



**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:** 2/14/2019    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 12:15 PM

**CCLC-38107**

**Glynn County Early Head Start**

419 Benedict Road Brunswick, GA 31520 Glynn County  
 (912) 289-4893 jcalvin@coastalgacaa.org

**Regional Consultant**

Rena Keene

Phone: (912) 544-9930  
 Fax: (912) 544-9926  
 rena.keene@decal.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.
02/14/2019	Licensing Study	Good Standing	
07/18/2018	Complaint Closure	Good Standing	
07/18/2018	Complaint Investigation & Monitoring Visit	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	A-19	Infants	2	6	C	12	C	NA	NA	Nap, Floor Play
Main	B-23	Three Year Olds	2	17	C	25	C	NA	NA	Feeding, Floor Play, Diapering
Main	C-HS 19	Infants and One Year Olds	2	8	C	28	C	NA	NA	Floor Play
Main	D-22	One Year Olds and Two Year Olds	2	7	C	23	C	NA	NA	Outside, Transitioning
Main	E-Office	Two Year Olds	2	7	C	14	C	NA	NA	Circle Time, Centers
Main	F-21	Infants	2	6	C	9	C	NA	NA	Floor Play
Main	G-20		0	0	C	9	C	NA	NA	Feeding, Free Play, Diapering
Total Capacity @35 sq. ft.: 100					Total Capacity @25 sq. ft.: 0		Building capacity limited by Fire Marshall Limitations			
Total # Children this Date: 51			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Pgd. A	25	C
Main	Pgd. B	33	C
Main	Pgd. C	46	C

**Comments**

The purpose of today's visit was to conduct a Licensing Study. Transportation is provided for students in the one classroom designated as Head Start (three-year-old children) only. The bus is kept off site and the logs are maintained by staff at main Head Start facility who provide the transportation.

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.decal.ga.gov/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

O.C.G.A. Section 42.1.12(j)(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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Roenejian Gordon, Program Official

Date

Rena Keene, Consultant

Date



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

### Findings Report

**Date:** 2/14/2019 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 12:15 PM

**CCLC-38107**

**Glynn County Early Head Start**

419 Benedict Road Brunswick, GA 31520 Glynn County  
(912) 289-4893 jcalvin@coastalgacaa.org

**Mailing Address**  
Same

**Regional Consultant**

Rena Keene  
Phone: (912) 544-9930  
Fax: (912) 544-9926  
rena.keene@dec.al.ga.gov

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

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

**Comment**

Records were observed to be complete and well organized.

**Correction Deadline: 7/18/2018**

**Corrected on 2/14/2019**

**.08(6) - Daily attendance records were observed to be complete.**

### Facility

**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**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**

**Correction Deadline: 7/18/2018**

**Corrected on 2/14/2019**

**.25(8) - Electrical outlets were observed to be covered with safety plugs throughout the center.**

---

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

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

---

**591-1-1-.15 Food Service & Nutrition** **Met**

**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>

---

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

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

---

**591-1-1-.10 Diapering Areas & Practices(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.10 - Hand washing requirements for diapering were discussed with the director on this date. Chart showing flow chart for hand-washing provided to director.

---

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

**Comment**

Proper hand washing observed throughout the center.

---

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

**Comment**

Discussed proper medication documentation and procedures.

**Policies and Procedures**

---

**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

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

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Center does not participate in field trips at this time.

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

Met

#### Comment

Complete documentation of transportation observed. Transportation for the Head Start classroom is provided by bus from the Glynn County Head Start and the logs and bus are on another site. All medical information forms were observed to be complete.

## Sleeping & Resting Equipment

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

Technical Assistance

#### Technical Assistance

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. Please ensure that sheets used on crib mattresses are the correct size so that they are tight-fitting. The sheet size should match the depth of the mattress, for instance, a two-inch thick mattress should be fitted with a sheet designed for a two-inch mattress.

**Correction Deadline: 2/14/2019**

**Correction Deadline: 7/18/2018**

**Corrected on 2/14/2019**

**.30(4) - Cots were observed to be stored correctly and inaccessible to the children.**

## Staff Records

**Records Reviewed: 14**

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

Staff # 1

Not Met

Date of Hire: 10/02/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 12

Not Met

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

---

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided five files for employees hired since last visit.

---

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.33(2) requires the initial 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 Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; 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. Please ensure that all staff receive orientation to their duties and that the training is documented on the department's form.

**Correction Deadline: 2/14/2019**

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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**

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