



**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:** 12/3/2019    **VisitType:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 3:40 PM

**CCLC-3997**

**Jenkins Memorial Enrichment Learning Center**

4218 Windsor Spring Road Hephzibah, GA 30815 Richmond County  
(706) 790-1040 barbaracofer0@gmail.com

**Regional Consultant**

Kaycee Purvis  
Phone: (770) 357-4915  
Fax: (404) 478-8085  
kaycee.purvis@dec.al.gov

**Mailing Address**  
Same

**Quality Rated:** No

<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.
12/03/2019	Monitoring Visit	Good Standing	
05/02/2019	Monitoring Visit	Good Standing	
12/11/2018	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- Main Classroom		0	0	C	34	C	NA	NA	
Main	B- Hallway Classroom		0	0	C	14	C	NA	NA	
Main	C- Music Room		0	0	C	0	C	NA	NA	
Total Capacity @35 sq. ft.: 48					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	49	C

**Comments**

Plan of Improvement: Developed This Date 12/03/2019

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](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)



**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](mailto:qualityrated@decal.ga.gov)

Barbara Cofer, Program Official

Date

Kaycee Purvis, Consultant

Date



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### Findings Report

**Date:** 12/3/2019    **VisitType:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 3:40 PM

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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)** **N/A**

**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)** **Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair.

#### Health and Hygiene

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

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

The director and consultant discussed appropriate times for children to wash hands.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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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 a review of records that the center failed to conduct a fire drill during the months of September 2019 and November 2019.

**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: 12/6/2019**

**Recited on 12/3/2019**

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**Safety**

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

Age-appropriate discussion and/or redirection discussed.

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**591-1-1-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that the vehicle with tag #RQL 4028, used for routine transportation, had metal panel peeling from the side of the interior of the vehicle exposing sharp edges on this date.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 12/18/2019**

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**Sleeping & Resting Equipment**

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

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

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**Staff Records**

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Staff # 5	Not Met
Date of Hire: 04/22/2014	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 6	Not Met
Date of Hire: 08/01/1988	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Not Met
Date of Hire: 08/02/2012	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Not Met
Date of Hire: 05/23/2014	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**
**Not Met****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 a review of records that Staff #5 (hired on 4/22/2013) who was driving the bus at the time of the visit, Staff #6 (hired on 8/1/1988) who was in the classroom during the visit, Staff #7 (hired on 8/2/2012) who was not present during the visit but worked earlier that morning, and Staff #8 (hired on 5/23/2014) who was driving the bus at the time of the visit did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will watch the videos to 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 will watch the videos to ensure the CRC rules are maintained.

**Correction Deadline: 12/3/2019**

**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 a review of records that Staff #5 (hired on 4/22/2013) who was driving the bus at the time of the visit, Staff #6 (hired on 8/1/1988) who was in the classroom during the visit, Staff #7 (hired on 8/2/2012) who was not present during the visit but worked earlier that morning, and Staff #8 (hired on 5/23/2014) who was driving the bus at the time of the visit did not have a valid and current satisfactory Comprehensive Records Check Determination letter on file on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will watch the videos 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. 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 will watch the videos to ensure the CRC rules are maintained.

**Correction Deadline: 12/3/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Discussed combining children of mixed ages.

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

**Met**

**Comment**

Adequate supervision observed on this date.