



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: 5/1/2017 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 12:00 PM

CCLC-685

Union County Head Start

226 School Street Blairsville, GA 30512 Union County
 (706) 745-4200 mbmoss@townscountyschools.org

Regional Consultant

Colleen Covey
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Mailing Address

PO Box 1028
 Blairsville, GA 30514

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.
05/01/2017	Licensing Study	Good Standing	
08/19/2016	Monitoring Visit	Good Standing	
01/26/2016	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
Main	A-2nd Left		0	0	C	21	C	NA	NA	
Main	B-3rd Left (4 YR HS)	Four Year Olds and Five Year Olds	2	16	C	24	C	NA	NA	Centers
Main	C-4th Left (4 YR HS)		0	0	C	24	C	NA	NA	
Main	Cafeteria-1st Left		0	0	C	43	C	NA	NA	
Main	D-1st Right	Three Year Olds and Four Year Olds	2	16	C	24	C	NA	NA	Centers
Main	E-2nd Right	PreK	2	15	C	24	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 160					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 47			Total Capacity @35 sq. ft.: 160			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool	69	C

Comments

Follow up to the previous Monitoring Visit that was conducted on August 19, 2017 was completed on this date.

Comprehensive criminal record checks were discussed.
 Health and Safety Orientation was discussed.

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).



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@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)

Mary Beth Moss, Program Official

Date

Colleen Covey, 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-.12 Equipment & Toys(CR)

Met

Comment

Observed-Variety Throughout Center

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(c)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(c)-Address of Release Person Missing

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

591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined by a review of children's files that three out of five files did not contain all of the required information.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 5/1/2017

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-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Comment**

Observation-Center Clean/Well Maintained

591-1-1-.25 Physical Plant-Structural/Mechanical**Met****Correction Deadline: 9/2/2016****Corrected on 5/1/2017****.25(4) - The fan was observed to be working properly on this date.**

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

Observation-Clean/Good Repair

Food Service

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

Menu Meets USDA Guidelines

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

Meals are provided by the county school district. The kitchen prep area was observed to be clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

The center does not serve diapered children.

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

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR)**Not Evaluated****Comment**

The Director stated that no medication has been administered since the previous visit was conducted on August 19, 2016.

Safety

591-1-1-.05 Animals**N/A****Comment**

No Animals Kept

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

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)**N/A****Comment**

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Correct number of mats observed. Mats and blankets were stored in the proper manner.

Comment

The center does not serve infants.

Staff Records

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

Comment

Criminal Records Check complete for all nine staff members employed on this date, which includes three new staff hired since the previous visit on August 19, 2016.

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 for the 2016 year.

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