



**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:** 1/31/2019    **VisitType:** Licensing Study    **Arrival:** 10:20 AM    **Departure:** 1:30 PM

**CCLC-24915**

**Morgan County Headstart/Early Headstart**

864 Garnett Street Madison, GA 30650 Morgan County  
(706) 342-1634 carlam@ecdcllc.org

**Regional Consultant**

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@decal.ga.gov

**Mailing Address**

569 Martin Luther King Jr., Drive NW  
Atlanta, GA 30314

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
01/31/2019	Licensing Study	Good Standing
09/13/2018	Monitoring Visit	Good Standing
04/26/2018	Monitoring Visit	Good Standing

**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.

**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-1L	Infants and One Year Olds	2	6	C	13	C	NA	NA	Floor Play
Main	B:Left Wing-2R	Three Year Olds and Four Year Olds	2	12	C	20	C	NA	NA	Music
Main	C: Lt Wing-1R		0	0	C	21	C	NA	NA	
Main	D: Rt Wing-1L	Four Year Olds	2	17	C	20	C	NA	NA	Music
Main	E: Rt.Wing-2L		0	0	C	20	C	NA	NA	
Main	F: Rt.wing-1R	One Year Olds and Two Year Olds	2	7	C	17	C	NA	NA	Story
Main	G: Rt.Wing-2R	Two Year Olds and Three Year Olds	2	5	C	17	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 128						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 47			Total Capacity @35 sq. ft.: 128			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG: Bk Left	105	C
Main	PG: Bk Right	80	C
Main	PG: Far Left-Toddler	16	C

**Comments**

The consultant and director discussed criminal record check rules and regulations. A one day letter was left with the director.

Plan of Improvement: Developed This Date 01/31/2019

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/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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Carla McClatty, Program Official

Date

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Valarie Musselwhite, 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**

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.

**Children's Records**

**Records Reviewed: 7**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

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591-1-1-.08 Children's Records Met

**Comment**

Records were observed to be complete and well organized.

**Facility**

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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

**Correction Deadline: 9/28/2018**

**Corrected on 1/31/2019**

**.25(3) - Correction of previous citation in that the consultant observed the toilet to be repaired and in working order.**

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

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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591-1-1-.15 Food Service & Nutrition Technical Assistance

**Technical Assistance**

591-1-1-.15(2) - Please ensure infant feeding plans are updated every 90 days and available in the classroom.

**Correction Deadline: 1/31/2019**

**Health and Hygiene**

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

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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591-1-1-.20 Medications(CR) N/A

**Comment**

The center does not currently administer medication.

**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**

Staff were observed to maintain a positive learning environment 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.

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**Staff Records**

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**Records Reviewed: 17****Records with Missing/Incomplete Components: 5**

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Staff # 1

Not Met

Date of Hire: 05/01/2018

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 2

Met

Date of Hire: 07/25/2016

Staff # 3

Met

Staff # 4

Met

Date of Hire: 08/01/2018

Staff # 5

Not Met

Date of Hire: 04/24/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7

Not Met

Date of Hire: 08/18/2010

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8

Met

**Records Reviewed: 17****Records with Missing/Incomplete Components: 5**

Date of Hire: 11/23/2015

Staff # 9 Met

Date of Hire: 11/29/2016

Staff # 10 Met

Date of Hire: 09/15/2016

Staff # 11 Met

Date of Hire: 06/23/2003

Staff # 12 Met

Date of Hire: 09/14/2016

Staff # 13 Met

Date of Hire: 03/22/2017

Staff # 14 Met

Date of Hire: 08/04/2014

Staff # 15 Met

Date of Hire: 08/31/2018

Staff # 16 Met

Date of Hire: 01/04/2016

Staff # 17 Not Met

Date of Hire: 11/05/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 17****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 staff #5, hired on April 24, 2017, and staff #6 did not submit a records check application.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 1/31/2019**

**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 staff #5 and staff #6, who provided special education services to a child in care, were without a satisfactory comprehensive criminal records check on file.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 1/31/2019**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that portability requirements were not met for one staff hired on April 24, 2017 in that the portability date had expired.

**POI (Plan of Improvement)**

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

**Correction Deadline: 1/31/2019**

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

591-1-1-.33(2) - Please ensure documentation of orientation is on file and available for all staff.

**Correction Deadline: 1/31/2019**

**Technical Assistance**

591-1-1-.33(5) - Please ensure the cook obtains the required nutrition training within one year of hire.

**Correction Deadline: 3/2/2019**

**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that one lead teacher had a CDA on file that was expired and had not completed the renewal process.



**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The center will ensure that renewals are completed by the expiration dates.

**Correction Deadline: 3/29/2019**

<b>Staffing and Supervision</b>
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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.