



**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:** 8/18/2022 **VisitType:** Licensing Study

**Arrival:** 12:00 PM

**Departure:** 2:20 PM

**CCLC-1786**

**Ware County Head Start Center**

1235 McDonald Street Waycross, GA 31501 Ware County  
 (912) 285-1844 jmercer@myactionpact.org

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@dec.al.ga.gov

**Mailing Address**

Same

**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.
08/18/2022	Licensing Study	Good Standing	
03/17/2022	Monitoring Visit	Good Standing	
01/11/2022	Incident Investigation Closure	Good Standing	

  

<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.

**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	1 HS Inclusion	Three Year Olds and Four Year Olds	3	8	C	21	C	NA	NA	Outside, Transitioning
Main	1 Pre-K	PreK	2	15	C	31	C	NA	NA	Transitioning, Snack, Nap
Main	10 Multi Purpose		0	0	C	22	C	NA	NA	Not In Use
Main	11 Sensory Room		0	0	C	22	C	NA	NA	Not In Use
Main	12 Extended Care		0	0	C	22	C	NA	NA	Not In Use
Main	13 Outside Hall		0	0	C	21	C	NA	NA	Not In Use
Main	14 Outside Hall		0	0	C	21	C	NA	NA	Not In Use
Main	15 Outside Hall		0	0	C	21	C	NA	NA	Not In Use
Main	1a Head Start Hall		0	0	C	22	C	NA	NA	Not In Use
Main	2 HS Inclusion	One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	2	9	C	21	C	NA	NA	Transitioning, Outside
Main	2 Pre-K	PreK	2	13	C	25	C	NA	NA	Transitioning, Snack, Nap
Main	2a Head Start Hall		0	0	C	21	C	NA	NA	Not In Use
Main	3 HS Inclusion	Infants and One Year Olds and Two Year Olds	2	6	C	22	C	NA	NA	Transitioning, Outside
Main	3 Pre-K	PreK	2	17	C	25	C	NA	NA	Transitioning, Nap, Snack

Main	3a Head Start Hall		0	0	C	21	C	NA	NA	Not In Use, Free Play
Main	4 HS Inclusion	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	2	8	C	22	C	NA	NA	Outside, Transitioning
Main	4a Head Start Hall		0	0	C	21	C	NA	NA	Not In Use
Main	5 Head Start Hall	Two Year Olds and Three Year Olds and Four Year Olds	2	36	C	21	NC	NA	NA	Outside, Nap, Transitioning, Snack
Main	5a Head Start Hall		0	0	C	24	C	NA	NA	Not In Use
Main	6 Head Start Hall	Two Year Olds and Three Year Olds and Four Year Olds	2	6	C	21	C	NA	NA	Outside, Snack, Nap, Transitioning
Main	7 Head Start Hall	Two Year Olds and Three Year Olds	2	8	C	24	C	NA	NA	Outside, Nap, Snack, Transitioning
			Total Capacity @35 sq. ft.: 471			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 126			Total Capacity @35 sq. ft.: 471			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plygrd - Main	204	C

**Comments**

An in person visit was completed on this day. The consultant request administrative documents to be uploaded along with supporting documents. Many supporting documents were missing. The AR was completed on 09-13-2022. The center does administere medication however has not had medication dispensed this school term. The center does not provide field trips or routine transportation.

Plan of Improvement: No Plan Developed

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/Regulations.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.

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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.'

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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)

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Jeana Mercer, Program Official

Date

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Connie Boatright, Consultant

Date



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**Findings Report**

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Same

The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Met**

**Comment**

The consultant observed age appropriate activities through out the center.

**Correction Deadline: 8/18/2022**

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

**Met**

**Comment**

Toys and activities were observed to be clean and in good repair.

**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

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

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**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****Comment**

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

**Food Service**

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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://decal.ga.gov/CACFP/Handbook.aspx>

USDA

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

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

Kitchen appears clean and well organized.

**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**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**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**

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

Center does not participate in field trips at this time.

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

**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: 50**

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

Staff # 1

Not Met

Date of Hire: 07/28/2008

"Missing/Incomplete Components"

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

Staff # 2

Met

Date of Hire: 07/24/2006

Staff # 3	Met
Date of Hire: 11/29/2021	
Staff # 4	Not Met
Date of Hire: 09/14/3201	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Not Met
Date of Hire: 07/26/2021	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 6	Met
Date of Hire: 10/22/2019	
Staff # 7	Met
Date of Hire: 02/07/2022	
Staff # 8	Met
Date of Hire: 09/11/2013	
Staff # 9	Not Met
Date of Hire: 07/17/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 10	Not Met
Date of Hire: 08/28/2007	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 11	Met
Date of Hire: 08/30/2018	
Staff # 12	Not Met
Date of Hire: 03/12/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 13	Met
Date of Hire: 02/07/2022	

Staff # 14 Date of Hire: 12/03/2019	Met
Staff # 15 Date of Hire: 07/31/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 16 Date of Hire: 02/28/2022	Met
Staff # 17 Date of Hire: 12/11/2011 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 18 Date of Hire: 08/10/2011	Met
Staff # 19 Date of Hire: 02/28/2022	Met
Staff # 20 Date of Hire: 04/11/2022 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 21 Date of Hire: 08/15/2019	Met
Staff # 22 Date of Hire: 11/29/2021 <u>"Missing/Incomplete Components"</u> .14(2)-First Aid Missing,.14(2)-CPR missing	Not Met
Staff # 23 Date of Hire: 01/03/2022	Met
Staff # 24 Date of Hire: 07/31/2017	Met
Staff # 25 Date of Hire: 07/26/2022	Not Met

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



"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 26 Met  
Date of Hire: 11/01/2021

Staff # 27 Not Met  
Date of Hire: 10/16/2001

"Missing/Incomplete Components"

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

Staff # 28 Not Met  
Date of Hire: 07/28/2008

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.24(1)-Evidence of Orientation Missing

Staff # 29 Met  
Date of Hire: 09/19/2016

Staff # 30 Met  
Date of Hire: 07/31/2017

Staff # 31 Met  
Date of Hire: 03/09/2021

Staff # 32 Not Met  
Date of Hire: 05/03/1995

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 33 Met  
Date of Hire: 08/01/2016

Staff # 34 Met  
Date of Hire: 08/19/2013

Staff # 35 Not Met  
Date of Hire: 11/03/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 36 Met  
Date of Hire: 01/03/2022

Staff # 37	Not Met
Date of Hire: 07/26/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 38	Met
Date of Hire: 10/17/2002	
Staff # 39	Met
Date of Hire: 06/27/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 40	Met
Date of Hire: 07/28/2008	
Staff # 41	Not Met
Date of Hire: 07/28/2008	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training	
Staff # 42	Met
Date of Hire: 01/10/2008	
Staff # 43	Met
Date of Hire: 03/08/2022	
Staff # 44	Not Met
Date of Hire: 01/27/2015	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 45	Not Met
Date of Hire: 02/25/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 46	Not Met
Date of Hire: 01/11/2021	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 47	Not Met
Date of Hire: 04/11/2022	

**Records Reviewed: 50**

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 48

Not Met

Date of Hire: 07/26/2022

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training

Staff # 49

Not Met

Date of Hire: 08/22/2005

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 50

Not Met

Date of Hire: 04/11/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

**Staff Credentials Reviewed: 7**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 12 file(s) for employees hired since last visit.

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

**Technical Assistance**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**Comment**

Please replace/add missing/expired item(s) in first aid kit(s).

**Technical Assistance**

591-1-1-.14(2) - The center director will ensure that 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. Twenty one staff employed over 90 days and three staff employed under 90 days had no proof of completing CPR and First Aid as required.

**Correction Deadline: 9/17/2022**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.33(2) - The center director will ensure that the nitial Center orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens.Nine staff members hired more than 90 days did not have proof of an orientation for uploaded.

**Correction Deadline: 8/19/2022**

**Technical Assistance**

591-1-1-.33(3) - The center director will nsure that each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. There were nine staff employed over 90 days who had no proof uploaded of completing the Health & Safety and Orientation Training and eleven staff within the 90 days.

**Correction Deadline: 9/17/2022**

**Technical Assistance**

591-1-1-.33(5) - The center director will ensure that nitial Center orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. Four staff employed over 90 days and three staff employed under 90 days had no proof of completion of any of the required ten hours of annual training for either 2021 or 2022.

**Correction Deadline: 9/17/2022**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

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