



**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:** 9/25/2018    **VisitType:** Monitoring Visit    **Arrival:** 8:35 AM    **Departure:** 12:00 PM

**CCLC-16124**

**Whitney Center Head Start**

1129 W Whitney Avenue Albany, GA 31707 Dougherty County  
 (229) 436-2055 dperry@swgacac.com

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@dec.al.ga.gov

**Mailing Address**

P.O. Box 3466  
 Albany, GA 31706

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
09/25/2018	Monitoring Visit	Good Standing
03/19/2018	Monitoring Visit	Good Standing
10/23/2017	Licensing Study	Good Standing

**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.

**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	Room 1 (3's)	Three Year Olds	2	15	C	15	C	NA	NA	Breakfast
Main	Room 2 (3's)	Three Year Olds	2	12	C	15	C	NA	NA	Transitioning,Breakfast
Main	Room 3 (3's)	Three Year Olds	1	10	C	16	C	NA	NA	Transitioning,Breakfast,Circle Time
Main	Room 4 (3's)	Three Year Olds	2	16	C	16	C	NA	NA	Transitioning,Breakfast,Circle Time
Main	Room 5 (3's)	Four Year Olds	2	8	C	16	C	NA	NA	Transitioning,Breakfast,Circle Time
Main	Room 6 (3's)	Four Year Olds	2	15	C	15	C	NA	NA	Breakfast,Circle Time
Main	Room 7 (4's)	Four Year Olds	2	16	C	17	C	NA	NA	Transitioning,Circle Time,Breakfast
Main	Room 8 (4's)	Four Year Olds	2	15	C	18	C	NA	NA	Breakfast,Transitioning

Total Capacity @35 sq. ft.: 128

Total Capacity @25 sq. ft.: 0

<u>Building</u>	<u>Playground</u>	<u>Playground Occupancy</u>	<u>Playground Compliance</u>
Main	Outside Playground	45	C

**Comments**

The consultant issued and discussed the compliance determination worksheet on this date.

Plan of Improvement: Developed This Date 09/25/2018

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).



Please refer to the website, <http://www.dec.al.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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.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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Debrik Perry, Program Official

Date

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Penny Svenson, Consultant

Date



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### Findings Report

**Date:** 9/25/2018 **VisitType:** Monitoring Visit **Arrival:** 8:35 AM **Departure:** 12:00 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 on this date.

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

**Met**

**Comment**

The center does not provide swimming activities.

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center on this date.

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that in Room 2, Room 3 and Room 6, teachers purses were stored in filing cabinets that were unlocked and the purses were accessible to children and a hazard was posed.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 9/25/2018**

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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 observation that on the left side of the playground the fence was no longer attached to three of the poles, that anchored the fence, and there was up to a six inch gap and an entrapment hazard was posed to children.

**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: 9/25/2018****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there were two active ant beds along the left back side of the fence. Further, there were exposed tree roots on the right back side of the playground. There was also a root that protruded out of a tree on the front left side of the playground and there were sharp wires sticking out of the root and a hazard was posed to children.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 9/25/2018**

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**Food Service**

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

The center menu met USDA guidelines. The consultant observed wheat toast with cheese, sausage, pineapple slices and milk to be served for breakfast on this date.

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**Health and Hygiene**

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

There were no children enrolled in the program on this date that were in diapers.

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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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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and redirection were observed by the consultant on this date.

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

**Comment**

Field trip documentation observed to be complete.

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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**

The correct number of mats, sheets and blankets were observed on this date. All children's blankets and sheets were stored individually.

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**Staff Records**

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**Records Reviewed: 23**

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

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Staff # 1	Met
Date of Hire: 08/23/2017	
Staff # 2	Met
Date of Hire: 10/06/2015	
Staff # 3	Met
Date of Hire: 07/24/2017	
Staff # 4	Met
Date of Hire: 12/18/2017	
Staff # 5	Not Met
Date of Hire: 10/24/2007	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 6	Met
Date of Hire: 08/13/2018	
Staff # 7	Met
Date of Hire: 08/20/2013	

Staff # 8 Date of Hire: 01/04/2017	Met
Staff # 9 Date of Hire: 11/19/2014	Met
Staff # 10 Date of Hire: 07/15/2016	Met
Staff # 11 Date of Hire: 10/20/2017	Met
Staff # 12 Date of Hire: 07/13/2018	Met
Staff # 13 Date of Hire: 07/15/2015	Met
Staff # 14 Date of Hire: 01/13/2016	Met
Staff # 15 Date of Hire: 07/15/2016	Met
Staff # 16 Date of Hire: 11/14/2016	Met
Staff # 17 Date of Hire: 11/07/2016	Met
Staff # 18 Date of Hire: 09/05/2000	Met
Staff # 19 Date of Hire: 07/15/2016	Met
Staff # 20 Date of Hire: 05/09/2002	Met
Staff # 21 Date of Hire: 08/14/2018	Met
Staff # 22 Date of Hire: 07/15/2016	Met

Staff # 23

Met

Date of Hire: 07/18/2012

**Staff Credentials Reviewed: 23**

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

**Technical Assistance**

**Technical Assistance**

The consultant discussed with the director that Bright From the Start sent out a letter to all centers on August 25, 2017 that informed them that Board of Education Determination Letters would no longer be accepted. The letter stated:

Alert: Board of Education Determination Letters No Longer Accepted

Federal law requires determination letters for all individuals working in Georgia child care programs to be issued by DECAL. Therefore, we can no longer accept determination letters issued by individual boards of education.

Individuals working in child care programs with a determination letter from a board of education must:

1. Complete the LiveScan fingerprinting process, AND
  2. Submit a complete Records Check Application form to DECAL (recommend submitting via DECAL KOALA).
- Required forms and specific instructions on this process can be accessed at <http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx>.

**Correction Deadline: 9/25/2018**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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.