



**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:** 10/14/2020 **VisitType:** Licensing Study

**Arrival:** 10:05 AM

**Departure:** 12:30 PM

**CCLC-17764**

**Gilmer County Head Start**

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

**Regional Consultant**

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<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.
10/14/2020	Licensing Study	Good Standing	
02/03/2020	Complaint Investigation & Monitoring Visit	Good Standing	
02/03/2020	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	#12 (7R) EHS	One Year Olds and Two Year Olds and Three Year Olds	2	5	C	23	C	NA	NA	Free Play
Main	#3 (2R) (3-4 HS)	Three Year Olds and Four Year Olds	2	10	C	22	C	NA	NA	Centers
Main	#5 (3R) (3-4 HS)		0	0	C	22	C	NA	NA	
Main	#7 (4R) (3-4 HS)	Four Year Olds	2	14	C	22	C	NA	NA	Centers
Main	#9 (5R)	Three Year Olds and Four Year Olds	2	17	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 111						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 46			Total Capacity @35 sq. ft.: 111			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	178	C

**Comments**

An Administrative Review was conducted on October 14, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 14, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on September 30, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 10/14/2020

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.state.ga.us/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.

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#### 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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.

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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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Beth McArthur, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

Date: 10/14/2020 VisitType: Licensing Study

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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**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on October 14, 2020.

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

N/A

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 3**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that three out of four files reviewed did not contain the required information.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 10/14/2020**

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

A virtual walk through of the center was conducted on October 14, 2020 due to the COVID-19 pandemic. No hazards were observed accessible to children during the virtual visit on this date.

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

A virtual walk through of the playground was conducted on October 14, 2020 due to the COVID-19 pandemic. The playground was observed to be clean and in good repair. The consultant discussed monitoring and maintaining the resilient surface.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.  
The most recent health inspection was completed on September 29, 2020 with a score of 100.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on October 14, 2020.

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

Proper hand washing of children and staff was discussed with the Director. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed during the virtual walk through.

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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****N/A****Comment**

Center does not keep animals on premises.

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

TA-A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****N/A****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. Cleaning and disinfecting of mats was discussed with the director on this date. The center does not serve infants.

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**Staff Records**

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**Records Reviewed: 69****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 09/27/2019

Staff # 2 Met

Date of Hire: 03/11/2020

Staff # 3 Met

Date of Hire: 08/19/2019

Staff # 4 Met

Date of Hire: 10/02/2019

Staff # 5 Met

Date of Hire: 08/02/2019

Staff # 6 Met

Staff # 7 Met

Date of Hire: 03/07/2019

Staff # 8 Met

Date of Hire: 09/27/2017

Staff # 9 Met

Date of Hire: 07/23/2014

Staff # 10 Met

Date of Hire: 09/20/2017

Staff # 11 Met

Date of Hire: 08/06/2019

Staff # 12 Met

Date of Hire: 03/29/2019

Staff # 13 Met

Date of Hire: 02/14/2014

Staff # 14 Met

Date of Hire: 01/05/2016

Staff # 15 Met

Date of Hire: 12/20/2019

Staff # 16 Met

Date of Hire: 03/19/2019

Staff # 17 Met

Date of Hire: 03/28/2019

Staff # 18 Met

Date of Hire: 10/03/2011

Staff # 19 Date of Hire: 06/05/2018	Met
Staff # 20 Date of Hire: 09/03/2002	Met
Staff # 21 Date of Hire: 01/01/2019	Met
Staff # 22 Date of Hire: 04/23/2019	Met
Staff # 23 Date of Hire: 06/27/2017	Met
Staff # 24 Date of Hire: 03/15/2019	Met
Staff # 25 Date of Hire: 12/03/2018	Met
Staff # 26 Date of Hire: 09/26/2006	Met
Staff # 27 Date of Hire: 09/09/2019	Met
Staff # 28 Date of Hire: 09/08/2020	Met
Staff # 29 Date of Hire: 01/01/2009	Met
Staff # 30 Date of Hire: 08/16/2019	Met
Staff # 31 Date of Hire: 08/19/2019	Met
Staff # 32 Date of Hire: 04/04/2019	Met
Staff # 33 Date of Hire: 01/11/2019	Met



Staff # 34 Date of Hire: 01/11/2019	Met
Staff # 35 Date of Hire: 01/25/2020	Met
Staff # 36 Date of Hire: 07/30/2018	Met
Staff # 37 Date of Hire: 10/09/2017	Met
Staff # 38 Date of Hire: 03/15/2019	Met
Staff # 39 Date of Hire: 10/02/2017	Met
Staff # 40 Date of Hire: 01/23/2017	Met
Staff # 41 Date of Hire: 10/27/2017	Met
Staff # 42 Date of Hire: 09/25/2017	Met
Staff # 43 Date of Hire: 01/22/2019	Met
Staff # 44 Date of Hire: 09/18/2000	Met
Staff # 45 Date of Hire: 03/19/2019	Met
Staff # 46 Date of Hire: 03/22/2019	Met
Staff # 47 Date of Hire: 01/01/2019	Met
Staff # 48 Date of Hire: 03/25/2019	Met

Staff # 49 Date of Hire: 04/11/2019	Met
Staff # 50 Date of Hire: 11/15/1993	Met
Staff # 51 Date of Hire: 01/01/2019	Met
Staff # 52 Date of Hire: 03/22/2019	Met
Staff # 53 Date of Hire: 03/22/2019	Met
Staff # 54 Date of Hire: 10/15/2018	Met
Staff # 55 Date of Hire: 03/06/2019	Met
Staff # 56 Date of Hire: 07/21/2011	Met
Staff # 57 Date of Hire: 01/22/2019	Met
Staff # 58 Date of Hire: 07/23/2018	Met
Staff # 59 Date of Hire: 01/01/2009	Met
Staff # 60 Date of Hire: 01/01/2009	Met
Staff # 61 Date of Hire: 10/02/2019	Met
Staff # 62 Date of Hire: 01/23/2017	Met
Staff # 63 Date of Hire: 01/01/2019	Met

Staff # 64 Date of Hire: 01/01/2019	Met
Staff # 65 Date of Hire: 09/25/2017	Met
Staff # 66 Date of Hire: 09/27/2017	Met
Staff # 67 Date of Hire: 07/11/2005	Met
Staff # 68 Date of Hire: 08/03/2018	Met
Staff # 69 Date of Hire: 01/07/2019	Met

**Staff Credentials Reviewed: 6**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for employees hired since last visit on February 3, 2020.

**591-1-1-.14 First Aid & CPR Met**

**Comment**

CPR and First Aid requirements are met according to current licensing guidelines.

**591-1-1-.33 Staff Training Met**

**Comment**

Documentation observed of required staff training for the 2019 year.

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

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on September 30, 2020.

**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.