



**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: 9/30/2019 **VisitType:** Licensing Study **Arrival:** 10:40 AM **Departure:** 2:50 PM

CCLC-17764

Gilmer County Head Start

305 Calvin Jackson Dr. Ellijay, GA 30540 Gilmer County
(706) 635-4045 beth.mcarthur@ndohs.org

Mailing Address
Same

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@decals.ga.gov

Joint with: Sarah Ward

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.
09/30/2019	Licensing Study	Good Standing	
04/09/2019	Monitoring Visit	Good Standing	
12/03/2018	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	#12 (7R) EHS	Two Year Olds and Three Year Olds	2	8	C	23	C	NA	NA	Supper
Main	#3 (2R) (3-4 HS)	Four Year Olds and Five Year Olds	3	17	C	22	C	NA	NA	Centers
Main	#5 (3R) (3-4 HS)	Three Year Olds	2	16	C	22	C	NA	NA	Outside
Main	#7 (4R) (3-4 HS)	Four Year Olds and Five Year Olds	2	17	C	22	C	NA	NA	Centers
Main	#9 (5R)	Three Year Olds and Four Year Olds	2	15	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 111						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 73			Total Capacity @35 sq. ft.: 111			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	178	C

Comments

Follow up to the previous Monitoring Visit that was conducted on April 9, 2019 was completed on this date.

Plan of Improvement: Developed This Date 09/30/2019

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).



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

Findings Report

Date: 9/30/2019 **VisitType:** Licensing Study

Arrival: 10:40 AM

Departure: 2:50 PM

CCLC-17764

Gilmer County Head Start

305 Calvin Jackson Dr. Ellijay, GA 30540 Gilmer County
(706) 635-4045 beth.mcarthur@ndohs.org

Mailing Address
Same

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@dec.al.ga.gov

Joint with: Sarah Ward

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.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

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.

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 by observation that in classroom #5, Plaster of Paris labeled keep out of reach of children was in the left cabinet near the sink.

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: 9/30/2019

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

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 by observation that an active ant hill was present on the right side of the bike path near the black easel.

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: 9/30/2019

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.

The most recent health inspection was completed on August 11, 2019, with a score of 96.

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Not Evaluated****Comment**

The Director stated that no medication has been administered since the previous visit was conducted on April 9, 2019. (This rule was not evaluated on this date).

Safety

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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.

Sleeping & Resting Equipment

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. Cleaning and disinfecting of mats was discussed with the director on this date.

The center does not serve infants.

Staff Records

Records Reviewed: 34**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 09/27/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Met

Staff # 3

Met

Staff # 4

Met

Staff # 5

Met

Staff # 6

Met

Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 03/28/2019	
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Date of Hire: 11/15/1993	
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met

Staff # 31	Met
Staff # 32	Met
Staff # 33	Met
Date of Hire: 07/11/2005	
Staff # 34	Met

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Technical Assistance**

591-1-1-.09(1) - Criminal record check process, portability, and requirements of having the satisfactory letter prior to being present was discussed with the Director.

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 by a review of records that a person present, providing direct care to children had not submitted fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will monitor outside staff 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 verify outside staff are listed in Decal Koala to ensure the CRC rules are maintained.

Correction Deadline: 9/30/2019**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 by a review of records that one outside staff member present and providing direct care to children did not have a satisfactory criminal record check determination on file.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will train staff that every outside person coming into the classroom must be cleared by the Director 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 monitor outside staff and verify Decal Koala account to ensure the CRC rules are maintained.

Correction Deadline: 9/30/2019**591-1-1-.14 First Aid & CPR****Met**

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training for the 2018 year.

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.