



**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:** 9/27/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 3:45 PM

**CCLC-23310**

**Camden Head Start/Day Care Facility**

1501 Georgia Ave. Woodbine, GA 31569 Camden County  
 (912) 576-5923 rbenjamin@coastalgaca.org

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452  
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 jerica.davis@dec.al.ga.gov

**Mailing Address**

PO Box 418  
 Woodbine, GA 31569

**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.
09/27/2019	Monitoring Visit	Good Standing	
04/09/2019	Licensing Study	Good Standing	
09/25/2018	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	A	Three Year Olds and Four Year Olds	2	17	C	20	C	NA	NA	Outside
Main	B	PreK	2	16	C	20	C	NA	NA	Outside
Main	C		0	0	C	15	C	NA	NA	
Main	D	Infants and One Year Olds	1	6	C	11	C	NA	NA	Floor Play, Story, Feeding
Main	E	One Year Olds and Two Year Olds	2	6	C	11	C	NA	NA	Outside
Main	F	Three Year Olds and Four Year Olds	2	13	C	16	C	NA	NA	Outside, Transitioning, Circle Time
Main	G	Three Year Olds and Four Year Olds	1	8	C	15	C	NA	NA	Art
Main	H	Three Year Olds and Four Year Olds	2	13	C	17	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.:			125			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 79			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	39	C
Main	B	228	C

### Comments

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

The center provides transportation and the logs were reviewed on this date.

The center is currently participating in the Quality Rated program and has earned a rating of two stars.

Plan of Improvement: Developed This Date 09/27/2019

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.dec.state.ga.us/CCS/Regulations.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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Rachel Benjamin, Program Official

Date

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Jerica Davis, Consultant

Date



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### Findings Report

**Date:** 9/27/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 3:45 PM

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The following information is associated with a Monitoring Visit:

**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)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that gap under the fencing was observed in the far front corner of the playground measuring seven inches tall by fourteen inches wide posing an entrapment hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 9/27/2019

## Health and Hygiene

591-1-1-.07 Children's Health

Technical Assistance

### Technical Assistance

Please ensure center staff do not permit children to wear items around their necks or attach to their clothing including pacifiers, necklaces, bibs or other hazardous items. Bibs should only be worn during feeding.

Correction Deadline: 9/27/2019

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

Met

### Comment

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)

Not Met

### Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the children in classroom F were observed to come in from outside and wipe their hands and face with a wipe then begin an activity and did not wash their hands with liquid soap and warm running water as required.

### POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 9/27/2019

591-1-1-.20 Medications(CR)

Met

### Comment

Documentation for medication dispensing observed complete.

## Safety

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

Met

### Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.36 Transportation(CR)

Met

### Comment

Complete documentation of transportation observed.

### Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

## Sleeping & Resting Equipment

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

Technical Assistance

### Comment

Discussed SIDS and infant sleeping position.

**Technical Assistance**

Please ensure that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space.

**Correction Deadline: 9/27/2019**

<b>Staff Records</b>
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**Records Reviewed: 20**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/01/2004	
Staff # 3	Met
Date of Hire: 08/12/2019	
Staff # 4	Met
Date of Hire: 11/27/2018	
Staff # 5	Met
Date of Hire: 10/02/2018	
Staff # 6	Met
Date of Hire: 08/13/2008	
Staff # 7	Met
Date of Hire: 04/08/2019	
Staff # 8	Met
Date of Hire: 08/21/2013	
Staff # 9	Not Met
Date of Hire: 08/01/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 10	Met
Date of Hire: 03/20/2018	
Staff # 11	Met
Date of Hire: 08/15/1991	
Staff # 12	Met
Date of Hire: 03/01/2000	
Staff # 13	Met

**Records Reviewed: 20****Records with Missing/Incomplete Components: 1**

Date of Hire: 01/02/2013

Staff # 14 Met

Date of Hire: 02/11/2019

Staff # 15 Met

Date of Hire: 01/25/2016

Staff # 16 Met

Date of Hire: 08/26/2019

Staff # 17 Met

Date of Hire: 03/07/2018

Staff # 18 Met

Date of Hire: 10/15/1988

Staff # 19 Met

Date of Hire: 09/16/2019

Staff # 20 Met

Date of Hire: 10/15/2018

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided five files for employees hired since the last visit.

**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 based on a review of records that one staff member did not have evidence of completing both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review all required videos and complete the provided affidavit 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 will complete all steps to ensure the CRC rules are maintained.

**Correction Deadline: 9/27/2019**

**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 based on a review of records that one staff member did not have evidence of a valid and current satisfactory Comprehensive Records Check Determination on file as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review all training videos and complete the provided affidavit 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 complete all steps to ensure the CRC rules are maintained.

**Correction Deadline: 9/27/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.