



**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:** 9/16/2020    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 3:30 PM

**CCLC-38107**

**Glynn County Early Head Start**

419 Benedict Road Brunswick, GA 31520 Glynn County  
 (912) 289-4893 d.gordon2@comcast.net

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452  
 Fax: (478) 314-9443  
 jerica.davis@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.
09/16/2020	Licensing Study	Good Standing	
02/05/2020	Complaint Closure	Good Standing	
02/05/2020	Complaint Investigation & Monitoring Visit	Good Standing	

  

<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.

**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	One Year Olds	2	7	C	12	C	NA	NA	Story, Floor Play
Main	B-23	Two Year Olds and Three Year Olds	2	8	C	25	C	NA	NA	Centers
Main	C-HS 19	Three Year Olds and Four Year Olds	2	11	C	28	C	NA	NA	Outside
Main	D-22	Two Year Olds	1	8	C	23	C	NA	NA	Story
Main	E-Office		0	0	C	14	C	NA	NA	
Main	F-21	One Year Olds	1	7	C	9	C	NA	NA	Art
Main	G-20	Infants	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: 46			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**

An Administrative Review was conducted on September 16, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 23, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 09/16/2020

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.dec.state.ga.us/CCS/Regulations.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.

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#### 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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.

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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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Roenejian Gordon, Program Official

Date

Jerica Davis, Consultant

Date



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### Findings Report

**Date:** 9/16/2020 **VisitType:** Licensing Study **Arrival:** 2:30 PM **Departure:** 3:30 PM

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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**

A variety of equipment and toys were observed throughout the center during the Virtual Visit.

**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** Met

**Comment**

Records were observed to be complete and well organized during the Administrative Review.

**Comment**

Arrival and departure records were observed to be complete during the Administrative Review.

**Correction Deadline: 9/16/2020**

### Facility

**591-1-1-.19 License Capacity(CR)** Met

**Comment**

Licensed capacity was observed to be routinely met by center during the Virtual Visit.

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

**Comment**

No hazards were observed accessible to children during the Virtual Visit.

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

Playground was observed to be clean and in good repair during the Virtual Visit. Routine maintenance was discussed.

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**Food Service**

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

Center menu meets USDA guidelines.

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**Health and Hygiene**

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

Proper diapering procedures were discussed during the Virtual Visit.

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

Proper hand washing procedures were discussed during the Virtual Visit.

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

The Director stated that the center does not currently dispense/administer medication.

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**Safety**

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

Staff were observed to maintain a positive learning environment during the Virtual Visit.

**Correction Deadline: 2/5/2020**

**Corrected on 9/16/2020**

**.11(2) - This citation was observed to be corrected on this date.**

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Cleaning and disinfecting of bedding was discussed with the director during the Virtual Visit.

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**Staff Records**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided four files for employees hired since the last visit.

**Technical Assistance**

Please ensure that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

**Correction Deadline: 9/16/2020**

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

Evidence observed of center staff certified in First Aid and CPR during the Administrative Review.

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

Documentation of appropriate annual staff training hours was observed during the Administrative Review.

**Comment**

Completed staff orientation documents were observed during the Administrative Review.

**Correction Deadline: 9/17/2020**

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

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

Center observed to maintain appropriate staff:child ratios during the Virtual Visit.

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

Staff observed to provide direct supervision and be attentive to children's needs during the Virtual Visit.