

Staff # 55 Met

Date of Hire: 08/26/2022





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

591-1-1-.33(5)-This previous citation was deferred until the next regulatory visit.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 12/31/2022**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

There were no children were present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

There were no children present on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.