



**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: 10/31/2017 **VisitType:** Licensing Study

Arrival: 10:50 AM

Departure: 1:50 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@decal.ga.gov

Mailing Address

Same

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.
10/31/2017	Licensing Study	Good Standing	
02/03/2017	Monitoring Visit	Good Standing	
11/29/2016	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	#1 (1R) (3 YR HS)		0	0	C	22	C	NA	NA	
Main	#12 (7R) EHS		0	0	C	23	C	NA	NA	
Main	#3 (2R) (3-4 HS)	Three Year Olds and Four Year Olds	2	17	C	22	C	NA	NA	Outside
Main	#3 (2R) (3-4 HS)	Three Year Olds and Four Year Olds	2	17	C	22	C	NA	NA	Outside
Main	#5 (3R) (3-4 HS)	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Outside
Main	#5 (3R) (3-4 HS)	Three Year Olds and Four Year Olds	2	4	C	22	C	NA	NA	Outside
Main	#7 (4R) (3-4 HS)	Three Year Olds and Four Year Olds	2	16	C	22	C	NA	NA	Outside
Main	#7 (4R) (3-4 HS)	Three Year Olds and Four Year Olds	2	19	C	22	C	NA	NA	Outside
Main	#9 (5R)	Three Year Olds and Four Year Olds	2	16	C	22	C	NA	NA	Outside
Main	#9 (5R)	Three Year Olds and Four Year Olds	2	16	C	22	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 221						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 117						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 February 3, 2017 was completed on this date.

Plan of Improvement: No Plan Developed

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).

	Reminder: All employees of child care programs must be fingerprinted before January 1, 2017 . For instructions and to submit records check applications online, please visit www.decalkoala.com . You are encouraged not to wait and to complete the process as soon as possible.
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 <p>Sign up Today! www.qualityrated.dec.ga.gov Any Licensed Program Eligible to Participate Free Approved Training Free Technical Assistance Eligible for \$1,000 Materials Mini Grant 1, 2, 3 Star Rated Programs Receive Bonus Packages Great Marketing Tool Raises the Bar in Child Care For More Information: Email: QualityRated@dec.ga.gov or Call: 855-800-7747</p>
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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.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.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)

Beth McArthur, Program Official

Date

Colleen Covey, Consultant

Date



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Findings Report

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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

Equipment was observed to be secure on this date.

Comment

Observed-Variety Throughout Center

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

N/A

Comment

No Swimming Activities Provided

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

Observed-Records Complete/Well Organized

Facility**591-1-1-.06 Bathrooms** **Met****Comment**

Observation-Clean and Well Maintained

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

Licensed Capacity Routinely Met

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

Observation-Center Clean/Well Maintained

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

Observation-Clean/Good Repair

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

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

The most recent health inspection was completed on August 31, 2017 with a score of 100.

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

Staff Stated Proper Knowledge

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

Observed-Staff Remind Children Wash Hand

591-1-1-.20 Medications(CR) **Met****Comment**

The Director stated that no medication has been administered since the previous visit was conducted on February 3, 2017.

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

No Animals Kept

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR) **N/A**

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Comment

Correct number of mats observed. Proper storage of bedding observed.

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 12/30/2014	
Staff # 2	Met
Date of Hire: 01/07/2017	
Staff # 3	Met
Date of Hire: 03/11/2017	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 07/15/2017	
Staff # 6	Met
Date of Hire: 02/09/2016	
Staff # 7	Met
Date of Hire: 08/03/2016	
Staff # 8	Met
Date of Hire: 10/08/2012	
Staff # 9	Met
Date of Hire: 04/16/2015	
Staff # 10	Met

Records Reviewed: 20**Records with Missing/Incomplete Components: 0**

Date of Hire: 05/30/2014

Staff # 11 Met

Date of Hire: 09/11/2000

Staff # 12 Met

Date of Hire: 01/12/2016

Staff # 13 Met

Date of Hire: 02/03/2014

Staff # 14 Met

Date of Hire: 07/11/2005

Staff # 15 Met

Date of Hire: 06/02/2014

Staff # 16 Met

Date of Hire: 07/23/2014

Staff # 17 Met

Date of Hire: 11/15/1993

Staff # 18 Met

Date of Hire: 06/02/2014

Staff # 19 Met

Date of Hire: 05/28/2014

Staff # 20 Met

Date of Hire: 05/28/2014

Staff Credentials Reviewed: 20**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal Records Check complete

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

Observed - Documentation Of Training for the 2016 year. Health and Safety training was completed as required.

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

Consultant observed staff comply with applicable laws and regulations on this date.

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Direct Supervision/Attentive Staff