



**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:** 8/14/2017    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:40 PM

**CCLC-38107**

**Glynn County Early Head Start**

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

**Regional Consultant**

Brandon Cason  
 Phone: (877) 372-3909  
 Fax: (877) 375-7034  
 carrie.spangler@decal.ga.gov

**Mailing Address**  
 Same

<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.  <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.
08/14/2017	Licensing Study	Good Standing	
01/17/2017	Monitoring Visit	Good Standing	
09/08/2016	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-19	Infants and One Year Olds	2	8	C	12	C	NA	NA	Feeding,Story,Free Play
Main	B-20	Two Year Olds	1	8	C	25	C	NA	NA	Circle Time
Main	C-21	Two Year Olds	3	14	C	28	C	NA	NA	Story,Transitioning,Art
Main	D-22		0	0	C	23	C	NA	NA	Not In Use
Main	E-5		0	0	C	14	C	NA	NA	Not In Use
Main	F-23	Infants and One Year Olds	2	5	C	9	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 100					Total Capacity @25 sq. ft.: 0		Building capacity limited by Fire Marshall Limitations			
Total # Children this Date: 35			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**

This was the first visit of the fiscal year. The provider stated that the facility does not have after school children during the school year.

Plan of Improvement: Developed This Date 08/14/2017

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](http://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](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)

Roeneccian Gordon, Program Official

Date

Brandon Cason, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)**

**Technical Assistance**

**Technical Assistance**

The consultant and director discussed the need to repair/replace the red and blue children's couches in room 20 due to them bursting at the seams. The couches were not able to be properly sanitized as required in the library/cozy area in the room.

**Correction Deadline: 8/14/2017**

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

**N/A**

**Comment**

No Swimming Activities Provided

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed Capacity Routinely Met

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

**Technical Assistance**

**Technical Assistance**

The consultant and director discussed that this rule requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. The consultant observed two outlets not covered with a protective cap in the two-year-old room in the dramatic play area behind the children's sink.

**Correction Deadline: 8/14/2017**

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

**Technical Assistance**

**Technical Assistance**

The consultant and director discussed cutting the grass due to the grass being a potential tripping hazard. The grass on the playgrounds measured 15 inches in certain areas.

Correction Deadline: 8/24/2017

## Food Service

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

**Comment**

Menu Meets USDA Guidelines

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

**Comment**

The meals are not prepared at the facility. The meals are brought from Glynn Head Start and the consultant observed a food service score of 99 for the head start on this date.

## Health and Hygiene

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

**Comment**

Staff Stated Proper Knowledge

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

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

Observed-Complete medical documentation since the last inspection. The facility is not currently administering any medication.

## Policies and Procedures

**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 on this date through the consultant's observation that the building evacuation was not documented as being conducted for the months of February 2017 through May 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: 8/19/2017**

## Safety

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

**Comment**

No Animals Kept

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

**Comment**

Observed-Discussion/Redirection

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

No Field Trips at This Time

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

No Routine Transportation Provided

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Correct number of mats; disinfecting discussed

**Comment**

Discussed-SIDS/Infant Sleeping Position

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<b>Staff Records</b>
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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

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

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined on this date through the consultant's observation that the first aid kit was stored in an unlocked cabinet under the changing table.

**POI (Plan of Improvement)**

Center Staff will ensure the cabinet is locked at all times.

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

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**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation. It was determined on this date through the consultant's observation that the following information was missing from the employee files and was not readily accessible at the time of the inspection:

\*Two of 13 files were missing and were not readily available at the time of the inspection.

\*One of 13 files was missing the application for employment.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel.

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

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

**Met**

**Comment**

The consultant and director discussed that this rule prohibits Center Staff from committing any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Center and requires Center staff to comply with all applicable laws and regulations.

**Correction Deadline: 8/14/2017**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Observed-Adequate Supervision