



**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:** 8/30/2018    **VisitType:** Licensing Study    **Arrival:** 2:05 PM    **Departure:** 5:35 PM

**CCLC-1833**

**Turner County Head Start**

524 Martin Luther King Drive Ashburn, GA 31714 Turner County  
 (229) 567-9233 cwoodson@coastalplain.org

**Regional Consultant**

Jackqueline Frederick

Phone: (229) 386-3247

Fax: (229) 238-2435

jackqueline.frederick@dec.al.ga.gov

**Mailing Address**

524 MLK Drive  
 Ashburn, GA 31714

**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.
08/30/2018	Licensing Study	Good Standing	
04/06/2018	Monitoring Visit	Good Standing	
11/06/2017	Licensing Study	Good Standing	
			<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.

**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	A - Left		2	0	C	23	C	NA	NA	Transitioning
Main	B - Middle		2	0	C	23	C	NA	NA	Transitioning
Main	C - Right		2	0	C	16	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 62			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 0			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	110	C

**Comments**

The purpose of today's visit is to conduct a licensing study.

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.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.

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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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Consuela Woodson, Program Official

Date

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Jackqueline Frederick, Consultant

Date



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### Findings Report

**Date:** 8/30/2018 **VisitType:** Licensing Study

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#### CCLC-1833

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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)

Met

##### Comment

Center does not provide swimming activities.

### Facility

#### 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)

Met

##### Comment

No hazards observed accessible to children on this date.

#### 591-1-1-.26 Playgrounds(CR)

Technical Assistance

##### Technical Assistance

591-1-1-.26(6) - Center will ensure that metal pin that stabilizes the black enclosure at the back of the playground is secure in the ground.

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

### Health and Hygiene

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

No children enrolled that require diapering.

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

Proper hand washing of children and staff was discussed with the director on this date.

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

The Provider currently does not dispense/administer medication.

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

No children present on this date as they were leaving for the day.

**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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

Cots were observed be stored away from the children as required.

**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/21/2017	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 03/09/2017	
Staff # 5	Met
Date of Hire: 07/07/2016	
Staff # 6	Met
Date of Hire: 07/16/2018	
Staff # 7	Met
Date of Hire: 09/06/2017	

Staff # 8

Met

Date of Hire: 07/17/2017

Staff # 9

Met

Date of Hire: 08/14/2018

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**Staff Credentials Reviewed: 9**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based consultant's observation that one staff member was outside of the portability date.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

**Correction Deadline: 8/30/2018**

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**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that one employee did not have a personnel record on file as required.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 8/31/2018****Recited on 8/30/2018**

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**591-1-1-.33 Staff Training****Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined that two staff members who have been employed more than 90 days did not have proof of the required 6 hours of health and safety training as required.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 9/14/2018**

**Recited on 8/30/2018**

**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on consultant's observation that one staff member did not have complete first year's training as required.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 9/29/2018**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultant's review of records that one staff member did not have the required annual training.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 9/29/2018**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

No children present at the time of visit.

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

**Met**

**Comment**

No children present.