

# 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

Quality Rated:





# Regional Consultant

Colleen Covey

Phone: (706) 256-7245 Fax: (706) 256-7244

colleen.covey@decal.ga.gov

Joint with: Sarah Ward

Compliance Zone Designation				
09/30/2019	Licensing Study	Good Standing		
04/09/2019	Monitoring Visit	Good Standing		
12/03/2018	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

 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	#12 (7R) EHS	Two Year Olds and Three Year Olds	2	8	С	23	С	NA	NA	Supper
Main	#3 (2R) (3-4 HS)	Four Year Olds and Five Year Olds	3	17	С	22	С	NA	NA	Centers
Main	#5 (3R) (3-4 HS)	Three Year Olds	2	16	С	22	С	NA	NA	Outside
Main	#7 (4R) (3-4 HS)	Four Year Olds and Five Year Olds	2	17	С	22	С	NA	NA	Centers
Main	#9 (5R)	Three Year Olds and Four Year Olds	2	15	С	22	С	NA	NA	Centers
`		Total Capacity @35 sq. ft.: 1	Capacity @35 sq. ft.: 111 Total Capacity @25 st ft.: 0		25 sq.					
Total # C	hildren this Date: 73	Total Capacity @35 sq. ft.: 1	11		Total C ft.: 0	apacity @	25 sq.			

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).



Please refer to the website, <a href="http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx">http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx</a>, 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: <a href="http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx">http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx</a>

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: <a href="https://qualityrated.decal.ga.gov/">https://qualityrated.decal.ga.gov/</a>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or <a href="mailto:qualityrated@decal.ga.gov">qualityrated@decal.ga.gov</a>

Beth McArthur, Program Official	Date	Colleen Covey, Consultant	Date
Sarah Ward, Consultant	Date		



#### Bright from the Start Georgia Department of Early Care and Learning 2 Martin Luther King Jr. Drive SE, 670 East Tower Atlanta, GA 30334

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#### **Findings Report**

Date: 9/30/2019 VisitType: Licensing Study	Arrival: 10:40 AM	<b>Departure:</b> 2:50 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.

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

Met

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

Met

Comment

Child #5

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

Records Reviewed: 34	Records with Missing/Incomplete Components: 1
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10 Date of Hire: 03/28/2019	Met
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 Date of Hire: 11/15/1993	Met
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met

v1.03

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

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)

IMMÉDIATE 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.