



**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:** 11/28/2017 **VisitType:** Licensing Study

**Arrival:** 8:30 AM

**Departure:** 12:50 PM

**CCLC-24915**

**Morgan County Headstart/Early Headstart**

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

**Regional Consultant**

Alva Huff

Phone: (770) 357-3405

Fax: (770) 357-3404

jennifer.taylor@dec.al.gov

**Mailing Address**

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

**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.
11/28/2017	Licensing Study	Good Standing	
03/21/2017	Licensing Study	Good Standing	
09/13/2016	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-1L	Infants and One Year Olds	2	7	C	13	C	NA	NA	Outside
Main	B:Left Wing-2R	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Outside, Transitioning
Main	C: Lt Wing-1R		0	0	C	21	C	NA	NA	Not In Use
Main	D: Rt Wing-1L	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Snack
Main	E: Rt.Wing-2L		0	0	C	20	C	NA	NA	Not In Use
Main	F: Rt.wing-1R	One Year Olds and Two Year Olds	2	7	C	17	C	NA	NA	Circle Time
Main	G: Rt.Wing-2R	Two Year Olds and Three Year Olds	2	8	C	17	C	NA	NA	Transitioning, Centers
Total Capacity @35 sq. ft.: 128						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 52						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 purpose of this visit was to conduct a licensing study and to follow up on the previous visit from March 21, 2017.

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.

**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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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). 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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

Carla McClatty, Program Official	Date	Alva Huff, 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

Correction Deadline: 3/21/2017

Corrected on 11/28/2017

.12(2)(b) - Previous citation corrected in that consultant observed children's computer monitors and keyboards to be clean and free of heavy dust/dirt build-up.

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

N/A

**Comment**

No Swimming Activities Provided

### Facility

591-1-1-.06 Bathrooms

Met

Correction Deadline: 4/20/2017

Corrected on 11/28/2017

.06(4) - Previous citation corrected in that consultant observed operable exhaust fans in the children's restrooms on this date.

591-1-1-.19 License Capacity(CR)

Met

**Comment**

Consultant observed licensed capacity met on this date.

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

Met

Correction Deadline: 3/21/2017

Corrected on 11/28/2017

.25(3) - Previous citation corrected in that consultant observed exhaust fans clean and in good repair on this date.

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

**Comment**

Observation-Clean/Good Repair

**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-Proper Hand Washing Throughout

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Technical Assistance**

591-1-1-.20 - Consultant discussed with administrative staff to ensure that N/A or none-no adverse reaction is documented on the child(ren)'s medication administration log if no adverse reaction occurs.

**Safety**

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

**Comment**

Observed-Discussion/Redirection

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

**Comment**

Administrative staff stated no transportation is provided at this time.

**Sleeping & Resting Equipment**

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

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Staff Records**

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 2**

Staff # 1 Met

Staff # 2 Met

Date of Hire: 08/08/2016

Staff # 3 Met

Date of Hire: 07/25/2016

Staff # 4 Met

Staff # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 6	Met
Date of Hire: 08/18/2010	
Staff # 7	Met
Date of Hire: 11/23/2015	
Staff # 8	Met
Date of Hire: 11/29/2016	
Staff # 9	Met
Date of Hire: 06/23/2003	
Staff # 10	Not Met
Date of Hire: 03/22/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 08/04/2014	
Staff # 13	Met
Date of Hire: 01/04/2016	

**Staff Credentials Reviewed: 13****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Administrative staff provided three (3) files for employees hired since last visit.

**Comment**

Consultant observed thirteen (13) satisfactory criminal records checks complete on this date.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined, based on a review of records that two employees hired May 1, 2017 did not have documentation of first aid and CPR training on this date.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 12/28/2017**

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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, based on a review of records that six employees hired prior to September 30, 2016 did not complete health and safety orientation training prior to July 1, 2017.

**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: 12/29/2017**

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

**Met**

**Comment**

Lead staff education requirements

**Staffing and Supervision**

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Direct Supervision/Attentive Staff