



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: 3/29/2017 **VisitType:** Licensing Study

Arrival: 10:15 AM

Departure: 2:00 PM

CCLC-33769

Coffee County Head Start

511 Pine Street Douglas, GA 31554 Coffee County
 (912) 720-1007 lflowers@myactionpact.org

Regional Consultant

Connie Boatright

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connie.boatright@decal.ga.gov

Mailing Address

P.O. Box 1965
 Waycross, GA 31502-1965

Compliance Zone Designation			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.
03/29/2017	Licensing Study	Good Standing	
09/19/2016	Monitoring Visit	Good Standing	
01/20/2016	Licensing Study	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
One Bldg.	A	PreK	2	18	C	20	C	NA	NA	Centers
One Bldg.	B	Two Year Olds and Three Year Olds	2	14	C	20	C	NA	NA	Transitioning, Outside, Lunch
One Bldg.	C	PreK	2	15	C	20	C	NA	NA	Lunch, Transitioning, Outside
One Bldg.	D	Three Year Olds and Four Year Olds	2	17	C	20	C	NA	NA	Centers
One Bldg.	E	Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Circle Time
One Bldg.	F	One Year Olds and Two Year Olds	2	6	C	20	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 77

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
One Bldg.	Infant / Toddler Playground	29	C
One Bldg.	one plgr.	77	C

Comments

This Licensing Study is the second regulatory visit for Coffee County Head Start this 2016 - 2017 fiscal year.

The consultant discussed SIDS / Safe Sleep. No children under the age of twelve months is present during this visit.

The consultant reviewed all staff files and finds a satisfactory fingerprint criminal records clearance determination letter on file.

Plan of Improvement: Developed This Date 03/29/2017

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 CSRefutations@dec.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.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)

Melody Henderson, Program Official

Date

Connie Boatright, 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-.03 Activities

Met

Comment

The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 3/29/2017

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

Not Met

Correction Deadline: 9/19/2016

Corrected on 3/29/2017

.12(2)(a) - The previous citation is observed to be corrected on this date.

Finding

591-1-1-.12(2)(a) requires that equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint. It was determined based on the consultant's observation that the black cardboard along the bottom and right side of the race track is peeling and pulling away from the track and is accessible to all children within classroom B. Additionally, the blue cushion on the rocking chair located in classroom A is ripped on the left side of the bottom cushion and foam is accessible to all children within the classroom.

POI (Plan of Improvement)

The center director will develop/implement a system for informing center staff about identification of hazards and what to do when a hazard is identified.

Correction Deadline: 3/29/2017

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

Met

Comment

No Swimming Activities Provided

Children's Records

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(p)1. requires Center Staff to ensure that the documentation for the arrival and departure of children includes at least the following information: the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. It was determined based on the consultant's review of all classroom arrival and departure signature pages that classroom C that fifteen of seventeen students signed in on March 29, 2017. Additionally twelve of fifteen students present were signed in in classroom D and ten of fourteen students present were signed in in classroom B.

POI (Plan of Improvement)

Center staff will have and implement a plan to obtain all required information on the arrival and departure records and will review to ensure the documentation is completed correctly.

Correction Deadline: 3/29/2017

591-1-1-.23 Parental Authorization**Met****Comment**

Parent Authorizations Obtained/Completed

Facility

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

Observation-Clean and Well Maintained

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Correction Deadline: 9/19/2016****Corrected on 3/29/2017**

.25(13) - The consultant observed the previous citation to be corrected on this date.

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 9/29/2016****Corrected on 3/29/2017**

.26(6) - The consultant observed the previous citation to be corrected on this date.

Food Service

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

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Staff Stated Proper Knowledge

Correction Deadline: 9/19/2016

Corrected on 3/29/2017

.10(3)(c) - The consultant observed the previous citation to be corrected on this date.

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Observed-Complete Documentation

Safety

591-1-1-.05 Animals **Met**

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

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) **Met**

Comment

Correct number of mats; disinfecting discussed

Comment

Discussed-SIDS/Infant Sleeping Position. The center has no children under the age of twelve months present on this date.

Staff Records

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

Comment

Criminal Records Check complete

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

Comment

Observed-100% Certified First Aid & CPR

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

Observed - Documentation Of Training

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-Direct Supervision/Attentive Staff