



**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:** 5/8/2018      **VisitType:** Monitoring Visit      **Arrival:** 9:40 AM      **Departure:** 11:50 AM

**CCLC-38107**

**Glynn County Early Head Start**

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

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672  
 Fax: (866) 359-7490  
 kesha.mcneal@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. |
|------------------------------------|------------------|---------------|--|
| 05/08/2018                         | Monitoring Visit | Good Standing |  |
| 08/14/2017                         | Licensing Study  | Good Standing |  |
| 01/17/2017                         | Monitoring Visit | Good Standing |  |

**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-19 | Infants and One Year Olds         | 2                               | 8        | C                             | 12         | C  | NA         | NA           | Feeding, Outside, Transitioning          |
| Main                            | B-20 | One Year Olds and Two Year Olds   | 2                               | 4        | C                             | 25         | C  | NA         | NA           | Centers, Story, Transitioning, Outside   |
| Main                            | C-21 |                                   | 0                               | 0        | C                             | 28         | C  | NA         | NA           |  |
| Main                            | D-22 | Two Year Olds and Three Year Olds | 2                               | 8        | C                             | 23         | C  | NA         | NA           | Centers, Transitioning, Outside          |
| Main                            | E-5  | Two Year Olds and Three Year Olds | 2                               | 8        | C                             | 14         | C  | NA         | NA           | Outside, Centers, Transitioning          |
| Main                            | F-23 | Infants and One Year Olds         | 2                               | 8        | C                             | 9          | C  | NA         | NA           | Diapering, Free Play, Transitioning, Nap |
| Total Capacity @35 sq. ft.: 100 |      |                                   |                                 |          | Total Capacity @25 sq. ft.: 0 |            | Building capacity limited by Fire Marshall Limitations |            |              |  |
| Total # Children this Date: 36  |      |                                   | 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 center director provided four files for employees hired since the last visit on this date.

The center does not conduct transportation and field trips at this time. The center does administer medications.

Plan of Improvement: Developed This Date 05/08/2018

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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



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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-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Please ensure that all classrooms have updated lesson plans the infant classroom- 23 did not have a current lesson plan on site.

**Correction Deadline: 5/8/2018**

**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**

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(6) - Please ensure that the center has documentation that includes the signature or initials of the Parent or authorized person at the time of arrival and departure. On this date the consultant observed a child that was not signed in for the two and three year old classroom.

**Correction Deadline: 5/8/2018**

### Facility

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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**

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)** **Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that the fencing on the left middle section of the infant playground(Front Right Playground) was measuring three feet, eight inches due to the pile of resilient materials. It was further determined based on the consultant's observation that the fencing on the toddler playground (Middle Playground) on the right middle section was measuring three feet, eight inches due to the pile of resilient materials.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 5/8/2018**

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|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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

**Comment**

Proper diapering procedures observed.

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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**

Documentation for medication dispensing observed complete.

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|                                |
|--------------------------------|
| <b>Policies and Procedures</b> |
|--------------------------------|

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**591-1-1-.21 Operational Policies & Procedures** **Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on the consultant's observation that the center did not document or conduct a tornado drills every six months as required. The last tornado drill was conducted in September 2017.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 5/8/2018**

**Recited on 5/8/2018**

**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.

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

**Met**

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Pleasant naptime environment observed.

**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: 14**

**Records with Missing/Incomplete Components: 1**

Staff # 8

Not Met

Date of Hire: 10/12/2017

"Missing/Incomplete Components"

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

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

**Comment**

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

**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 the consultant's review that a staff member hired after September 30, 2016 did not obtain certification in first aid and CPR within 90 days of their hire 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: 6/7/2018**

**Correction Deadline: 8/24/2017**

**Corrected on 5/8/2018**

**.14(3) - Previous citation observed corrected in that the first aid kit was inaccessible to children.**

**591-1-1-.24 Personnel Records**

**Met**

**Correction Deadline: 8/19/2017**

**Corrected on 5/8/2018**

**.24(1) - Previous citation observed corrected in that the center has obtained the missing information.**

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

**Met**

**Comment**

The Center will ensure that all Staff comply with all applicable laws and regulations.

**Correction Deadline: 5/8/2018**

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

**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**

Adequate supervision observed on this date.