



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: 6/25/2019 **VisitType:** Incident Investigation & Follow Up **Arrival:** 8:50 AM **Departure:** 12:25 PM

CCLC-1952

Towns County Child Development

1112 Jack Dayton Circle Young Harris, GA 30582 Towns County
 (706) 896-4040 daycare@townscountygga.com

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@decal.ga.gov

Mailing Address

P.O. Box 472
 Hiawasee, GA 30546

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.
06/25/2019	Incident Investigation & Follow Up	Good Standing	
06/25/2019	Incident Investigation Closure	Good Standing	
03/28/2019	Monitoring Visit	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 (LF-1st RT)	Infants	2	5	C	12	C	NA	NA	Nap, Floor Play
Main	2-(LF-2nd LF)	One Year Olds	1	4	C	13	C	NA	NA	Outside
Main	3-(Lf-1st LF)	One Year Olds and Two Year Olds	2	7	C	13	C	NA	NA	Free Play
Main	4 (RT 1st RT)	Two Year Olds and Three Year Olds	2	13	C	18	C	NA	NA	Free Play
Main	5 (RT-2nd Lf)	Three Year Olds and Four Year Olds	2	12	C	18	C	NA	NA	Centers
Main	6-(Rt 1st LF)(Dining)	Five Year Olds and Six Year Olds and Over	2	18	C	25	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 99						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 59			Total Capacity @35 sq. ft.: 99			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	202	C

Comments

Follow up to the previous Monitoring Visit that was conducted on March 28, 2019 was completed on this date.

Plan of Improvement: Developed This Date 06/25/2019

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, <http://www.decal.ga.gov/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.

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: <http://decal.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)



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.decal.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@decal.ga.gov

Jessica Ledford, Program Official

Date

Colleen Covey, Consultant

Date



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Findings Report

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The following information is associated with a Incident Investigation & Follow Up:

	Facility
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591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Correction Deadline: 3/28/2019

Corrected on 6/25/2019

.25(13) - No hazards were observed accessible on this date.

	Staff Records
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Records Reviewed: 20

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 02/21/2019	
Staff # 2	Met
Date of Hire: 04/03/2019	
Staff # 3	Met
Date of Hire: 05/30/2018	
Staff # 4	Met
Date of Hire: 10/02/2000	
Staff # 5	Met
Date of Hire: 11/13/2017	
Staff # 6	Met
Date of Hire: 01/04/2019	

Records Reviewed: 20

Records with Missing/Incomplete Components: 1

Staff # 7 Date of Hire: 06/21/2017	Met
Staff # 8 Date of Hire: 08/26/2016	Met
Staff # 9 Date of Hire: 04/04/2019	Met
Staff # 10 Date of Hire: 05/21/2018	Met
Staff # 11 Date of Hire: 03/05/1996	Met
Staff # 12 Date of Hire: 04/25/2019	Met
Staff # 13 Date of Hire: 04/02/2019	Met
Staff # 14 Date of Hire: 12/15/2014	Met
Staff # 15 Date of Hire: 10/02/2000	Met
Staff # 16	Met
Staff # 17 Date of Hire: 10/06/2017	Met
Staff # 18 Date of Hire: 04/02/2019	Met
Staff # 19 Date of Hire: 05/08/2019 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met
Staff # 20 Date of Hire: 10/22/2001	Met

Staff Credentials Reviewed: 20

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

Director provided six files for employees hired since last visit on March 28, 2019. Twenty staff members employed on this date were observed to have satisfactory criminal record checks on file.

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 by a review of records that one newly hired staff member did not have evidence of orientation on file.

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: 6/30/2019

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 by a review of records that one staff member did not complete the health and safety training in the required time period.

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: 7/25/2019

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.