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: 5/2/2019 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 12:00 PM

CCLC-680

Stephens County Head Start

176 South Broad Street Toccoa, GA 30577 Stephens County
(706) 886-7675 patrice.wheeler@ndohs.org

Regional Consultant

Malissa Champion

Phone: (770) 357-4925
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malissa.champion@decal.ga.gov

Mailing Address
PO Box 129
Toccoa, GA 30577

Quality Rated: ★ ★ ★

Compliance Zone Designation		
05/02/2019	Monitoring Visit	Good Standing
12/12/2018	Licensing Study	Good Standing
01/23/2018	Licensing Study	Good Standing

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.

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-1L	Three Year Olds and Four Year Olds	2	15	C	21	C	NA	NA	Outside
Main	B-2L	PreK	2	17	C	21	C	NA	NA	Centers
Main	C-3L	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Centers
Main	D-4L	Three Year Olds and Four Year Olds	2	14	C	20	C	NA	NA	Centers
Main	E-5L	Three Year Olds and Four Year Olds and Five Year Olds	2	16	C	20	C	NA	NA	Outside
Main	F-2R		0	0	C	17	C	NA	NA	
Main	G-1R		0	0	C	18	C	NA	NA	
		Total Capacity @35 sq. ft.: 137			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 77		Total Capacity @35 sq. ft.: 137			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	114	C

Comments
The purpose of this visit was to conduct a monitoring visit and to follow up on the previous visit conducted on December 12, 2018.

Plan of Improvement: Developed This Date 05/02/2019

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(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)

QUALITY RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

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

Patrice Wheeler, Program Official Date

Malissa Champion, 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.

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

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) **Not Met**

Finding
591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that four (4) bottles of shaving cream with the label "Keep Out Of Reach Of Children" were located in an unlocked cabinet accessible to children on this date.

POI (Plan of Improvement)
The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 5/2/2019

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

Comment
Playground observed to be clean and in good repair. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, resilient surface levels, entrapment hazards, etc.) with the director on this date. Please check the playground daily and complete repairs as needed to prevent potential incidents involving children and/or staff.

Health and Hygiene

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

Comment
No children enrolled who require diapering.

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

Comment
Proper hand washing observed throughout the center.

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

Comment
The Provider currently does not dispense/administer medication.

Safety

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

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

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

Comment
Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

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.

Staff Records

Records Reviewed: 20 **Records with Missing/Incomplete Components: 2**

Staff # 1 Not Met

Date of Hire: 02/01/2018

"Missing/Incomplete Components"

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

Staff # 19 Not Met

Date of Hire: 11/28/2018

"Missing/Incomplete Components"

Records Reviewed: 20 **Records with Missing/Incomplete Components: 2**

.14(2)-CPR missing,.14(2)-First Aid 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 eight (8) files for employees hired since last visit December 12, 2018.

591-1-1-.14 First Aid & CPR **Not Met**

Finding
591-1-1-.14(2) requires 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. It was determined based on a review of records that two (2) of 20 staff members did not have evidence of certification in first aid and CPR on this date.

POI (Plan of Improvement)
The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 6/1/2019

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.