



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: 9/20/2019 **VisitType:** Licensing Study **Arrival:** 9:55 AM **Departure:** 3:45 PM

CCLC-38107

Glynn County Early Head Start

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

Regional Consultant

Chrissy Miller
 Phone: (770) 408-5457
 Fax: (770) 408-5461
 chrissy.miller@decal.ga.gov

Mailing Address
 Same

Joint with: Kimberly Stoy

Quality Rated: ★ ★ ★

| 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. |
|------------------------------------|-------------------|---------------|--|
| 09/20/2019 | Licensing Study | Good Standing | |
| 02/14/2019 | Licensing Study | Good Standing | |
| 07/18/2018 | Complaint Closure | 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 | 9 | C | 12 | C | NA | NA | Floor Play |
| Main | B-23 | Two Year Olds and Three Year Olds | 2 | 6 | C | 25 | C | NA | NA | Outside |
| Main | C-HS 19 | Three Year Olds | 2 | 17 | C | 28 | C | NA | NA | Outside |
| Main | D-22 | One Year Olds and Two Year Olds | 2 | 9 | C | 23 | C | NA | NA | Free Play |
| Main | E-Office | | 0 | 0 | C | 14 | C | NA | NA | |
| Main | F-21 | One Year Olds | 2 | 8 | C | 9 | C | NA | NA | Outside |
| Main | G-20 | One Year Olds | 1 | 4 | C | 9 | C | NA | NA | Free Play |
| Total Capacity @35 sq. ft.: 100 | | | | | | Total Capacity @25 sq. ft.: 0 | | Building capacity limited by Fire Marshall Limitations | | |
| Total # Children this Date: 53 | | | 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 is the first regulatory visit of the fiscal year.

The center currently has a three-star rating from quality rated.

The Center no longer provides routine transportation.

The Center does not participate in field trips or swimming activities.

The Center has had four new hires since the last regulatory visit.

A one-day letter was left on this date.

Plan of Improvement: Developed This Date 09/20/2019

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)



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Findings Report

Date: 9/20/2019 **VisitType:** Licensing Study **Arrival:** 9:55 AM **Departure:** 3:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultant's observation that rooms A-19 and C-21 did not have current lesson plans available upon request for the week of September 16, 2019 - September 20, 2019.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 9/20/2019

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)

N/A

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.

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) **Met**

Comment

Please be mindful to keep items that pose a hazard inaccessible to children. Please be sure to label all bottles used for cleaning purposes.

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

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the Consultant's observation that on the left side of playground A, the red and blue seated structure, there were three out of six seats with chipped paint and two out of six seats that were weathered with splintering wood.

POI (Plan of Improvement)

Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The center is in the process of repairing the equipment and will ensure that children do not have access to it until it's repaired.

Correction Deadline: 10/31/2019

Technical Assistance

591-1-1-.26(9) - Please ensure that the padding under the purple insect tunnel and the black tubing around the fence is completely covered on all sides to avoid posing a tripping hazard.

Correction Deadline: 9/20/2019

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Staff stated proper knowledge of diapering procedures.

Technical Assistance

591-1-1-.10(4) - Please ensure that if diapers are changed on a diaper changing surface, the surface shall be smooth and nonporous without the presence of cracks, rips, or tears.

Correction Deadline: 9/20/2019

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

Comment

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center.

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

Technical Assistance

Technical Assistance

591-1-1-.20 - Discussed proper medication documentation and procedures. Please ensure proper "Dates to be given" are filled out by the parent for long-term medication use.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)

N/A

Comment

Center does not participate in field trips at this time.

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

N/A

Comment

Center does not provide routine transportation. The director stated that there has not been any routine transportation since the last visit.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(4) - Please ensure that cots that are stored in the children's activity room or area is stored to prevent children's access to them and to allow maximum use of play space.

Correction Deadline: 9/20/2019

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 5

Staff # 2

Not Met

Date of Hire: 08/22/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 14

Not Met

Date of Hire: 09/20/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 15 Not Met

Date of Hire: 08/19/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 16 Not Met

Date of Hire: 09/20/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 20 Not Met

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Not Met

Comment

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

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the Consultant's observation and the review of staff records, that two staff members, 14 and 16, hired by the center on September 20, 2019 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center Director will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center Director will ensure the CRC rules are maintained.

Correction Deadline: 9/20/2019

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on the Consultant's observation and the review of staff records that two staff members, 14 and 16, hired by the center on September 20, 2019, did not have a current satisfactory Comprehensive records check determination issued from Bright from the Start.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center Director will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center Director will ensure the CRC rules are maintained.

Correction Deadline: 9/20/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the Consultant's review of staff records that three staff members, 2, 15, and 20, did not have the documentation of orientation as required.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 9/20/2019

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

Met

Comment

Please ensure that staff, prior to being hired in the center, have a valid satisfactory criminal records check determination issued by Bright from the Start.

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

Adequate supervision observed on this date.